

# 義守大學 113 學年度第二學期離校手續網路作業說明

◆符合畢業資格者 請於 114 年 5 月 29 日(四) 前辦妥各單位歸還、繳 交、結清之離校手續。	畢業生 歸還、繳交、結清手續
	如尚有積欠學校、系所物品，請儘速向有關單位歸還或結清。 1.借書未還、逾期罰款未繳等。 2.學雜費尚未繳清。 3.宿舍電費尚未繳清。 4.畢業生離校問卷未填妥等。 另圖書館離校手續須於應用資訊系統提出申請或攜帶學生證至 科技大樓 2 樓圖書館辦理。

畢業生離校手續辦理情形，於 114 年 6 月 4 日起開放網路查詢  
應用資訊系統→應屆畢業生作業→畢業生離校申請查詢

畢業證書領取時間	說明	領取地點		
		校本部註冊組	醫學院區註冊組	校本部 綜合教學大樓 2 樓 50214 室
114 年 6 月 7 日(六) 10:00 至 15:30	畢業典禮當天	—	—	全校生
114 年 6 月 9 日(一)起	大學部畢業生 畢業典禮當天未領者	限本部生	限醫學院區學生	—
114 年 7 月 2 日(三) 上午 10 時起	大學部畢業生 修低年級課程者	限本部生	限醫學院區學生	—
114 年 7 月 31 日(四)前	碩士、博士班畢業生 (非 113 學年度第二學期通過口試者)	限本部生	限醫學院區學生	—
114 年 8 月 29 日(五)前	博士班畢業生 (113 學年度第二學期通過口試者)	限本部生	—	—
114 年 9 月 5 日(五)前	碩士班畢業生 (113 學年度第二學期通過口試者)	限本部生	限醫學院區學生	—

◆符合畢業資格及完成離校手續者，攜學生證(或身分證)及印章領取畢業證書(委託代領者需填寫委託書)。

◆碩、博士班畢業生領取畢業證書時，另須繳交 1 本平裝學位論文。

◆請尊重著作權法，防範學位論文抄襲或舞弊情事，如所獲學位之論文有抄襲、造假或代寫情事，經查證屬實，即撤銷學位。

◆學生修業期滿(除醫學系(公費生)修業年限為六年(12 學期)、學士後中醫學系修業年限為五年(10 學期)、學士後護理學系修業年限三年(6 學期)，其餘學士班修業年限為四年(8 學期)；碩士班修業期限為一年至四年、博士班修業期限為二年至七年)並符合本校學則第 37、50 條規定，始授予學位。

各單位連絡電話	
圖書與資訊處 07-657-7711 轉 2712	出納組 07-657-7711 轉 2332~2333
住宿組 07-657-7711 轉 2273~2276	保管組 07-657-7711 轉 2322~2324
職涯發展中心 07-657-7711 轉 2832~2833	註冊組 07-657-7711 轉 2112~2117

# I-SHOU UNIVERSITY

## Online Graduation Procedure in the 2<sup>nd</sup> Semester of Academic Year 2024

◆ Students qualified for graduation are required to complete the graduation process (including return, submission, and payment settlement) no later than <b>Thursday, May 29, 2025.</b>	Return/Submission/Payment Settlement by Graduands
	<p>In case of any late submission of documents, unreturned items, and/or overdue fees/fines, as shown in the following, please contact the units-in-charge to complete the return/submission/settlement process as soon as possible:</p> <ol style="list-style-type: none"> <li>1.unreturned library checkouts and overdue fines;</li> <li>2.overdue tuition and other required fees;</li> <li>3.unpaid electricity bills for dormitory accommodation; and</li> <li>4.late submission of the Graduation Questionnaire.</li> </ol> <p>As for the graduation process with the Library, students should make an application on the Information System or show the student ID card at the Library on the second floor of the Science and Technology Building.</p>

<p>How to Check Your Graduation Status on the Information System Starting June 4, 2025</p> <p>Information System → For Graduating →Results of Application for Graduation</p>
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Collection of Diplomas	Location			
	Description	Registration Section (Main Campus)	Registration Section (Medical Campus)	Room 50214 on the 2 <sup>nd</sup> Floor of Teaching Building (Main Campus)
<b>Saturday, June 7, 2025, 10 a.m. ~ 3:30 p.m.</b>	On the Graduation Day	—	—	For all graduands
<b>Starting Monday, June 9, 2025</b>	For undergraduate graduands not collecting their diplomas on the Graduation Day	Only for graduands at Main Campus	Only for graduands at Medical Campus	—
<b>Starting Wednesday, July 2, 2025, 10 a.m.</b>	For undergraduate graduands having taken courses offered to a lower grade level	Only for graduands at Main Campus	Only for graduands at Medical Campus	—
<b>Before Thursday, July 31, 2025</b>	Master's/PhD graduands (passing the oral defense in or before the 1 <sup>st</sup> semester of Academic Year 2024)	Only for graduands at Main Campus	Only for graduands at Medical Campus	—

<b>Before Friday, August 29, 2025</b>	PhD graduands (passing the oral defense in the 2 <sup>nd</sup> semester of Academic Year 2024)	Only for graduands at Main Campus	—	—
<b>Before Friday, September 5, 2025</b>	Master's graduands (passing the oral defense in the 2 <sup>nd</sup> semester of Academic Year 2024)	Only for graduands at Main Campus	Only for graduands at Medical Campus	—

◆ Students who are qualified for graduation and have completed the graduation process can collect their diplomas by showing the student ID card (or the national ID card) and a personal stamp. (A letter of attorney is required if a student requests another person to collect his/her diploma.)

◆ Master's and PhD graduands are required to submit one paperbound copy of their degree treatises upon collecting their diplomas.

◆ Please comply with the Copyright Act and do not get involved in plagiarism or cheating in your degree treatise. Verified plagiarism, forgery, or ghostwriting will result in the revocation of your degree.

◆ Only when students have successfully completed the prescribed course of study [the prescribed duration of study is four years (eight semesters) for undergraduate students (six years, or twelve semesters, for undergraduate students of the School of Medicine; five years, or ten semesters, for undergraduate students of the School of Chinese Medicine for Post Baccalaureate; and three years, or six semesters, for undergraduate students of the Post-Baccalaureate Program in Nursing); one to four years for master's students; and two to seven years for doctoral students] and satisfied the requirements stated in Article 37 or 50 of the Academic Rules of I-Shou University will they be conferred with a bachelor's, master's, or doctoral degree.

Contact Info of Related Units	
Office of Library and Information Services 07-657-7711 ext. 2712	Cashier Section 07-657-7711 ext. 2332 ~ 2333
Student Housing Section 07-657-7711 ext. 2273 ~ 2276	Property Management Section 07-657-7711 ext. 2322 ~ 2324
Career Development Center 07-657-7711 ext. 2832 ~ 2833	Registration Section 07-657-7711 ext. 2112 ~ 2117

## **Registration Section, Office of Academic Affairs**