

## 中原大學研究生畢業辦理離校手續單

## Chung Yuan Christian University Graduate Clearance Form for Postgraduate

## 一、基本資料

學年度 Academic Year	_____學年度	學期 Semester	第_____學期
學系 Department		學號 Student No	
姓名 Name		年級 Grade	

## 二、離校簽核

單位 Office	1 指導教授 Thesis Advisor	2 圖書館 Library	3 系主任 Chairman of Department	4 系辦公室 Office of Department
簽章 Signature		<p>符合者線上離校查核會出現「已辦」</p> <p>(1) 上網自行確認已還書/已付罰款。 Check if all items are returned and fines are paid (if any) at Circulation Desk.</p> <p>(2) 自行郵寄論文(教務處 1 本平裝、圖書館 1 本精裝及依各系規定應繳交本數)、 「中原大學博碩士論文授權書」正本及其他相關佐證文件至教務處課註組 Send the required number of thesis/dissertation to Curriculum and Registration Division (1 hardbound, 1 paperback, and the number of papers required by each department) and CYCU Copyright License Agreement and other relevant supporting documents.</p>		<input type="checkbox"/> 論文電子檔 <input type="checkbox"/> 論文精裝__份 <input type="checkbox"/> 論文平裝__份

## 說明：

一、各單位對該生如有未完成事宜，應請辦妥後始可簽章。

Signature will be given when student meets all requirements.

二、研究生經指導教授簽章(可採用電子簽章)後，學生須將此份資料以 PDF 檔或圖檔，上傳至「**研究所畢業證書郵寄資料線上表單**」，否則應以正本辦理離校。

After the instructor signs the seal (Electronic signature can be used), the students must scan this data into a file and upload it to the CYCU graduation certificate mailing application form. Otherwise, the original should be used to apply for leaving school.

三、研究生完成系所相關規定以及歸還借用物品後，經系主任及系辦公室簽章(可採用電子簽章)後，學生須將此份資料以 PDF 檔或圖檔，上傳至「**研究所畢業證書郵寄資料線上表單**」，否則應以正本辦理離校。

After the graduate students complete the relevant regulations of the department and return the borrowed items, they complete the signature process of the department head and department office column (Electronic signature can be used). Then students scan this information into a file and upload it to the CYCU graduation certificate mailing application form. Otherwise, the original should be used to apply for leaving school.