

國立臺北護理健康大學研究所畢業生離校程序指引 (流程供學生參考)
National Taipei University of Nursing and Science Student Leaving Process Guide 2022
College of Nursing

- 護理系所 School of Nursing
- 護理助產及婦女健康系 Department of Nurse-Midwifery and Women Health

學號 Student ID : 姓名 Name : 電話 Phone Number :

(1) The first and the most important step is your thesis. You need to make sure with your advisor whether your thesis is approved to be submitted.

(2) Please follow the order of the steps. After step 3, you still need 3 working days (holiday not included) to process your graduation certificate.

(3) IMPORTANT: The following offices do not accept urgent cases. If you cannot reserve enough time and complete the process before your flight date, you may not get your graduation successfully. So please make sure you reserve enough time for the whole leaving process.

Order	Where to submit	Items	Check with related person
1	就讀系所 Department office (Please check the items with your department office or advisor.)	論文一份、論文投稿期刊證明、請 email 指導老師確認同意論文上傳國家圖書館系統，並請指導老師回復 email 確認同意時一併 email 副本所辦 1. Please make sure to email your advisor to ask him/her to approve that you can upload your thesis to National Central Library 2. If your advisor approved your thesis, please make sure your advisor send you a confirmation email and copy the assistant in department. Only when the assistant receives the advisor's email, you could submit 1 copy of your thesis, a certificate of journal article submission and upload your thesis to National Central Library. (About how to upload thesis to National Central Library, please see the instruction shared in the google drive link.)	(指導教授) Advisor Signature:
		護理 Nursing: S408 Nursing Lab、助產 Midwifery : B518 1. 歸還所借的教具及器材 Return all the equipment that you borrowed before 論文一份、確認指導教授已同意論文上傳國家圖書館 2. Confirm the color of the thesis cover for the copy with Nursing/Midwifery Department and submit 1 copy of your thesis. The department will also check whether your advisor approved your thesis for you to upload to National Central Library.	(助理) Assistant Signature:
		護理 Nursing: B637、助產 Midwifery: B518 繳交論文投稿期刊證明	(所長) Director

		Print out the Certificate of journal article submission.	Signature:
2	圖書館 Library Opening hour: Mon.-Fri.:8:30am- 22:00pm Sat-Sun 09:00-17:00 *summer vacation: To be confirmed	<p>Please inform the library (library@ntunhs.edu.tw) at least 1 day before you submit the following items (For point 1 & 2, please see the instruction shared in the google drive link.)</p> <p>1. 繳交畢業論文二本及二張論文電子檔案上網授權書 【一本(張)存放本校圖書館；一本(張)寄送國家圖書館】</p> <p>Submit your thesis for 2 copies and 2 copies of “Authorized Agreement for Thesis/Dissertation”</p> <p>2. 繳交「論文系統審核通過 e-mail」紙本一份</p> <p>Print out and submit the e-mail from the NDLDLDT (approved)</p> <p>3. 畢業生歸還所借圖書資料及結清逾期罰款</p> <p>Return all the books that you borrowed from the library and pay all the fine that you have.</p>	
3	Graduation process Online application And International Office (B103)	<p>You need to finish online graduation procedure in the school system. Please see the guide video in google drive.</p> <p>Next, please send an email to registry@ntunhs.edu.tw, email title has to be: “班級 class/學號 student ID no./姓名 Full Name-研究所親領畢業證書 Graduate students picking up graduation certificate in person”</p> <p>Normally it takes at least 3 working days for processing. After international office notify you to pick up your graduation certificate, you can come to B103 to pick up. Please check the information in the certificate carefully.</p> <p>To International Office:</p> <p>1. Submit <u>1 copy of your thesis, a certificate of journal article submission</u></p> <p>2. Return the borrowed books and white coat (if any) from B103</p> <p>3. Pay all the unpaid fees (i.e. Tuition, dormitory, NHI, student insurance)</p>	
4	總務處 經營管理組 (行政大樓一樓) Office of General Affairs-front gate of B118	<p>時間：畢業典禮當天中午 11:30 至下午 2 時止 地點：親仁樓 B118 前川堂</p> <p>Return the graduation gowns and caps</p> <p>Time: June 11, The Graduation Ceremony 11:30~14:00pm</p> <p>Location: the front gate of B118</p> <p>Other Time : Office of General Affairs(Admission Building 1F)</p>	

<p>教務處 註冊組 (行政大樓二樓) Admission Building 2F, Academic Office / Office of Academic Affairs</p>	<p>畢業生持學生證至教務處服務台/註冊組，辦理離校註記，辦理完畢學生證不用繳回，惟畢業後繼續使用卡片，需上網登錄悠遊卡記名，畢業後遺失不得向本校申請掛失。畢業生遺失學生證，請填寫「學生證遺失切結書」。 After graduate, if you still need to use the student ID card as Easy Card, need to register from the Easy Card website. If you lost it, you can't apply for loss to school, need to fill out the "Student Card lost Guarantee Letter"</p>	
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Please return the form to the International Center B103 after stamping.