檔 號:

保存年限:

國立雲林科技大學教務處 書函

地址:64002雲林縣斗六市大學路3段123號

單位主管複閱

承辦人:楊蕙

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64002

雲林縣斗六市大學路3段123號 受文者:工業工程與管理系

發文日期:中華民國109年12月3日

發文字號:雲科大教字第1090200493號

速別:普通件

密等及解密條件或保密期限:

附件:如文

擬 呈閱後公告存查

組員陳應心

主旨:有關本校109學年度第1學期畢業離校須知,請公告所屬(19.12.0) 畢業生週知。

說明:

訂

線

- 一、畢業生領取學位證書依行事曆訂於110年1月12日(星期 二)開始。
- 二、畢業離校須知及學位證書代領委託書、研究生離校同意申請書,將公告於本校單一入口服務網-教務資訊系統及教務處首頁,請多加利用。

正本:本校各教學單位(學院.系所.中心)、學務處、出納組、研發處、圖書館、資訊中 心、師資培育中心、國際事務處、課程及教學組

副本:

國立 雪林科技大學 教務處

品 問意 離要校項要事註在訊 校、系皆去曆冊哪息 是本統已哪所組裡公 否校查註裡訂櫃可告 學需畢詢記領請權以於 要業您為取於辦知本 要持單辦理? 業生離校手續辦理已經無約然個人的離校辦理情形,為 為完成,才可領取證書。 為完成,才可領取證書。 取學位證書(即畢業證書)? 於110年1月12日(星期2 於110年1月12日(星期2 辦理(上班時間上午9時至 知道關於畢業離校的訊息? 朝間の一般を表現し、 \711.0° 纸条 う。 化統 5万 - & 請各 至時 行り 直單

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認 N X **E校須** 問

問答問答問答問答問答問 . 雲 辨不業定我依一我所閱領需照不照不核下請可我嗎依盡成學可取於若業因績中僅請為可申未學請身 林理需離事們行機們有。取攜片需片是際一問以是?規快老位以時右我學需皆英中,何以請來生先分 畢帶一要是。選學我在畢 業學定,貼照課期們網業 證生要只在片學開怎路生 書證學要學是生學麼上 第1) 士是位學領前知查我 人。村、問、本選組取成道到的 、 構衣馬人書卡學續成您專 以免 帶園?最上上位需續的題 打影 近馬需證送已成報 一響 所の、用書達經續告 福二 。的且送表沒 H . 最完達示有 官畢 後成了您完 若業 期領?的成 夏灰。 的成績已經送 ,請問成績 限為 畢請 業同 何書 生學 C.# : 送 續

DE B 問答 定繳師證。請下追分計送文文請同。多需證完證 實交視書請代方學數算到學學直學有份用门成明 務成定可依領加期已學後位位接們些蓋時〇學文 專續作以照人註有經期才證證申都同有不校生件 題,業請離出「修足成可書書請在學」需園證至 可以上人校示代讀夠續領都可「申因經特卡掛註 代須個」低了,取可提英請為核地遺失冊 領和人字年,所學以出文學未對回失程組 馬一身。級可以位申中學位來與校如序領 ?代分 領額 學件 成學到 有。 續位您 證簽 題路在 書名 沒書校 上帮 送馬期 欄請 到了間 之發 規代 向 定領 是羽自 辨人 我 理名 色 一种。 曲 領並

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書組

至一般 本が、動き 校育 ,异 真掛 具號 公回 人郵 可福 /校2 友專 绿業 殿上 成書 鎮正 單本 及寄 罪職 品电 雷館 申辨

位資想 超科申 書無請 可誤各 以。武 自請中 行依英 影照文 印上證 後述件 将 現 , 影定請 本辨問 送理相 至。開 常 串 組 力 神相 7 宇 III.

.. 規 定 及 -聖 表 格 9 在 回 馬

声 百八 一种 分 U 友/線上 成 續 間 及 職 思 量 1 龍 宗 統

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上畢不我不改本辦我不況我不學辦畢因我通請科書我記問完 青青正旧字青里戶為星於王上皇不後又文文牌及又记及不是唯是引及見上斗事及出門己本蓋德系。文確業考至中業行改可註,理是需。是行期理業次是知至大館已未悉成 學保後?村請證。名以加述,畢做 校虧登入後蓋填通業任人繳書僅了換蓋填通業任 首雙連龍,發校寫訊生何頁。失申畢,印一辦,處 成請業依。學理收理 銀中盗學請生除到且 損文書則攜基附繳請 可學可規帶本上費勿 以位以定最育並通繳 りとりこれを記録を動車盗換僅新科文知費 請明發能之異件單。 福門祭祀之 《外籍馬將個動外應通際。今原人中人東京大東大東大東大東大東北海東東北海東 文籍表附麼枝學騰「掛辦際 位本至號?選 窟正註回 書本冊郵 , 紹信 送中櫃封 由文權即 本學辨可 校位理。 註證或 再書通

組正訊

問答

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延。,体當學研了本論資經完完, 修大且學學期究 生學上則期已生 部一个會我畢,請延入有的業論 問修學兵成,文 上生期役績未上 [至不問是 繳傳 ノ少想題班學審 學應修,上雜查 期後課請前費已 可一者留三故經 以門,意名無過 不課可。,法了 益。先 电拓群 不需理 選重水 課金學 馬名一 課學 海是 • 在下但身 男 UI 1

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國立雲林科技大學 109 學年度第 1 學期畢業生離校須知

	大學部 Undergraduate	研究所 Master/ Doctoral
	1. 各系所:完成系所規定事項及核心能力調查。	1.各系所:完成系所規定事項及核心能力調查。
	Department: Finish all the requirements stipulated by the department	Department: Finish all the requirements stipulated by the department
	and questionnaire on core abilities.	and questionnaire on core abilities.
	2. 圖書館:請攜帶學生證親自至圖書館辦理	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	Library: Please bring your student ID card to the library, and complete
	complete the followings:	the followings:
	(1)清還所借圖書、視聽資料。	(1)清還所借圖書、視聽資料。
	Return all materials borrowed from YunTech library.	Return all materials borrowed from YunTech library.
	(2)清還館際合作申請費用、所借圖書。	(2)清還館際合作申請費用、所借圖書。
	Pay interlibrary loan fees; return all materials borrowed from	Pay interlibrary loan fees; return all materials borrowed from
單位	cooperating libraries.	cooperating libraries.
項	(3)清還向聯盟所借圖書,並繳回聯盟館合借書證。	(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	Return all materials borrowed from partner libraries and the
	interlibrary card.	interlibrary card.
	(4)不得使用電子資源及電子書。	(4) 畢業論文請依教務處「論文格式規範」完成,再上傳至「圖
	Could not use electronic resources and e-books.	書館博碩士論文系統」審核,審核程序為3個工作日(不含
	3. 課指組:繳還借用之學位服。	假日)。
	Extracurricular Activities Division: The rental academic regalia	Your thesis/dissertation should comply with the Format of Thesis
	should be returned to the Division on time.	from Office of Academic Affairs. Upload your thesis/dissertation
	4. 生輔組:	and obtain a confirmation e-mail from the library, this procedure
	Student Assistance Division	takes 3 working days (excluding holidays).
	(1) 住宿生應淨空、清潔床位(含公共區域)。	(5) 論文電子檔須於 <u>110 年 2 月 9 日(二) 17:00</u> 前審核通過。
	Boarders should clean the room and public area.	You need to obtain the confirmation e-mail from the library before
	(2)填寫退宿申請單、歸還鑰匙(公物),於上班時間經宿舍承	<u>5 p.m. Tuesday, Feb.9, 2021.</u>

手續,並辦理退還保 Checking and signs the er is on duty, the exit le deposit back. ***	大學部 Undergraduate	研究所 Master/ Doctoral
Eill 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 110 年 1 月 16 日下午 4 點檢查完畢。若欲等待成績預取畢業證書,請先申請暑假住宿。 The check should be finished before 110/1/16 16:00. If you have to wait for your diploma, please apply for living in the dormitory in the summer vacation. 軍訓組: udent Safety Division 男生確認戶籍地址及離校時間,以利辦理兵役相關作業。 Make sure your permanent address and departure date in order to declare the military service for man. 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,再至單訓組蓋折抵章。 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. Fracher Training Center: Students who take Teacher Education Program must finish requirements stipulated by the center. The Service Period can be deducted with the Teacher Education Stracher Training Center: Students who take Teacher Education Program must finish requirements stipulated by the center. Stracher Training Center: Students who take Teacher Education Stracher Training Center: Students who take Teacher Education Stracher Teacher Training Center: Students who take Teacher Education Stracher Teacher Teacher Stracher Stracher Stracher Education Stracher Teacher Teacher Stracher Education Stracher Teacher Education Stracher	辦人幹部檢查後簽名後,方可點離校手續,並辦理退還保	٥
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Make sure your permanent address and departure date in order to declare the military service for man. After the school dormitory officer finishes checking a form only when the school dormitory officer is on due procedure is finished and you can obtain the deposit because from the schools. Please apply for one original copy of transcript for all semesters from Registrar Division and send it to Student Safety Division. Program must finish requirements stipulated by the center. Training Center: Students who take Teacher Education Program must finish requirements stipulated by the center. Training Center: Students who take Teacher Education Program flust for your diploma, please apply for living in the d summer vacation. Student Safety Division (3) 男生確認戶籍地址及離校時間,以利辦理兵役権 Students Safety Division (3) 男生確認戶籍地址及離校時間,以利辦理兵役権 Students Safety Division	Student Safety Division	/幹部檢查後簽名後,方可點離校手續,並辦理退還保證金手
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新麗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. 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: 研發處:雲科人校友服務平台「應屆畢業生流向資訊問卷」 form only when the school dormitory officer is on dur procedure is finished and you can obtain the deposit b (3)最晚應於 110 年 1月 17 日上午 12 點檢查完畢。 文,請先申請暑假住宿。 The check should be finished before 110/1/17 12:00. wait for your diploma, please apply for living in the d summer vacation. 5.軍訓組: Student Safety Division 3 男生確認戶籍地址及離校時間,以利辦理兵役相	declare the military service for man.	After the school dormitory officer finishes checking and signs the
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	6. 師資培育中心:教育學程學生完成中心規定要項。	summer vacation.
		5. 軍訓組:
	•	Student Safety Division
		(3) 男生確認戶籍地址及離校時間,以利辦理兵役相關作業。

(1)繳交論文(碩、博士班均 1 冊,送國家圖書館典藏用)。	填答期末課程教學意見問卷。(系統開放期間_109/12/14-	Requirements to
Curriculum Development Division	Curriculum Development Division:	前應辦理要項
1. 課教組	1. 課教組:	領取畢業證書
complete the exit procedure by the deadline.)		DIDIOIIIA
(You have to register and pay tuition for the next semester if you do not	working days.	Diploma
days.	From Tuesday, Jan. 12, 2021 to Tuesday, Feb. 9, 2021, only on	raceive volli.
From Tuesday, Jan. 12, 2021 to Tuesday, Feb. 9, 2021. only on working	日不受理)	Deadline to
不受理)。(期限内未辦妥離校者, 次學期應再註冊繳費)	110年1月12日 (星期二) 起至110年2月9日(星期二)止。(假	胡阳
<u>110年1月12日 (星期二) 起至110年2月9日(星期二)止。(假日</u>		
https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx		
Survey" on the website		
Office of Research and Development: Fill out the "Graduate Destination		
90000000000000000000000000000000000000		
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		
must finish requirements stipulated by the center.		
Teacher Training Center: Students who take Teacher Education Program		
5. 師資培育中心:教育學程學生完成中心規定要項。		
Student Safety Division.		
transcript for all semesters from Registrar Division and send it to		
Training course from the schools. Please apply for one original copy of		
The Service Period can be deducted with the completion Military		
註冊組申請,再至軍訓組蓋折抵章。	https://webapp.yuntech.edu.tw/AlumniSurvey/Default.aspx	
(4) 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	Destination Survey" on the website	
declare the military service for man.	Office of Research and Development: Fill out the "Graduate	
Make sure your permanent address and departure date in order to	填答。	
研究所 Master/ Doctoral	大學部 Undergraduate	

ирлоша.		
dinloma		
"Completed", then take your student card and receive your		
Make sure the "Graduate Requirement Validation" marked as	diploma.	
位證書。	"Completed", then take your student card and receive your	
狀態,始攜帶學生證至註冊組繳交離校同意書、簽名領取學	Make sure the "Graduate Requirement Validation" marked as	
(4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完成」	成」狀態,始攜帶學生證至註冊組簽名領取學位證書。	
System.	(4) 畢業手續辦理情形之「畢業資格審核」欄位須為「已完	
Upload 2-inches photo (taken in the past half year) to the Departure	Departure System.	
(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	
(3)上傳 2 吋照片 (近半年内照片),格式不符者視同未上傳。	傳。(請至畢業離校註記系統,點選「瀏覽」上傳照片)	
(Make sure every step is checked shown on the departure system).	(3)上傳 2 吋照片 (近半年内照片),格式不符者視同未上	
Complete the departure procedures stipulated by each unit/department	departure system).	
完成)。	unit/department (Make sure every step is checked shown on the	
(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	Complete the departure procedures stipulated by each	
requirement.	記完成)。	
Registrar Division and the credits hours meet the graduation	(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	
Make sure all scores of all the past semesters have been sent to the	requirement.	
業資格。	Registrar Division and the credits hours meet the graduation	
(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	Make sure all scores of all the past semesters have been sent to the	
Registrar Division	畢業資格。	
2.註冊組:	(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	
(Opening time: 109/12/14-110/01/17)	Registrar Division	
Complete the survey of "Final Teaching Evaluation Form."	2.註冊組:	
110/01/17)	Opening time: 109/12/14-110/01/17)	your diploma
填答期末課程教學意見問卷。(系統開放期間_109/12/14-	ceiving Complete the survey of "Final Teaching Evaluation Form."	before receiving
Submit one paperbound copy of the thesis.	:d <u>110/01/17)</u>	be finished
研究所 Master/ Doctoral	大學部 Undergraduate	

	The consignee's	長為限)	3.被委託人之身分	Graduate student's student card	$\begin{bmatrix} \log x & \log x \end{bmatrix}$ 2.畢業生本人之學生證。	小谷原は分音 signatures and stamps	Letter of Authoriz	1.委託書 (內須有	The authorized person	請攜帶:	Division if you have any question	completed the grav	If you cannot find	System 治註冊組。	Departure 2.系統內未出現姓	Opening time of W" means you	開放查詢時間 1.若該欄位出現紅	畢業離校系統 YunTech SSO→Pe	查詢路徑:登入單	Since <u>Jan.12</u> , <u>2021</u>	110年1月12日起	
Vin Tach students on the anduste student's namental	s ID card. (the consignee can only be a YunTech		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	s student card	生證。	ımps.	Letter of Authorization with consigner's and consignee's	.委託書 (內須有委託人及被委託人之簽名蓋章)。	The authorized person have to bring the followings:		ave any question.	completed the graduation requirements. Please ask the Registrar	If you cannot find your name on the system, it means you have not		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	"N" means you have not completed the departure procedures.	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。	YunTech SSO → Personal → Graduation Process	查詢路徑:登入單一入□→個人資訊→畢業離校		ii ii	大學部 Undergraduate
etaff VinTach etildante or the gradients etildant's parantel	The consignee's ID card. (the consignee can only be a YunTech faculty	為限)	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	Graduate student's student card	2.畢業生本人之學生證及離校同意書。	and stamps.	Letter of Authorization with consigner's and consignee's signatures	1.委託書 (內須有委託人及被委託人之簽名蓋章)。	The authorized person have to bring the followings:	請攜帶:	Division if you have any question.	completed the graduation requirements. Please ask the Registrar	If you cannot find your name on the system, it means you have not	計冊組 。	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	"N" means you have not completed the departure procedures.	 若該欄位出現紅色「N」者表示您尚未完成該單位離校事項。 	YunTech SSO → Personal → Graduation Process	查詢路徑:登入單一入□→個人資訊→畢業離校	Since <u>Jan.12</u> , 2021	110年1月12日起	研究所 Master/ Doctoral