

# 國立臺灣師範大學

National Taiwan Normal University

110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 2021 academic year



# 重要日程 Important Dates

學位證書 登載年月 Degree conferral date on diploma	學位考試 期限 Degree exam deadline	論文定稿繳交截止日期 (遇例假日，則順延至下一上班日) Deadline for submission of thesis (If deadline falls on holiday/weekend, it will be automatically extended to next business day)	辦理離校領取畢業證書期限 (遇例假日，則順延至下一上班日) Deadline for diploma pickup (If deadline falls on holiday/weekend, it will be automatically extended to next business day)
111年1月 January 2022	111年1月28日 January 28, 2022	111年2月14日 (星期一) February 14, 2022 (Monday)	111年2月14日 (星期一) February 14, 2022 (Monday)

## 備註 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：

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. 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。

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. 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。

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 procedures within the specified deadlines shall be considered as having failed to meet requirements for graduation and shall be forced to withdraw from NTNU.

星期一Monday	星期二Tuesday	星期三Wednesday	星期四Thursday	星期五Thursday	星期六Saturday
1/3 開始領取證書 Diplomas available for pick up	1/4	1/5	1/6	1/7	1/8
1/10	1/11	1/12	1/13	1/14	1/15
1/17	1/18	1/19	1/20	1/21 支援學測 暫停證書發放 Advanced Subjects Exams. Diploma pickup unavailable.	1/22 支援學測 暫停證書發放 Advanced Subjects Exams. Diploma pickup unavailable.
1/24	1/25	1/26	1/27	1/28 110-1研究生學位考試截止 2021 academic year fall semester Master's/ Doctoral thesis defense ends	1/29
1/31 除夕 Chinese New Year's Eve	2/1 初一 Chinese New Year holiday	2/2 初二 Chinese New Year holiday	2/3 初三 Chinese New Year holiday	2/4 初四 Chinese New Year holiday	2/5
2/7	2/8	2/9	2/10	2/11	2/12
2/14 110-1論文定稿繳交截止日(領取證書截止日) 2021 academic year fall semester thesis submission deadline ( <b>Diploma pickup deadline</b> )					

◆ 本校寒休日暫停證書發放：依本校人事室公告之寒休日，暫停服務，若有調整，另於教務處首頁最新消息公告。

Diploma pickup will be unavailable on winter break days. In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the winter break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.

# 畢業離校流程

School-leaving Procedures

1

登入  
【畢業生服務  
資訊入口網】

Log onto the Graduating  
Student Information Portal

2

確認完成  
【畢業離校待  
辦事項】

Complete Compulsory  
School-leaving  
Procedures

3

攜帶【學生  
證】領取學位  
證書

Bring Student ID to Pick  
Up Diploma



# 1

## 登入【畢業生服務資訊入口網】

Log onto the Graduating Student Information Portal

- ① 網址Website：<https://ap.itc.ntnu.edu.tw/GraStd/>  
或【校務行政資訊入口網】➡【應用系統-教務相關系統】➡【畢業生服務系統】：

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

- ② 自**2022.01.03(一)**起開放登入，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。

The system will be live starting from **January 03, 2022**. Once all graduation and school-leaving procedures have been completed, certain online applications and permissions will be closed.

國立臺灣師範大學  
National Taiwan Normal University

### 畢業生服務資訊入口網

歡迎光臨 臺師大畢業生服務資訊入口網

系統服務特色：

對於『本校學生用戶』而言，可透過本系統進行線上即時查詢相關離校手續各作業流程之「申辦進度」，與閱覽「最新消息」之公告服務。

對於本校相關『離校會辦單位之業務承辦同仁』而言，可透過本系統即時登錄及更新相關申辦學生之業務辦理進度，並可匯出該學期畢業生資料報表，便於辦理後續資料彙整暨統計作業。

學生操作手冊下載

離校情境示意圖

畢業生離校相關單位

【本中心】  
辦理之學分、學分認證、或畢業證書之發放

【教務處】  
學分認證、學分認證、學分認證、學分認證、學分認證

【圖書館】  
繳清圖書與繳清罰款、繳清圖書與繳清罰款、繳清圖書與繳清罰款

【學務處】  
繳清學費、繳清學費、繳清學費、繳清學費、繳清學費

【學生會】  
繳清學費、繳清學費、繳清學費、繳清學費、繳清學費

【教務處為最後一關】

若辦理完畢則前往最後一關

請輸入用戶帳號及密碼

登入方式：  
★學生請使用學號及校務行政密碼登入，若逾校務行政通用帳號使用期限（學生第1學期畢業者於2月底關閉；第2學期畢業者於8月底關閉；暑碩班使用期限至9月底），則使用學號與身分證號登入。  
★承辦人員請使用校務行政帳號密碼登入。  
★若尚未開通校務行政帳號，請至**帳號啟用網**站。

帳號：

密碼：

登入

關閉

- 系所辦公室
  - 學位考試成績、論文內頁需附口試委員簽名表
  - 系財務
- 保管組(02-77491978)
  - ☑ 歸還學位服
- 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

此網頁內容僅供參考

# 2

## 確認完成【畢業離校待辦事項】

Complete Compulsory School-leaving Procedures

### ① 線上填寫

完成課程意見調查

Complete Course Survey Forms

### ② 總務處

歸還學位服

Return Graduation Attire

繳清學雜(分)費等費用

Clear all Tuition & Miscellaneous  
Charges

### 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

### ④ 各系所

至系所辦理離校手續

Complete Department or Graduate  
Institute School-leaving- Procedures

### 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

### 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

	待辦事項	主責單位
<p><b>1</b></p> <p>完成課程意見調查 Complete Course Survey Forms</p>	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	<p>教務處 Office of Academic Affairs ☎7749-1114</p>
<p><b>2</b></p> <p>總務處 Office of General Affairs</p>	<ol style="list-style-type: none"> <li>歸還學位服 Return Graduation Attire</li> <li>繳清學雜(分)費等各項費用 Clear all Tuition &amp; Miscellaneous Charges</li> </ol>	<p>資產經營管理 Property Management Division ☎7749-1978</p> <p>出納組Cashier Division 日間☎7749-1343 在職☎7749-1346</p>
<p><b>3</b></p> <p>線上填寫校友資料、境外國際學生資料 Complete Alumni Information Form Online</p>	<ol style="list-style-type: none"> <li>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 rom a campus server.</li> <li>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.</li> <li>境外生請填寫國際學生資料。 International students should fill out an International Student Information Form.</li> </ol>	<p>秘書室公共事務中心Center of Public Affairs ☎ 7749-1195</p> <p>國際事務處 Office of International Affairs ☎ 7749-1034 ☎ 7749-1267</p>

## 4

## 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)。

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) 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」。

Check whether an Oral Defense Committee Signature Form verifying that you have passed your oral defense has been attached to your thesis.

- 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。

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) 還清系所圖書。Return all department/graduate institute library books.

- 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。

For degree thesis, please provide documentation showing Research Ethics Committee case closure if available.



## 5 圖書館離校手續

### Complete NTNU Library School-leaving Procedures

1) 還清圖書及欠繳罰款 Return all library books and clear all fines.

2) 學位考試後論文定稿暨登錄本校「學位論文服務平台」

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

至本校「學位論文服務平台」(網址：<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印製授權書(上方會出現條碼)。

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) 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(論文審核通過後登入系統列印)

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)

授權書上方應有條碼並需親筆簽名，一份繳交圖書館櫃台，二份分別裝訂於二冊紙本論文內頁。

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.

### 紙本論文延後公開/不公開申請 Application for the postponement of thesis publication (paper copy)

- 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1份、影本2份、證明文件併同紙本論文繳交至圖書館。
- 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 original application form, and two (2) photocopies of the form, and all supporting documentation, shall be submitted alongside the thesis to the NTNU Library.

### 電子論文授權不得變更 No changes to power of attorney

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

### 論文不得抽換 No alterations or replacements following thesis submission

- 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。
- 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.

## 3

# 攜帶學生證領取學位證書

## Bring Student ID to Pick Up Diploma

確認事項	Points to Remember
<p>◆ 畢業生前往教務處領取畢業證書前，請先至畢業生服務資訊入口網（網址：<a href="https://ap.itc.ntnu.edu.tw/GraStd/">https://ap.itc.ntnu.edu.tw/GraStd/</a>）確認除教務處應辦事項外，其他各項離校待辦事項皆已完成。</p>	<p>Before visiting the Office of Academic Affairs to pick up their diploma, students should first log onto the <u>Graduating Student Information Portal</u> (<a href="https://ap.itc.ntnu.edu.tw/GraStd/">https://ap.itc.ntnu.edu.tw/GraStd/</a>) to ensure that, in addition to the procedures laid out by the Office of Academic Affairs, all other necessary steps have been completed.</p>
<p>1. 確認在校成績（含校際選課）全部到齊及前述各項流程均已完成。</p>	<p>Ensure that grades have been reported for all courses (including intercollegiate courses) and that all procedures as detailed above have been completed.</p>
<p>2. 攜帶學生證（教務處加蓋章戳後歸還學生），學生證遺失者請先自行至卡務系統申請掛失(毋須再補發)。</p>	<p>Students should remember to bring their student ID when picking up their diploma (ID will be stamped by staff of the Office of Academic Affairs after which it will be returned). If you have lost your student ID, first report it on the <u>Reporting a Lost Student ID and Student ID Reissue System</u> (a reissue of your student ID is not necessary).</p>
<p>3. 親自簽名領取學位證書，因故委託他人代領者，請填妥【<a href="#">代辦離校委託書</a>】（需附雙方簽章之委託書，被委託人應出示身分證件供核對。）</p>	<p>Sign to receive your diploma. If you have entrusted another party to pick up your diploma, you are required to fill out a <u>School-leaving Procedure Power of Attorney Form</u> (the form should be signed by both parties. The party entrusted to pick-up the diploma will be required to show ID for verification).</p>
<p>◆ 逾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，並不得以任何理由要求補救措施</p>	<p>Student who fail to complete the necessary school-leaving procedures and pick up their diploma within the periods given shall forfeit their graduation eligibility for the current semester. Absolutely no extensions will be given.</p>

# 110學年度第1學期學位證書領取時間

2021 academic year fall semester diploma pickup times

## 110-1學期畢業 Fall semester of the 2021 academic year

- **111.01.03 (一) 起至111.02.14 (一) 止**
- Students graduating in the fall semester of the 2021 academic year: From January 3, 2022 (Monday) to February 14, 2022 (Monday).

## 一般上班日 (週一至週五) General Working Days (Monday ~ Friday)

- 上午8：30分至中午12：00 (8:30am ~ 12pm)
- 下午1：30分至5：00整 (1:30pm ~ 5pm)
- 午休時間 (12：00 ~ 13：30) 暫停證書發放 (Diploma pickup is **not** available from 12pm ~ 1:30pm)

## 寒假期間 Winter Break

- 本校寒休日暫停證書發放：依本校人事室公告之寒休日，暫停服務，若有調整，另於教務處首頁最新消息公告。
- Diploma pickup will be unavailable on winter break days. In accordance with an announcement by the NTNU Personnel Office, diploma pickup will be unavailable during select holidays during the winter break period. Any changes to this policy will be announced on the Office of Academic Affairs homepage.
- 寒休日教務處值班處為行政大樓1F教務處服務窗口。
- During the days of the winter break period only the first-floor service window of the Office of Academic Affairs (Administration Building) will be open for student inquires.



## 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 Division, Office of Academic Affairs 本部行政大樓2樓 Administration Building 2F, Main Campus 電話Phone ☎ : 7749-1107
理學院 College of Science	數學系 Department of Mathematics 資工系 Department of Computer Science and Information Engineering 生科系 Department of Life Science 環教所 Graduate Institute of Environmental Education 生物多樣性 TIGP 營養碩 Graduate Program of Nutrition Science 生技醫 Graduate Program of Biotechnology and Pharmaceutical Industries	
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)	
理學院 College of Science	競技系 Department of Athletic Performance 物理系 Department of Physics 化學系 Department of Chemistry 地科系 Department of Earth Sciences 科教所 Graduate Institute of Science Education	教務處公館教務組 Division of Academic Affairs for Gongguan Campus 公館校區綜合館1樓 General Hall, 1F, Gongguan Campus 電話Phone ☎ : 7749-6549