

研究所離校當日需確認文件

Graduate Student Leaving School Procedure

- 1、Receive “Notice Upon Successful Completion of Thesis/ Dissertation”, submit printed copy of Thesis/ Dissertation, PDF copy of complete text on CD ROM and completed “Ming Chuan University and R.O.C. National Library – Authorization of Access Rights to Doctoral Dissertation or Master’s Thesis Electronic Files”
繳交論文上傳確認通知單 1 張、論文(精裝 4 本封皮顏色不限惟應以深色為主如深藍深紅或黑, 平裝 4 本封皮顏色亦不限)、論文全文光碟片 (PDF 檔) 2 張、本校及國圖論文電子檔案授權書 2 張。
- 2、DAE #3213:
 - (1) Return all equipment borrowed for experiments, departmental library materials or other goods of DAE.
 - (2) Finish the questionnaire for graduate who’ll exit the program.
 - (3) Have your paper presented in public. (the presentation certification)
系辦公室：進入學生資訊系統→電子化表單申請離校程序，繳還借用之實驗器材、圖書及物品，填做畢業前問卷(download via DAE website)。
- 3、Student Affairs Division: Complete military affairs items related to school-leaving.
學務處生輔組 (桃園學務組)：離校兵役事項。
- 4、Library: Return all the books borrowed from Library
圖書館：歸還借閱書籍
- 5、Academic Affair Division #3142: To get the certificate with a stamp and student ID card.
註冊組：攜帶印章及學生證領畢業證書。