



Sample of School-Leaving Procedure in Student  
Information System

|   |           |                                                                            |
|---|-----------|----------------------------------------------------------------------------|
|   | 系級：       | 人工智慧管理應用與管理英語碩士學位學程                                                        |
|   | 學號：       |                                                                            |
|   | 姓名：       |                                                                            |
| A | 出納組：      | 已核准                                                                        |
| B | 系(所)辦公室：  | 未核准<br>[ 碩士論文5本、碩士袍、研究室鑰匙 ]                                                |
| C | 保管組：      | 未核准<br>[ 已借學位服 ]                                                           |
| D | 國際事務處：    | 已核准                                                                        |
| E | 宿輔組：      | 已核准                                                                        |
| F | 註冊組：      | 未核准<br>[ 成績、學分是否全部到齊，完成畢業條件 ]                                              |
| G | 註冊組畢業證書：  | 不可領取，未完成所有程序！<br>[ 完成所有程序後，請攜帶學生證(辦畢發還)領取畢業證書。<br>學生證遺失如何辦理？無法親自領取(委託書下載)？ |
| H | 僑輔組：      | 未核准<br>[ 欠繳僑生保險費 ]                                                         |
| I | 圖書館：      | 已核准                                                                        |
| J | 圖書館推廣服務組： | 未核准<br>[ 論文授權書及紙本論文是否繳交至圖書館 ]                                              |
| K | 學生諮商中心：   | 已核准                                                                        |

Please note that item A to K are the units/sections in charge of the affairs with your graduation, please make sure you have finished the items they check.  
The comparison chart is available in the next page.

• Check & Comparison Chart for Items in the School-Leaving Procedure List

| Check | Item | Unit/Section                                                  | To-do                                                                                                                      |
|-------|------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
|       | A    | 出納組<br>Cashier Section                                        | Finish all the payment or refund of tuition fee/credit fee, etc.                                                           |
|       | B    | 系所辦公室<br>Program Office                                       | 1. 5 Hard Copies of the Finalized Thesis;<br>2. Cleaning up personal seat in the study room and access cancellation        |
|       | C    | 保管組<br>Property Section                                       | Graduation Gown/Cap/Collar Return to the Program Office                                                                    |
|       | D    | OIA                                                           | N/A                                                                                                                        |
|       | E    | 住宿組<br>Dormitory Section                                      | Finish all the required payment for the electricity/internet fee during your stay in the dormitory.                        |
|       | F    | 註冊組<br>Registration Section                                   | Confirmation on the Program requirement for graduation and scores of all the courses taken                                 |
|       | G    | 註冊組畢業證書<br>Registration Section for the Diploma               | This is the last step. Please bring your student ID and get your diploma after you have finished all the other procedures. |
|       | H    | 僑輔組<br>Overseas Chinese Office                                | Finish the required payment or refund of NHI and its cancellation                                                          |
|       | I    | 圖書館<br>Library                                                | Return the Library borrowed books and Pay the Overdue Fines                                                                |
|       | J    | 圖書館<br>推廣服務組<br>Office of the Reference and Extension Service | 1. Make sure of the finalized thesis uploading;<br>2. Submit the printed thesis copy and the authorization form            |
|       | K    | 學生諮商中心<br>Center of Student Counseling                        | N/A                                                                                                                        |

When you switch your student information system to Chinese version, you will find this in the page of 離校手續