

# 中原大學 113 學年度第 2 學期 研究所畢業證書核發作業流程

附件二

## CYCU 113-2 semester Graduation Certificate issuance for Postgraduate



中原畢業生網站

### 一、研究生採線上查核及書面辦理離校手續。

Postgraduate students shall check online and go through the formalities for leaving the school through a written examination.

### 二、請先至畢業生網站(網址：<http://itouch.cycu.edu.tw/i2i/www/index.htm>)查詢是否符合各項畢業資格、須自行下載研究生離校手續單，並依紙本至各學系及張靜愚紀念圖書館辦理離校手續；完成後，即得於下列領證期間至公告地點領取畢業證書。

For Postgraduate students, please go to the "Graduation Qualification Inquiry" to confirm whether they have completed all graduation qualification requirements.

Then, please download the "Graduate Clearance Form for Postgraduate" from the website, and complete the school-leaving procedures via written submission. After finishing all the procedures, please bring the completed form to receive the diploma during the designated certificate issuance period.

(Website: [https://itouch.cycu.edu.tw/active\\_project/cycu2000h\\_02/cycu\\_03/gradSts.jsp](https://itouch.cycu.edu.tw/active_project/cycu2000h_02/cycu_03/gradSts.jsp))



畢業資格查詢

### 三、領證日程 Date of issuance

序號 No.	日期 Date	時間 Time	地點 Location
1	114 年 6 月 7 日 June 7, 2025	9:00 至 13:30 9:00 AM~1:30 PM	維澈樓 1 樓聯合行政服務中心 Administration and Services Center (Dickson Lee Hall-1F)
2	114 年 6 月 9 日至 6 月 20 日 From June 9~June 20, 2025	週一至週五 14:00 至 17:00 2:00 PM~5:00 PM (Mon.~Fri.)	維澈樓 4 樓 408 室課務與註冊組 Curriculum and Registration Division 408 (Dickson Lee Hall-4F)
3	114 年 6 月 23 日至 8 月 28 日 From June 23~Aug. 28, 2025	週一至週四 14:00 至 16:00 2:00 PM~4:00 PM (Mon.~Thurs.)	維澈樓 1 樓聯合行政服務中心 Administration and Services Center (Dickson Lee Hall-1F)
4	114 年 9 月 1 日至 9 月 12 日 From Sep. 1~Sep.12, 2025	週一至週五 9:00 至 17:00 9:00 AM~5:00 PM (Mon.~Fri.)	維澈樓 4 樓 408 室課務與註冊組 Curriculum and Registration Division 408 (Dickson Lee Hall-4F)

#### 四、離校流程 School-leaving procedures


(一) 研究生(本國生、陸生、僑生)：線上查核離校手續並請以書面辦理

Postgraduate students (Mainland students、Overseas Chinese students): Check out the school leaving procedure online, and please submit the written "Graduate Clearance Form for Postgraduate"

順序 Order	1	2	3	4	5
位置 Location	畢業生網站 Graduation Website	各學系系辦 Department	張靜愚紀念 圖書館 2F 櫃台 Chang Ching Yu Memorial Library (2F)	依公告地點 By announcement location	校友服務處 Office of Alumni Service
內容 Content	<input type="checkbox"/> 畢業生網站或課註組網站下載 <b>研究生離校手續單</b> 辦理 <input type="checkbox"/> 至線上畢業審核查詢 <b>操行成績</b> (若未到請洽系辦或學務處承辦人) <input type="checkbox"/> 線上填寫個人基本資料表和畢業生流向問卷  <input type="checkbox"/> Download the "Graduate Clearance Form for Postgraduate" from the Graduation Website or the Curriculum and Registration Division Website. <input type="checkbox"/> Check the "Graduate Website" whether the conduct score has arrived (if not, please get in touch with the Department or the Student Affairs Office) <input type="checkbox"/> Fill out the Personal Information Form and Graduates' Destination Questionnaire.	<input type="checkbox"/> 依離校手續單各欄辦理  <input type="checkbox"/> Please finish each column of the written "Graduate Clearance Form for Postgraduate"	<input type="checkbox"/> 研究生應繳精裝論文及完成論文全文傳送圖書館系統建檔等程序。  <input type="checkbox"/> Hand in one hardback and complete the full-text submission and transmission procedures via the library system.	<input type="checkbox"/> 持一本平裝論文、學生證及離校手續單辦理離校，並領取畢業證書。  <input type="checkbox"/> Bring one paperback thesis, a student ID card, and the "Graduate Clearance Form for Postgraduate" to receive the diploma.	<input type="checkbox"/> 持學生證設定校友證權限(學生證遺失依已畢業校友方式辦理)。 <input type="checkbox"/> 持完成畢業生流向問卷截圖領取畢業證書夾。  <input type="checkbox"/> Please present your student ID card to set up alumni card access privileges. (If the student ID is lost, please follow the procedure for graduated alumni.) <input type="checkbox"/> To collect your diploma folder, please present a screenshot confirming completion of the Graduates' Destination Questionnaire.
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma			依領證日程 Date of issuance	依公告時間 By announcement time

(二) 外籍生：線上查核離校流程並下載和完成紙本外籍生離校手續單

Foreign Students: Check the school-leaving procedure online, and please download the "International Student Clearance Form" from the International and Cross-Strait Education website, and complete the school-leaving procedures via written submission.

順序 Order	1	2	3	4
位置 Location	畢業生網站 Graduation Website	外籍生離校手續單 International Student Clearance Form	依公告地點 By announcement location	校友服務處 Office of Alumni Service
內容 Content	<input type="checkbox"/> 確認畢業生網站各項欄位是否皆通過 <input type="checkbox"/> 繳交一本精裝論文及完成論文全文傳送圖書館系統建檔等程序 <input type="checkbox"/> 線上填寫個人基本資料表  <input type="checkbox"/> Self-confirm whether all procedures of the Graduation website (all statuses should be <b>PASS</b> ) <input type="checkbox"/> Postgraduate students must submit one hardbound copy of their thesis and complete the full-text submission and transmission procedures via the library system. <input type="checkbox"/> Fill out the Personal Information Form.	<input type="checkbox"/> 依 <b>外籍生離校手續單</b> 辦理  <input type="checkbox"/> Please finish each column of the written " <a href="#">International Student Clearance Form</a> ."	<input type="checkbox"/> 持一本平裝論文、學生證及外籍生離校手續單辦理離校，並領取畢業證書。  <input type="checkbox"/> Bring one paperback thesis, a student ID card, and the completed written "International Student Clearance Form" to receive the diploma.	<input type="checkbox"/> 持學生證設定校友證權限(學生證遺失依已畢業校友方式辦理)。   <input type="checkbox"/> Please present your student ID card to set up alumni card access privileges. (If the student ID is lost, please follow the procedure for graduated alumni.)
時間 Time	領取畢業證書前完成 To be completed before receiving the diploma		依領證日程 Date of issuance	依公告時間 By announcement time

※研究生畢業之認定 **Recognition of Graduate Graduation**

1. 99 學年度 (含) 前入學者，除學科未通過或修習教育學程者外，於學位考試成績及格及論文審定書送交教務處時視為畢業。畢業學生應依本校規定辦理離校手續，未依規定繳交畢業論文者，不得領取畢業證書，亦不得作為延緩畢業或役男暫緩征集之理由。

Before 100 academic years, apart from those who have failed in their academic achievements, or substandard SCI/EI/SSCI, or who taking educational courses, the academic status will be

regarded as a graduate when they have completed the degree examination results and turn in the Degree Approval to the Curriculum & Registration Division. Graduates shall go through the procedures for leaving school in accordance with the provisions of the school, and those who fail to comply with the provisions shall not receive their diplomas or be used as reasons for delaying graduation.

2. 100 學年度起入學者，於學位考試成績及格、論文審定書及辦妥離校手續至公告地點領取畢業證書時，視為畢業。通過學位考試之研究生如未能於次學期註冊日前，辦妥離校手續者(含繳交論文至教務處)及領到畢業證書者，必須於次學期辦理註冊。

100 academic years and above, apart from those who have failed in their academic achievements and who are taking their educational courses, the academic status will be regarded as graduate when they have completed the degree examination results, the Degree Approval, and the completion of the school leaving procedures to obtain their diplomas at Office Of Academic Affairs. Postgraduate students who pass the degree examination have to register in the next semester if they fail to complete the school leaving procedures before the next semester's supplementary registration.

#### 五、其他注意事項：Other notes

1. 結清兆豐商銀帳戶者，攜帶身分證、印章、存摺，離校前至本校兆豐商銀服務台（維澈樓 1 樓出納組隔壁）或兆豐商銀全省各分行辦理；本校兆豐商銀服務台營業時間為週一至週五 12:00 至 15:00(暑假期間週一至週四)。

Please bring your ID card, seal, and passbook to Mega International Commercial Bank (next to the Cashier in Dickson Lee Hall 1F) or any Mega International Commercial Bank branch in the province before leaving the school.

The service desk of Mega Commercial Bank of CYCU is open from 12:00 to 15:00 from Mon. to Fri. (during the summer vacation from Mon. to Thurs.)

2. 研究生畢業前，請先至本校首頁畢業生網站/論文上傳/「博碩士論文全文系統」進行摘要及全文（PDF 檔）上傳建檔。為避免建檔傳輸作業延誤領取畢業證書時間，敬請提早辦理。如有建檔相關問題，請與圖書館系統組聯絡（分機 2851）。

Go to the website of “CYCU Electronic Theses & Dissertations Service.” Upload the abstract and all related sections online and convert the full text of the papers into a PDF in advance. In order to avoid the delay in receiving the diploma, please handle it in advance. If you have any questions about filing, please contact the Library Systems Division. (#2851)

3. 圖書館 2 樓出納區服務台辦理離校時間：

平日：週一至週五 8:30 至 12:00 13:30 至 17:00

暑假期間：週一至週四 9:00 至 12:00 13:30 至 16:30

The cashier service desk on the second floor of the library is open the following hours:

Usual time：From Mon. to Fri. 8:30AM~12:00PM；1:30PM~5:00PM

Summer time：From Mon. to Thurs. 9:00AM~12:00PM；1:30PM~4:30PM