**國立高雄科技大學 學年度(**Academic year**) 學期(**Semester**)**

**研究生畢業離校手續單**

**National Kaohsiung University of Science and Technology**

**Graduate Students Graduation Procedures Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 校區  Campus | □建工校區Jiangong Campus □燕巢校區Yanchao Campus  □第一校區First Campus □楠梓校區Nanzih Campus  □旗津校區Cijin Campus | | | | |
| 學制  Grade | □碩士班Master □博士班Doctorate | | | | |
| 姓名  Name |  | 系所/組別  Department  (Institute)/  Section | 系  (所)  組 | 學號  Student ID Number |  |
| 聯絡電話  Contact Number |  |

|  |  |  |
| --- | --- | --- |
| **辦理單位**  **Unit** | **辦理事項**  **Description** | **負責單位簽核**  **Signature of Staff-in-charge** |
| 各系所  Department | 1. 依各系所規定辦理歸還實驗室、系辦公室所借物品  2. 研究生繳交論文  1. Return all items borrowed from school laboratories or department office.  2. Graduate students shall submit their thesis/dissertations. |  |
| 圖書館  Library | 1. 歸還向本校及他校圖書館所借圖書資料  2. 結清欠款  3. 研究生完成本校學位論文系統檔案上傳及授權  4. 研究生繳交論文2本  1. Return all books borrowed from the University or other universities.  2. Pay up fines or fees.  3. Graduate students shall upload their thesis/dissertation onto the First Tech E-Theses system and complete copyright license agreement.  4. Graduate students shall submit 2 copies of their thesis/dissertation. |  |
| 國際事務處  Office of International Affairs | 確認境外生(外籍生、陸生、僑生)離校情形  Checking overseas student status (including international students, mainland Chinese students, and overseas Chinese students). |  |
| 綜合業務處  General Administration Division | 審核符合畢業資格後，攜帶學生證領取學位證書。  Students should first complete all graduation credits and General Administration Division examine the graduation qualification. Then, students submit this form to General Administration Division and bring Student I.D. card for receiving diploma. | 離校日期：  School leaving date：  年 月 日  (YYYY/MM/DD) |

附註：1.本表僅適用研究所畢業生，不適用退學生離校。

2.畢業生須辦妥離校手續，繳回本單後，才發給學位證書；委託他人代領學位證書者，須附雙方具名簽章之委託書。

3.持一卡通學生證學生畢業後，學生證將會自動轉為無記名普卡，相關遺失補發及記名作業請依一卡通公司規定辦理。申請網站：<https://www.i-pass.com.tw/>。

Note：1. This form is only for graduate students who leave the school before graduation in the current academic year.

2. Diploma will be issued only after completing all processes of leave of absence and returning this form. For Authorization, a letter of entrustment has to be enclosed.

3. Graduates students who are using iPASS student ID card will become an anonymous general adult card. For further information after graduation, please obey the regulations of the iPASS Corporation.