

# 國立中興大學土木工程學系學生畢業離校流程

## National Chung Hsing University Civil Engineering Student Graduation Process

- (1) 請登入教務資訊系統的「學生成績 / 學期成績」頁面，確認本學期各科修課成績皆到齊。  
Students should log in to the "Academic Information System/Graduation Clearance and Leaving-School" page via the university portal to confirm that all course grades for the semester have been recorded.
- (2) 研究生請另填寫「研究所離系手續單」，經指導教授簽章，交給系辦公室，再查詢離校狀態。  
Graduate students must also complete the "Graduate Department Departure Form," have it signed by their advisor, submit it to the department office, and then check the school-leaving status.
- (3) 畢業生進入教務資訊系統查詢離校狀態，點選「畢業離校 / 離校狀態查詢」，更新畢業生離校通訊方式確認，並填寫調查問卷。  
Graduates should check their graduation/departure status through the "Graduation and /Status Inquiry" section in the Academic Information System, update their contact information, and complete the required surveys:

本系畢業生**必填**以下 3 個問卷

Graduates **must fill in** the following 3 surveys

意向調查問卷 Alumni Development Survey	UCAN 職場共通職能診斷 UCAN Workplace Competency Questionnaire	系畢業問卷 Survey for the graduates of department
<ul style="list-style-type: none"><li>● 教務資訊系統/畢業離校 / 離校狀態查詢</li><li>● "<u>Graduation and /Status Inquiry</u>" section in the <u>Academic Information System</u></li></ul>		<ul style="list-style-type: none"><li>● 系問卷置於 ilearning，請依學制填答。</li><li>● The department survey was placed in iLearning for<ul style="list-style-type: none"><li>■ Bachelor</li><li>■ Master's</li><li>■ Master's Program</li><li>■ PhD.</li></ul></li></ul>

- (4) 成績全部到齊及離校狀態全部顯示"Y"者，請持「學生證」，至註冊組領取畢業證書。  
Once all grades are recorded, and the clearance status is marked "Y" for all departments, students may proceed to the Registration Office to collect their graduation certificates.

\*Required Documents: Student ID card.

- ※ 若本人無法親自至註冊組領取畢業證書，請填寫「委託書」委託親友代為領取。  
If you are unable to the Registration Office to collect your graduation certificate in person, please fill out a "[Letter of Authorization](#)" to entrust your family or friend to collect your graduation certification on your behalf.
- ※ 學生證不會收回，註冊組會在學生證上加蓋「離校」章後歸還本人。  
The student ID card will not be confiscated. It will be marked and returned to the student.
- ※ 若註記為"N"之單位，表示該單位的離校手續尚未完成，請電洽或親自該單位辦理。  
If any department is marked "N," it indicates incomplete clearance procedures. Please contact the relevant department by phone or in person.
- ※ 若有問題請洽詢系辦公室廖小姐 04-22840438 轉 221。  
For any inquiries, please contact Ms. Liao at the department office:  
04-22840438 ext. 221