

# 國立臺灣師範大學

National Taiwan Normal University

## 113學年度第1學期

### 研究生辦理畢業離校手續注意事項

Graduation and school-leaving procedures for  
graduate students expected to graduate in the Fall  
semester of the 2024 academic year



# 113年10~12月逐月畢業時程 Graduate on Oct. to Dec. 2024

113學年度第1學期			
月份 Month	10月 October	11月 November	12月 December
學位證書登載年月 Degree conferral date on diploma	112年10月 October 2023	112年11月 November 2023	112年12月 December 2023
畢業生服務資訊入口網開放及 領取證書期限 The Start Date of Receiving Diploma (遇例假日及國定假日，不開放畢業離校)	10/16~10/31 October 16~31	11/16~11/30 November 16~30	12/16~12/31 December 16~31
逐月畢業注意事項			
<ol style="list-style-type: none"><li>依本校「學位授予暨研究生學位考試辦法」第12條規定，按月畢業第一學期為開學後至12月，第二學期為開學後至5月，並應於上述規定期限繳交論文及完成畢業離校手續。</li><li>請寬估論文修改時間再向系所提出申請，例如:研究生於10月份完成學位考試，但預計12月份才能修改完論文並完成離校流程➡請申請12月份畢業離校。</li><li>逾<u>當月</u>期限未完成畢業離校手續並領取證書者，取消<u>當月</u>畢業資格。</li></ol>			

# 114年1月大宗畢業重要日程 Graduate on Jan. 2025

畢業學年期 Graduation Period	學位證書 登載年月 Degree conferral date on diploma	學位考試期限 Degree Examination Deadline	畢業生服務資訊入口網開放 及領取證書起始日 The Start Date of Receiving Diploma	論文定稿繳交暨 領取畢業證書截止期限 Deadline for Final Thesis Submission & Last Day Diploma Pickup
113學年度 第1學期 2024 Academic Year/Fall semester	114年1月 January 2025	114年1月31日 January 31, 2025	114年1月2日上午9時起 Start at 9 am. on January 2, 2025	114年2月17日下午5時止 Until 5 pm. on February 17, 2025

## 注意事項 Notes

逾上述期限未完成畢業離校手續並領取證書者，取消當學期畢業資格，並依下列規定辦理：

1. 修業年限尚未屆滿者，應於次學期(暑期)辦理註冊及選課手續，並於該學期(暑期)繳交論文最後期限前完成繳交，屬該學期(暑期)畢業。
2. 修業年限屆滿仍未於規定期限內繳交論文或完成畢業離校手續者，視為未通過畢業條件，應依規定退學。

**If students fail to complete the necessary graduation and school-leaving procedures and pick up their diploma before the stated deadlines, they shall forfeit their graduation eligibility for the current semester. Cases will be handled in accordance with the following university provisions:**

1. For students who have **NOT** studied for the maximum time allotted for their degree, after registration and course selection for the following semester and once a thesis has been submitted prior to the deadline for that semester (summer session), students will, once again, be eligible to graduate and receive their diploma.
2. For students who have already enrolled in the University for the maximum time allotted and have yet to complete a thesis submission and school leaving procures within the specified deadlines shall be considered as having failed to meet requirements for graduation and shall be forced to withdraw from NTNU.

## 研究生領取學位證書地點 Graduate Student Diploma Pickup Locations

學院別 College	系所別 Department/Graduate Institute	領證地點 Pickup Location
教育學院 College of Education 文學院 College of Liberal Arts 藝術學院 College of Arts 科工學院 College of Technology and Engineering 音樂學院 College of Music, 管理學院 College of Management 國社學院 College of International Studies and Social Sciences	各系所 All departments and graduate institutes	教務處研究生教務組 Graduate Studies of Academic Affairs 本部行政大樓2樓 Administration Building 2F, Main Campus (Phone ☎ : 7749-1107)
運休學院 College of Sports and Recreation	體育系 Department of Physical Education 休旅所 Graduate Institute of Sport, Leisure, and Hospitality Management 樂活EMBA (LOHAS-EMBA)	
	競技系 Department of Athletic Performance	教務處公館教務組 Division of Academic Affairs for Gong Guan Campus 公館校區綜合館1樓 General Hall, 1F, Gong Guan Campus (Phone ☎ : 7749-6547)
理學院 College of Science	各系所 All departments and graduate institutes	
科工學院 College of Technology and Engineering	光電所 Graduate Institute of Electro-optical Engineering	教務處研究生教務組 Graduate Studies of Academic Affairs 本部行政大樓2樓 Administration Building 2F, Main Campus (Phone ☎ : 7749-1107)
	工教系 Department of Industrial Education 科技系 Department of Technology Application and Human Resource Development 圖傳系 Department of Graphic Arts and Communications 機電系 Department of Mechatronic Engineering 電機系 Department of Electrical Engineering	

# 準備離校前，請先登入【[畢業生服務資訊入口網](https://ap.itc.ntnu.edu.tw/GraStd/)】

## Log onto the [Graduating Student Information Portal](https://ap.itc.ntnu.edu.tw/GraStd/)

① 進入畢業生服務資訊入口網，網址

<https://ap.itc.ntnu.edu.tw/GraStd/>

Log onto the Graduating Student Information Portal

(或 校務行政資訊入口網，網址

<https://iportal.ntnu.edu.tw/ntnu/>

➡應用系統-教務相關系統➡畢業生服務系統)

② 完成畢業離校手續後，校內部分應用程式與權限將配合關閉

Once all graduation and school-leaving procedures have been completed, certain online applications and permissions will be closed.



關閉

的待辦事項  
(☒表示已完成；☐表示未完成)

» 系所辦公室  
☐ 系財務、學位考試成績、論文內頁需附口試委員簽名表  
☐ 學位論文如有研究倫理審查請檢附結案證明，若無則免附

» 圖書館 02-77495235 或 02-77495236  
(需臨櫃辦理)  
☐ 還清圖書與繳清罰款(研究生已繳交論文相關資料)

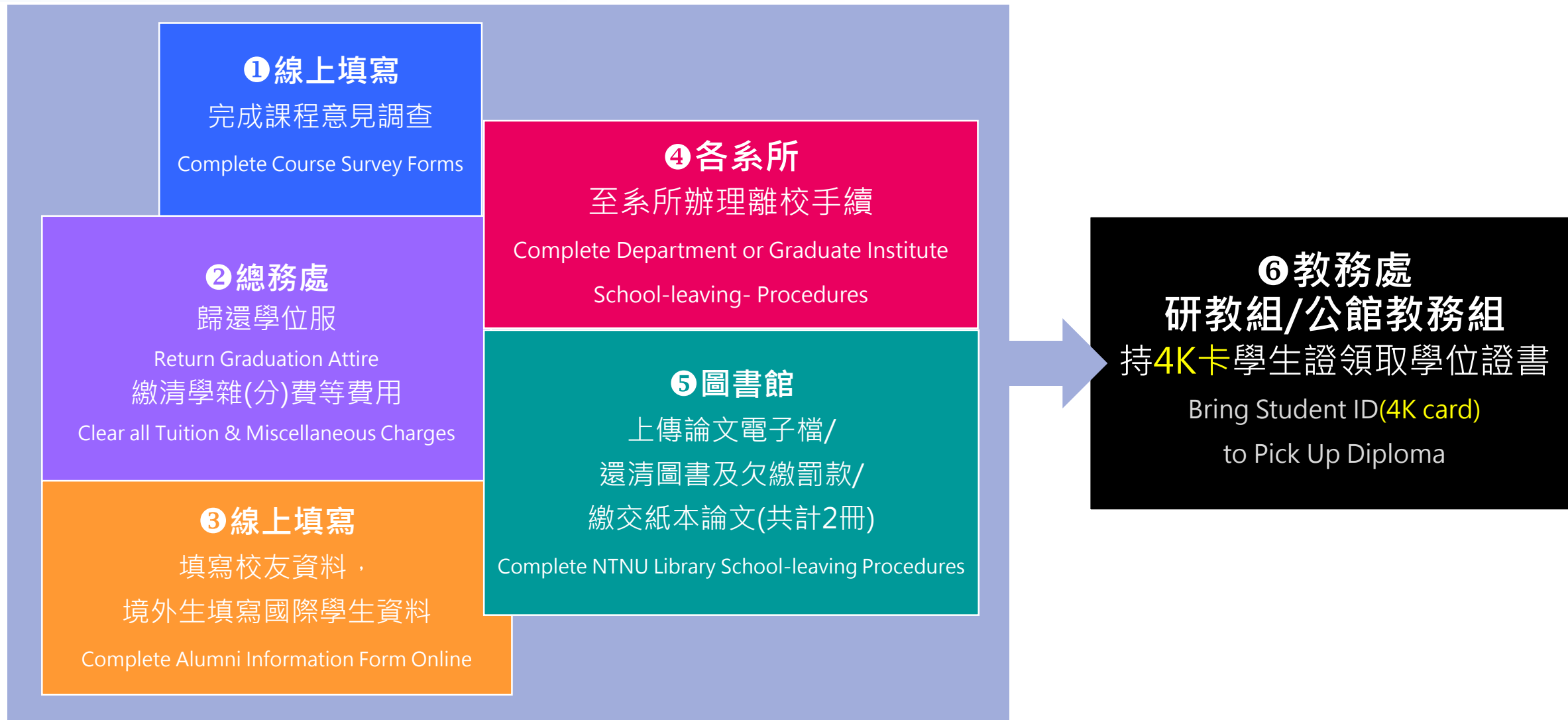
» 出納組  
日間部：02-77491343 進修學位班：02-77491345  
☒ 繳清相關費用(學雜費、學分費(含暑期學分費)等)

» 教務處  
進修教務組 02-77491107  
公館校區聯合辦公室 02-77496549  
☒ 成績已全部送達  
☒ 非赴外交換學生

» 課務組 02-77491114  
課程意見調查 [線上課程意見調查網址](#)  
☒ 完成

# 確認完成【畢業離校待辦事項】 Step 1~6

## Complete Compulsory School-leaving Procedures : Step1~6



# ① 線上填寫 完成課程意見調查

Complete Course Survey Forms

1. 當學期有修課學生，須完成課程意見調查方可查詢成績。  
Students enrolled in classes for the semester must complete course survey forms before grades will be released.
2. 赴外交換學生請先完成交換期間之課程成績登錄或採計。  
Students studying overseas for the semester should first register their overseas credits and/or apply for credit transfer.



## ② 歸還學位服 繳清學雜(分)費等費用

Return Graduation Attire

Clear all Tuition & Miscellaneous Charges

Check the following at the Office of General Affairs 總務處：

1. 歸還學位服 Return Graduation Attire
2. 繳清學雜(分)費等各項費用 Clear all Tuition & Miscellaneous Charges

For further information :

資產經營管理組 Property Management Division ☎7749-1978

出納組 Cashier Division 日間 ☎7749-1343 / 在職 ☎7749-1346

### ③ 線上填寫填寫校友資料， 境外生填寫國際學生資料

Complete Alumni Information Form Online

1. 校友資料庫 <https://ap.itc.ntnu.edu.tw/alumni/StdtdLoginCtrl>

若有無法連線之情況，請用校內IP上網填寫。

If unable to connect, please log on from a campus server.

2. 填寫資料後，請至電子郵件信箱收信完成認證，始完成校友資料填寫。

After completing the form, please check your email inbox to verify email address and finish the application process.

3. 境外生請填寫國際學生資料。

International students should fill out an International Student Information Form.



For further information :

秘書室公共事務中心 Center of Public Affairs ☎ 7749-1195

國際事務處 Office of International Affairs ☎ 7749-1034 ☎ 7749-1267

#### ④ 各系所

### 至系所辦理離校手續

Complete Department or Graduate Institute

School-leaving- Procedures

1. 論文成績：確認「學位考試成績」已送至教務處(研究生教務組、公館校區教務組)。
2. 檢視論文內頁已附「經口試委員簽字同意之論文通過簽名表」。
3. 紙本論文延後公開**限**本校「學位授予暨研究生學位考試辦法」第14條規定之事由（**涉及機密、專利事項或依法不得提供者**）始得申請，並需另填「國立臺灣師範大學暨國家圖書館學位論文延後公開申請書」，於學位考試時交由**學位考試委員**及**系所主管**簽章認定。
4. 還清系所圖書。
5. **學位論文如有研究倫理審查請檢附結案證明，若無則免附。**

1. Thesis Grade: Ensure that your Degree Exam grade has been sent to the Office of Academic Affairs (Graduate Student Affairs Division or Division of Academic Affairs for Gongguan Campus).
2. Check whether an Oral Defense Committee Signature Form verifying that you have passed your oral defense has been attached to your thesis.
3. Applications for a postponement of the publication of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a **Postponement of Thesis/Dissertation Application Form** and, during their oral exam, provide the completed application form to their oral defense committee members and head of the department for signature.
4. Return all department/graduate institute library books.
5. For degree thesis, please provide documentation showing Research Ethics Committee case closure if available.

## 5 圖書館

### 上傳論文電子檔/還清圖書及欠繳罰款/ 繳交紙本論文(共計2冊)

Complete NTNU Library School-leaving Procedures

#### 1. 還清圖書及欠繳罰款

#### 2. 學位考試後論文定稿暨登錄本校「學位論文服務平台」

至本校「學位論文服務平台」(<https://etds.lib.ntnu.edu.tw>)完成論文書目建檔及上傳全文PDF檔  
(不需浮水印及加密，圖書館將統一處理)，圖書館審核約需**3個工作天**，通過後即可登入系統下載  
帶有浮水印的電子檔及授權書。

#### 3. 繳交紙本論文(共計2冊)及國立臺灣師範大學學位論文授權書(上方應有條碼及浮水印)

授權書需親筆簽名，一份正本繳交圖書館櫃台，二份影本分別裝訂於紙本論文書名頁後面。

1. Return all library books and clear all fines.

2. Following your degree exam, submit a final draft of your thesis and register on the NTNU Theses & Dissertations Services.

Visit the NTNU Theses & Dissertations Services (<https://etds.lib.ntnu.edu.tw>) to upload a PDF file of the final draft of your thesis (no watermark or passwords required, these will be handled by the library system). Allow **three (3) working days** for the library to review your electronic document. After receiving approval, please log onto the **NTNU Theses & Dissertations Services** to print out a *Copyright Permission Agreement for NTNU Thesis/Dissertation*. (A barcode will be present at the heading of the form).

3. Submit two (2) paper copies of your thesis with Copyright Permission Agreement for NTNU Thesis/Dissertation attached (after the electronic copy of your thesis has been approved, you may print out the Copyright Permission Agreement for NTNU Thesis/Dissertation on the NTNU Theses & Dissertations Services).

At the heading of the *Copyright Permission Agreement for NTNU Thesis/Dissertation* is a barcode and an area where your signature is required. One (1) copy of this form should be submitted to the Library front desk, the second and third copies should each be attached to a paper copy of your thesis.

# 學位論文注意事項

## 1. 紙本論文延後公開/不公開申請

紙本論文延後公開/不公開限本校「學位授予暨研究生學位考試辦法」第14條規定之事由（**涉及機密、專利事項或依法不得提供者**）始得申請，並需另填「**國立臺灣師範大學暨國家圖書館學位論文延後公開申請書**」及檢附**相關證明文件**，於學位考試時交由**學位考試委員**及**系所主管**簽章認定。申請書**免裝訂**於論文內頁，辦理離校流程時將**申請書正本2份、證明文件正本2份，併同2本紙本論文**繳交至圖書館流通櫃檯。

## 2. 電子論文授權不得變更

108學年度第1次教務會議決議「論文授權事項一經授權，不得變更」。

## 3. 論文不得抽換

依據本校「學位授予暨研究生學位考試辦法」第14條規定：**研究生至圖書館繳交定稿之學位論文後，不得再進行抽換。**

# Student Thesis—Points to Remember

## **1. Application for the postponement of thesis publication (paper copy)**

Applications for publication postponement/non-disclosure of a paper copy of a thesis are restricted to reasons stated in Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations (matters involving confidentiality, patent rights, or legal issues may exempt the student from the necessity of public release). When applying, students are required to fill out a Postponement of Thesis/Dissertation Application Form and, during their oral exam, provide the completed application form, along with all relevant supporting documentation, to their oral defense committee members and head of the department for signature. The application form should be placed (not bound) within the thesis. and When completing school-leaving procedures, the 2 original application forms, and 2 supporting documentation, shall be submitted alongside the 2 theses to the NTNU Library.

## **2. No changes to power of attorney**

In accordance with the decision of the 1st meeting of the Academic Affairs Committee for the 2019 academic year: “Once authorized, a power of attorney form may not be altered.”

## **3. No alterations or replacements following thesis submission**

Article 14 of the NTNU Degree Conferral and Graduate Degree Exam Regulations states that following the submission of their thesis to the library, graduate students shall be unable to alter or replace their thesis.



## ⑥ 教務處研教組/公館教務組 持學生證領取學位證書

Bring Student ID to Pick Up Diploma



1. 攜帶4K卡學生證至研究生教務組領取學位證書。

學生證如果已經遺失，請先登入校務行政入口網進行學生證掛失，再至研究生教務組領取學位證書。

Bring Student ID(4K card) to pick up diploma at Graduate Studies of Academic Affairs.

If Student ID has been lost, please log onto the校務行政入口網(<https://iportal.ntnu.edu.tw/ntnu/>) to report the loss before picking up diploma.

2. 在領取紙本學位證書後3個工作天，可至學校網路信箱([學號@ntnu.edu.tw](mailto:學號@ntnu.edu.tw))，下載數位學位證書。

After picking up the diploma 3 working days, graduate can download the digital diploma by school email.