研究生延後辦理畢業離校手續 申請表
Application Form for Postponing the Graduation Process

姓名 Name		學年 School Year		學期 Semester	
學號 Student ID No.		系所 Department		電話 Phone Number	

學生已通過學位考試，但因＿＿＿＿＿＿＿＿＿＿＿＿＿之緣故，而無法於本學期校曆規定期限前完成離校手續及領取學位證書，請准予延後完成離校手續並領取學位證書。

經鈞長核准同意延後辦理離校手續，若逾期未於本年度 8 月 24 日 中午 12 點前 (遇假日不順延，需提前辦理)完成離校手續並領取學位證書者，則依本校研究生學位考試細則第十二條規定辦理。

I have passed the thesis defense but due to＿＿＿＿＿＿＿＿＿＿＿＿＿, I cannot finish the graduation process and obtain diploma before the deadline stipulated on the school calendar. Thus, please grant me the postponement of graduation process.

Upon the approval from departmental officials, I'm granted the permission for postponement. If I failed to complete the graduation process and obtain the degree certificate before 12 AM August 24, (cases of holidays are not subject to postponement; please complete it ahead of schedule), my situation should be decided in accordance with the regulations set forth in the article 12 of the Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense.

學　　生：＿＿＿＿＿＿＿＿＿＿＿ （簽章 Signature）

| 相關條文 | 國立中央大學博士班、碩士班研究生學位考試細則 National Central University Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense

第五條之二
　　通過論文口試及完成論文審定者，各系(所、專班、學位學程)應於審定書簽署後一週內，將學位考試申請表、學位考試成績評定報告單正本及論文口試委員審定書影本一併送交教務處註冊組登錄。Students who have passed their thesis defense and have their thesis verified by the committee members, the departments (graduate institutes, on-the-job training programs, or degree programs) should send the original copy of their Thesis Defense Application Form, Assessment Report Sheet, and a photocopy of Thesis Verification Form to the Registrar's Office within a week after the verification form has been signed by the committee members.

第十二條
　　通過論文口試及完成論文審定之研究生，須繳交規定所需冊數之論文及完成論文摘要及全文電子檔上網建檔，並於校曆規定期間內辦妥離校手續後，發予學位證書。論文口試通過學生未完成論文審定或完成論文審定學生未於校曆規定時間內辦妥離校手續，如修業年限未屆滿者，次學期仍應註冊繳費，並應於該學期校曆規定期限內辦妥離校手續，逾期仍未辦理者，該學位考試以不及格論，如已逾修業年限屆滿仍未辦理者，應予退學。Students who have passed their thesis defense and have their thesis verified by the committee members, must submit the required number of copies of their completed thesis, file their thesis abstract and complete thesis online within the deadline specified in the academic calendar in order to have their degree certificate conferred by the University. Students who have passed their thesis defense but haven't had the thesis verified by the committee members, or haven't completed the graduation process within the deadline specified in the academic calendar, must be enrolled in the next semester and complete the graduation process within the deadline specified in the academic calendar. If students missed the deadline, the thesis defense will be considered as failure. Students who have exceeded the regular duration of study and ignored any of the above mentioned situations will be required to withdraw from the University. |

簽核 Ratification	教學單位 Departmental Unit		行政單位 Administrative Unit
	指導教授 Advisor	系(中心)主任/所長 Chairperson	註冊組 Registrar's Office