

國家政策與公共事務研究所
Graduate Institute of National Policy and Public Affairs

碩士生辦理離校手續明細

Detailed Procedures for Leaving School for Master's Degree Students

碩士生： _____ 學號： _____ (所辦專用)
Master's student : _____ Student number : _____ (For office use)

項次 Project	品項 Item	繳交明細 Payment details	備註 Remark	
1	校研究生畢業離校手續 School graduates leaving school formalities	<input type="checkbox"/> 指導教授簽章/Advising professor signature <input type="checkbox"/> 所長簽名/Director's signature	<input type="checkbox"/> EASY GO 勾選 EASY GO Checked	
2	學生研究室鎖匙 Student lab key (R431)	<input type="checkbox"/> 是/Yes <input type="checkbox"/> 否/No, __年(YEAR) __月(MONTH) __日(DAY)繳交/submit. 原因/Reason: _____		
3	置物櫃鎖匙 Locker key	<input type="checkbox"/> 是/Yes <input type="checkbox"/> 否/No, __年(Year) __月(Month) __日(Day)繳交/submit. 原因/Reason: _____	置物櫃鎖匙號碼 Locker key number: _____	
4	成績單正本(或影本加簽名) Original transcript (or photocopy and signature)	<input type="checkbox"/> 正本/Original <input type="checkbox"/> 影本+親筆簽名/Photocopy + signature		
5	論文發表議程表 Research paper oral presentation agenda	<input type="checkbox"/> 有/YES <input type="checkbox"/> 親筆簽名/Signature		
6	論文精裝本 Bound hardcover thesis	<input type="checkbox"/> 有/YES <input type="checkbox"/> 其他/Other: _____		
7	論文PDF檔的光碟片 Dissertation PDF on CD	<input type="checkbox"/> 有/Yes <input type="checkbox"/> 布套/Cloth cover <input type="checkbox"/> 已張貼於精裝本後/Attached to the back of the hardcover		
8	學術活動 Academic Activities	<input type="checkbox"/> 本國籍生/Domestic students: <input type="checkbox"/> 本所舉辦及其他單位合辦之學術活動__次/Academic activities organized by this department and co-organized with other institutions: _____ Sessions <input type="checkbox"/> 校外學術研討會或論文發表會__次/ Academic seminars or research paper oral presentation outside of the university: _____ sessions <input type="checkbox"/> 非本國籍生/International students: <input type="checkbox"/> 參與學術活動 __場次/ Participation in academic activities: _____	註:以本所研究生生活動參與細則辦理。 Note: Refer to the department's regulations on student participation in activities.	
9	英文畢業門檻 English Graduation Requirement	<input type="checkbox"/> 有, 修課/ Yes, coursework: _____. <input type="checkbox"/> 有/Yes, 參加檢定/participated in the certification exam: _____ 通過/passed.	註:參加檢定者, 請附相關證明。 Note: For those who have taken the exam, please attach relevant proof.	
10	辦公室鎖匙 Office Key	<input type="checkbox"/> 有/Yes, 需繳回/must be returned. <input type="checkbox"/> 無/No, 不需繳回/no need to return.	註:辦公室助理、專班助理、學分班助理適用。 Note: This applies to office assistants, special class assistants, and credit class assistants.	
11	借用物品 Borrowed Items	<input type="checkbox"/> 有/Yes, 物品為/items: _____, 需繳回/must be returned. <input type="checkbox"/> 無/No, 不需繳回/no need to return.	註:請確認借用表單。 Note: Please confirm using the borrowing form.	
<input type="checkbox"/> 登錄學生資訊4孔夾/ Registered student information 4-hole folder <input type="checkbox"/> 學生入學、畢業時間明細/Student enrollment and graduation timeline <input type="checkbox"/> 畢業生論文題目明細表/Graduate thesis title list		碩士生 Master's student	審查者 Reviewer	審查日期 Review Date

注意：
1. 畢業生離校前請歸還屬於本所之物品並填妥本單，連同歸還物品繳交至所辦後始獲辦理離校手續。
2. 若無實體物品可歸還或已遺失，應支付相當金額以更新予下屆學生使用。
3. 畢業生於離校前應清空研究室屬於該生之空間，若離校手續完成後（每年2月底及8月底）尚未清空座位，將於3月10日及9月10日由本所辦公室助理逕行協助清空作業。

Important Notes:
1. Before leaving, graduates must return all items belonging to the department and complete this form. The form, along with returned items, must be submitted to the department office in order to complete the graduation procedures.
2. If there are no physical items to return or if items are lost, an equivalent fee must be paid for replacements to be used by future students.
3. Graduates should clear their personal space in the research room before leaving. If the space is not cleared by the department's set deadlines (end of February and end of August each year), the department office assistant will proceed with clearing the space on March 10 and September 10.