

南華大學畢業生網路離校作業說明

Nanhua University

Online Administrative Procedures for Graduating Students

1. 網路離校流程說明：

- (1)申請路徑：本校網頁「首頁」→「校務行政系統」→學生專區→登入帳號及密碼→點選「結畢業生離校程序」→「離校申請」。
- (2)學生務必至「校務行政系統」→學生專區→登入帳號及密碼→「個人基本資料及學習履歷」→「學生基本資料修改」，**請務必填妥/修正寄發之 Email 信箱，以利教育部寄送數位學位畢業證書。**
- (3)至離校審核單位(如下表)繳交資料或歸還物品。**(毋須列印書面離校程序單)**
- (4)畢業生請隨時上「網路離校申請系統」留意各審核單位之審核結果，確認所有單位皆已審核通過，才算完成離校手續，方可領取學位證書。(審核單位僅剩教務處未審核通過時，代表已可領取學位證書)
- (5)**有關數位學位證(明)書發證說明(含 QA)，請詳見教務處網站。**
- (6)有關領取畢業證書事宜，請詳見教務處網頁公告(網址：<https://academic3.nhu.edu.tw/>)

1. Instructions for Online Administrative Procedure

- (1)Procedure:University Homepage → NHU Administrative Management System → Current Students → School leaving processes for graduating students (website: <http://necis.nhu.edu.tw/>)
- (2) University Homepage →NHU Administrative Management System → Current Students→E-Portfolio→Modify Basic Information. Please be sure to fill in/modify the email address to be sent, so that the Ministry of Education can send the digital graduation certificate.
- (3)Please proceed to the relevant administrative divisions to hand in documents or return items (No need to print out the administrative procedure form).
- (4) Please check frequently the online approval status of your application. You may pick up your graduation certificate once your application has been approved. Your application is considered complete once all relevant administrative divisions have approved it. **(When the status of your application shows that the Office of Academic Affairs is the only division that is yet to approve your application, this means that you may go pick up your graduation certificate)**
- (5) Instructions for issuing digital degree certificates (certificates) (including QA), please see Appendix 3 for details.
- (6) For details on receiving your graduation certificate, please refer to the announcement on the website of the Academic Affairs Office(<https://academic3.nhu.edu.tw/>)

2. The following are procedures graduating students are required to complete at various administrative divisions.

2.各審核單位處理事項

總機：05-2721001

流程順序	審核單位	審核事項	分機
1	系所 Academic Department	1.歸還借用之各種資料、儀器等物品。 Return documents, equipment, and other items. 2.研究所畢業生繳交畢業論文 <u>2</u> 冊（平裝） Graduate students are required to submit two copies of their thesis/dissertation.	系所
2	圖書資訊處 （無盡藏一樓流通台） Library and Information Technology Affairs (1 st floor circulation desk)	1.歸還借閱之圖書，繳清所有積欠之罰款。 Return library books, settle all unpaid library fines. 2.研究所畢業生需先登入本校博碩士論文系統填寫相關資訊、上傳論文 PDF 檔且審核通過後，方可臨櫃辦理離校。辦理時需攜帶： Graduate students need to login to the thesis/dissertation system to fill in relevant information, and upload their thesis/dissertation PDF file. Applicants may only continue with the administrative process once the thesis/dissertation approval process has been completed. Please provide the following documents: (1)畢業論文 <u>1</u> 冊（平裝）。 One copy of your thesis/dissertation. (2)本人親筆簽署之博碩士論文電子檔案上網授權書正本 1 張。 One signed original copy of the Authorization Form for Uploading Thesis/Dissertation. This form must be personally signed. 3.經圖書館離校審核通過後，即停止任何借閱權限。 Once the approval process has been completed by the library, you are no longer able to borrow any materials from the library.	1421
3	體育運動發展處 （學慧樓一樓 H114） Office of Sport Excellence (Xue Hui Building 1 st floor - H114)	歸還借用器材。 Return borrowed items.	2991
4	國際及兩岸交流處 （學慧樓一樓 H115） Office of International and Cross-strait Affairs (Xue Hui Building 1st floor - H115)	是否繳交相關資料。 Hand in relevant documents.	1713 1723

流程順序	審核單位	審核事項	分機
6	學務處- 校友服務中心 (成均館一樓 C111) Office of Student Affairs - Career Development Division (Cheng Jun Guan 1 st floor - C111)	※請至「校務行政系統」填寫「離校資料」： 進入「校務行政系統」→「學生專區」→輸入 帳號密碼→點選左方「結畢業生離校程序」→ 「離校資料修改」，然後填寫「離校後資訊」 及「畢業後狀態」，完成後點選「存檔」。 Please fill out the School Leaving Form : Go to the NHU Administrative System→ Current Students → Enter your account name and password → On the left, click on Leave School Procedure for Graduates → Click on Edit information after leaving school. Fill out the information after leaving school form and the status after graduation form. Click on Save when you are finished.	1201
7	學務處-生活輔導組 (成均館一樓 C111) Office of Student Affairs – Student Assistant Division (Cheng Jun Guan 1 st floor - C111)	1.是否辦理就學貸款。 Student loan application 2.領取學雜費減免印章。 Obtain signed approval for a miscellaneous fee waiver.	1221
8	學務處-課外活動組 (成均館一樓 C111) Office of Student Affairs – Extracurricular Activity Division (Cheng Jun Guan 1 st floor - C111)	歸還借用器材。 Return borrowed items	1211
9	學務處-學生輔導中心 (文會樓一樓資源教室) Office of Student Affairs – Student Counseling Center (Wen Hui Building 1 st floor resource classroom)	歸還借用器材。(僅限特教生) Return borrowed items (For students with special needs)	1270
10	會計室 (成均館二樓 C213) Accounting Office (Cheng Jun Guan 2 nd floor - C213)	是否欠繳學雜費 Settle tuition fees (miscellaneous fees)	1073
11	總務處-保管 (成均館一樓 C117) Office of General Affairs – Property Management Division (Cheng Jun Guan 1 st floor -	1.歸還借用之學位服。 Return graduation gown. 2.歸還借用之鑰匙、各種教具或物品。 Return borrowed keys, teaching equipment or other items.	1350 1351

流程順序	審核單位	審核事項	分機
	C117)		
12	總務處-出納 (成均館一樓 C117) Office of General Affairs – Cashier Division (Cheng Jun Guan 1 st floor - C117)	繳交欠費款項。 Settle outstanding payments.	1360 1361
13	教務處-註冊組 (成均館一樓 C101) Office of Academic Affairs – Registration and Curriculum Division (Cheng Jun Guan 1 st floor - C101)	<ol style="list-style-type: none"> 需事先完成事項：確認所有審核單位已審核通過。 確認成績皆已給分： <ol style="list-style-type: none"> 確認所有科目之成績已給分，並符合所屬系(所、學位學程)課程架構之規範。 應屆畢業生若有修習課程，則須配合授課教師之教學進度，於期末考成績確認後，始可辦理離校。 需繳交資料：碩、博士畢業生請需繳交畢業論文 1 冊 (平裝)，以利繳予國家圖書館。 <ol style="list-style-type: none"> 1. First check that all administrative processes have been approved. 2. Check that your academic record is complete. <ol style="list-style-type: none"> a. Check that all your subjects have been graded and that it satisfies the regulations of your department's curriculum. b. If fresh graduates have taken courses, they must match the teaching progress of the instructors, and they can leave school only after the final exam results are confirmed. 3. Please submit the following document: Graduate students and doctoral students need to hand in 1 copy of their thesis/dissertation. 	1169 1121 1122 1123