

正本

國立雲林科技大學 書函

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受文者：設計學研究所

擬：文呈閱 公告周知

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速別：普通件

密等及解密條件或保密期限：

附件：114學年度第1學期畢業生離校須知(含英文)草案



1/4

主旨：檢送本校114學年度第1學期畢業離校須知(草案)1份，請查照。

說明：

- 一、敬請各業務單位自115年1月6日(星期二)起至2月13日(星期五)止受理114學年度第1學期畢業生辦理離校手續。
- 二、畢業離校須知(草案)如有修正意見(相關單位請填註期限)，請於114年11月15日前擲回註冊組彙整，未擲回者視同無意見。
- 三、本學期研究生提前畢業請領學位證書申請受理至第十五週止，逾期請依行事曆於115年1月6日開始領取學位證書。

正本：學務處、研究發展處、圖書資訊處、出納組、課程及教學組、生活輔導組、軍訓組、資訊系統組、本校各教學單位(學院、系所、中心)

副本：

國立雲林科技大學

國立雲林科技大學 114 學年度第 1 學期畢業生離校須知

	大學部 Undergraduate	研究所 Master/ Doctoral
辦理離校單位 及辦理要項 Departure procedure	1. 各系所：完成系所規定事項。 Department: Finish all the requirements stipulated by the department. 2. 圖書館：請攜帶學生證親自至圖書館辦理 Library: Please bring your student ID card to the library, and complete the followings: (1) 清還所借圖書、視聽資料。 Return all materials borrowed from YunTech library. (2) 清還館際合作申請費用、所借圖書。 Pay interlibrary loan fees; return all materials borrowed from cooperating libraries. (3) 清還向聯盟所借圖書，並繳回聯盟館合借書證。 Return all materials borrowed from partner libraries and the interlibrary card. (4) 畢業論文請依教務處「論文格式規範」完成，再上傳至「圖書館博碩士論文系統」審核，審核程序為 3 個工作日(不含假日)。 3. 課指組：繳還借用之學位服。 Extracurricular Activities Division: The rental academic regalia should be returned to the Division on time. 4. 生輔組： Student Assistance Division (1) 住宿生應淨空、清潔床位(含公共區域)。 Boarders should clean the room and public area. (2) 填寫退宿申請單、歸還鑰匙(公物)，於上班時間經宿舍承	1. 各系所：完成系所規定事項。 Department: Finish all the requirements stipulated by the department. 2. 圖書館：請攜帶學生證親自至圖書館辦理 Library: Please bring your student ID card to the library, and complete the followings: (1) 清還所借圖書、視聽資料。 Return all materials borrowed from YunTech library. (2) 清還館際合作申請費用、所借圖書。 Pay interlibrary loan fees; return all materials borrowed from cooperating libraries. (3) 清還向聯盟所借圖書，並繳回聯盟館合借書證。 Return all materials borrowed from partner libraries and the interlibrary card. (4) 畢業論文請依教務處「論文格式規範」完成，再上傳至「圖書館博碩士論文系統」審核，審核程序為 3 個工作日(不含假日)。 Your thesis/dissertation should comply with the Format of Thesis from Office of Academic Affairs. Upload your thesis/dissertation and obtain a confirmation e-mail from the library, this procedure takes 3 working days (excluding holidays). (5) 論文電子檔須於 <u>115 年 月 日(星期)</u>：前審核通過。 You need to obtain the confirmation e-mail from the library before _____. (6) 繳交論文 1 冊、學位論文授權書 1 張。

	大學部 Undergraduate	研究所 Master/ Doctoral
	辦人幹部檢查後簽名後，方可點離校手續，並辦理退還保證金手續。 Fill out the exit application form, return keys and public property. After the school dormitory officer finishes checking and signs the form only when the school dormitory officer is on duty, the exit procedure is finished and you can obtain the deposit back. (3) 最晚應於 <u>115 年 月 日下午 點</u> 檢查完畢。若欲等待成績領取畢業證書，請先申請寒假住宿。 The check should be finished before _____. If you have to wait for your diploma, please apply for living in the dormitory in the winter vacation. 5.軍訓組： Student Safety Division 需辦理兵役折抵同學請準備歷年成績單正本 1 份，請至教務處註冊組申請，再至軍訓組蓋折抵章。 The Service Period can be deducted with the completion Military Training course from the schools. Please apply for one original copy of transcript for all semesters from Registrar Division and send it to Student Safety Division. 6. 師資培育中心：教育學程學生完成中心規定要項。 Teacher Training Center: Students who take Teacher Education Program must finish requirements stipulated by the center. 7. 研發處：雲科人校友服務平台「應屆畢業生流向資訊問卷」填答。 Office of Research and Development: Fill out the "Graduate Destination Survey" on the website	Submit one paperbound copy of your thesis/dissertation, and one thesis/dissertation authorization letter. (7) 不得使用電子資源及電子書。 Could not use electronic resources and e-books. 3. 課指組：繳還借用之學位服。 Extracurricular Activities Division: The rental academic regalia should be returned to the Division on time. 4. 生輔組： Student Assistance Division (1) 住宿生應淨空、清潔床位(含公共區域)。 Boarders should clean the room and public area. (2) 填寫退宿申請單、歸還鑰匙(公物)，於上班時間經宿舍承辦人/幹部檢查後簽名後，方可點離校手續，並辦理退還保證金手續。 Fill out the exit application form, return keys and public property. After the school dormitory officer finishes checking and signs the form only when the school dormitory officer is on duty, the exit procedure is finished and you can obtain the deposit back. (3) 最晚應於 <u>115 年 月 日中午 點</u> 檢查完畢。若需修改論文，請先申請寒假住宿。 The check should be finished before _____. If you have to wait for your diploma, please apply for living in the dormitory for winter vacation. 5.軍訓組： Student Safety Division 需辦理兵役折抵同學請準備歷年成績單正本 1 份，請至教務處

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	Registrar Division (1) 在學期間各學期所修習科目成績皆已送齊，且學分數符合畢業資格。 Make sure all scores of all the past semesters have been sent to the Registrar Division and the credits hours meet the graduation requirement. (2) 完成各離校單位辦理要項 (畢業離校註記系統中各單位註記完成)。 Complete the departure procedures stipulated by each unit/department (Make sure every step is checked shown on the departure system). (3) 上傳 2 吋照片 (近半年內照片)，格式不符者視同未上傳。(請至畢業離校註記系統，點選「瀏覽」上傳照片) Upload 2-inches photo (taken in the past half year) to the Departure System. (4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完成」狀態，始攜帶學生證至註冊組簽名領取學位證書。 Make sure the “Graduate Requirement Validation” marked as “Completed”, then take your student card and receive your diploma.	(Opening time: _____.) 2.註冊組： Registrar Division (1) 在學期間各學期所修習科目成績皆已送齊，且學分數符合畢業資格。 Make sure all scores of all the past semesters have been sent to the Registrar Division and the credits hours meet the graduation requirement. (2) 完成各離校單位辦理要項 (畢業離校註記系統中各單位註記完成)。 Complete the departure procedures stipulated by each unit/department (Make sure every step is checked shown on the departure system). (3) 上傳 2 吋照片 (近半年內照片)，格式不符者視同未上傳。(請至畢業離校註記系統，點選「瀏覽」上傳照片) Upload 2-inches photo (taken in the past half year) to the Departure System. (4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完成」狀態，始攜帶學生證至註冊組繳交離校同意書、簽名領取學位證書。 Make sure the “Graduate Requirement Validation” marked as “Completed”, then you can bring your student ID to the registration section to submit the "Leaving Confirmation for Graduate students" and sign to receive the degree certificate.
畢業離校系統 開放查詢時間 Opening time of	115年1月6日起 Since Jan. 6, 2026 請於「教務資訊系統」登入個人帳號密碼後點選「我的學籍」	115年1月6日起 Since Jan. 6, 2026 請於「教務資訊系統」登入個人帳號密碼後點選「我的學籍」之

	大學部 Undergraduate	研究所 Master/ Doctoral
Departure System	之「畢業離校 (個人)」查詢。 Academic Information System→ My Student Status→ Departure 1.若該欄位出現紅色「N」者表示您尚未完成該單位離校事項。 “N” means you have not completed the departure procedures. 2.系統內未出現姓名者表示您未符合畢業離校資格，有疑問請洽註冊組。 If you cannot find your name on the system, it means you have not completed the graduation requirements. Please ask the Registrar Division if you have any question.	「畢業離校 (個人)」查詢。 Academic Information System→ My Student Status→ Departure 1. 若該欄位出現紅色「N」者表示您尚未完成該單位離校事項。 “N” means you have not completed the departure procedures. 2. 系統內未出現姓名者表示您未符合畢業離校資格，有疑問請洽註冊組。 If you cannot find your name on the system, it means you have not completed the graduation requirements. Please ask the Registrar Division if you have any question.
代領學位證書 Grant Diploma	請攜帶： The authorized person have to bring the followings: 1. 委託書 (內須有委託人及被委託人之簽名蓋章)。 Letter of Authorization with consigner' s and consignee' s signatures and stamps. 2. 畢業生本人之學生證。 Graduate student' s student card 3. 被委託人之身分證件。(被委託人以本校教職員工生、學生家長為限) The consignee' s ID card. (the consignee can only be a YunTech faculty staff, YunTech students or the graduate student' s parents)	請攜帶： The authorized person have to bring the followings: 1. 委託書 (內須有委託人及被委託人之簽名蓋章)。 Letter of Authorization with consigner' s and consignee' s signatures and stamps. 2. 畢業生本人之學生證及離校同意書。 Graduate student' s student card and" Leaving Confirmation for Graduate students". 3. 被委託人之身分證件。(被委託人以本校教職員工生、學生家長為限) The consignee' s ID card. (the consignee can only be a YunTech faculty staff, YunTech students or the graduate student' s parents)