	文件名稱 Document Title	畢業生審核暨離校作業程序 Graduate Review and Departure Process for Graduates		
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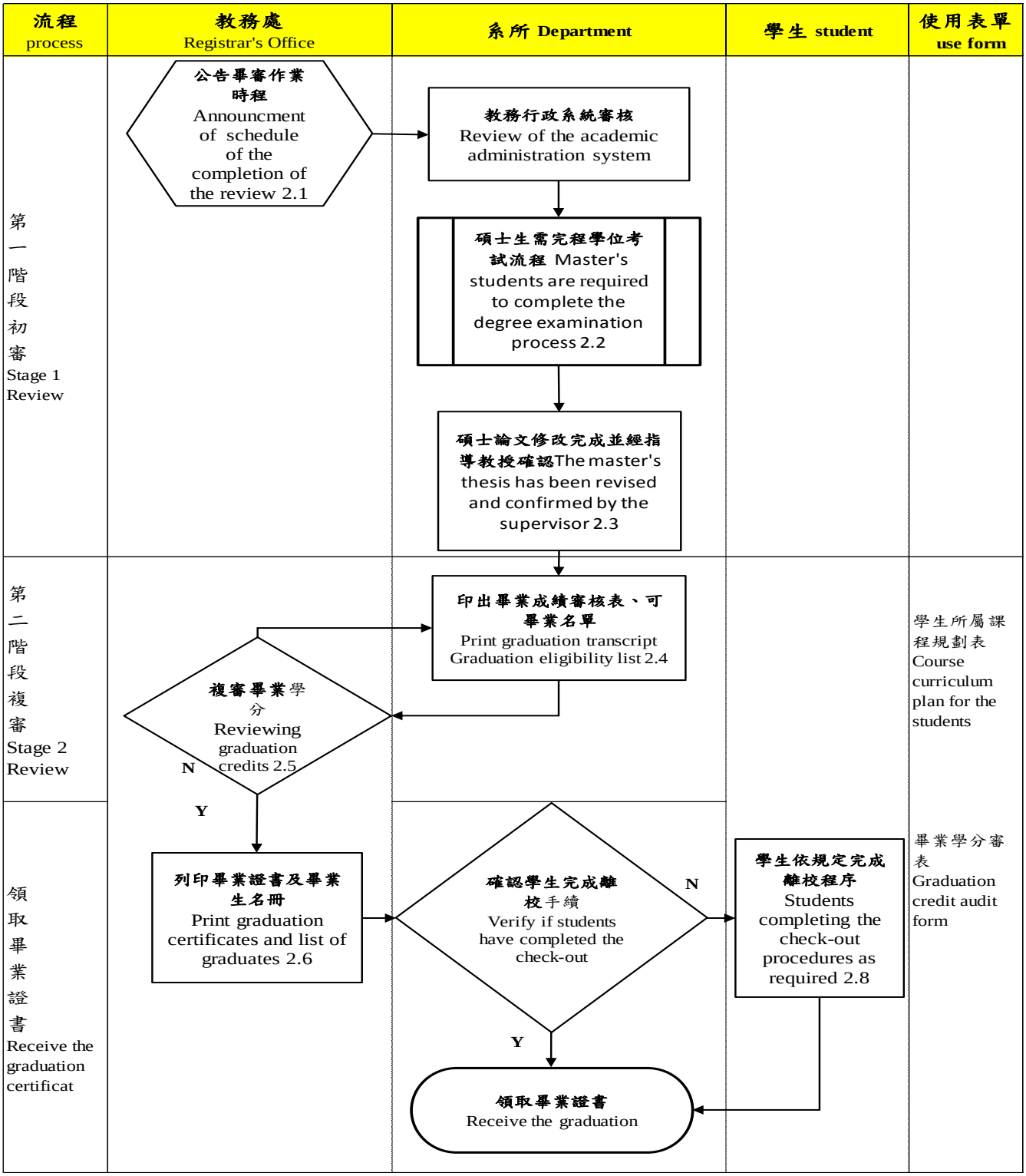
	提案單位 Sponsoring Unit	商學院 **School of Business**		

1. **作業流程圖：** Operational Flowchart

畢業生審核暨離校作業程序

Graduate Review and Departure Process for Graduates



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2. 作業程序：Operational Procedures

2.1. 於每期教務處註冊組公告之畢業審查時程起至次學期開學前完成畢業學分數審核。
Commence the verification of graduation credits from the announcement of the Registrars Office schedule until the start of the next semester.

2.1.1 公告訊息於系網頁，提醒同學至校務資訊系統查詢畢業學分審查結果。
Post announcements on the department's website to remind students to check their graduation credit verification results in the school information system.

2.1.2 學生確認修習學分數，並據以作為選課之依據。
Students verify the completed credits to guide their course selection.

2.1.3 修習滿畢業學分數之 2/3 及完成投稿即符合論文口試資格。
Completion of 2/3 of graduation credits and submission of the thesis qualifies students for the thesis defense.

2.2. 完成論文審查流程 Complete the thesis review process.

2.3. 論文修改經指導教授確認後換領審定書印製論文。
After the supervising professor confirms thesis revisions, obtain an approval document and print the thesis.

2.4. 畢業成績審核表審核後並印製可畢業名單送繳至教務處註冊組審查。
Review the graduation score verification form and print the list of students eligible for graduation to submit to the Registrar's Office.

2.5. 教務處註冊組複審畢業學分數是否符合畢業資格；不符資格者退回各系所重審。The Registrar Office conducts a secondary review to ensure that the graduation credits meet the eligibility criteria. Those who do not meet the criteria are sent back to their respective departments for reevaluation.

2.6. 教務處註冊組製作畢業證書。The Registrar's Office prepares graduation certificates.

2.6.1 繳交相關資料如:論文繳交院辦 1 份、圖書館 3 份。Submit relevant documents, including one copy of the thesis to the college office and three copies to the library.

2.7. 於教務行政系統上確認學生是否完成離校手續。Verify on the academic administrative system whether students have completed departure procedures.

2.7.1 已修畢規定之必、選修科目及學分數符合並完成論文審查及論文繳交等畢業資格者，依公告日期領取學位證書。Students who have completed the required compulsory and elective courses and credits, passed the thesis review, and submitted their thesis are eligible for graduation certificates based on the announcement date.

2.7.2 未完成離校程序者經由電話通知各處室審核學生離校手續，審核完成者領取學位證書。
Students who have not completed departure procedures are notified via phone to complete the process. Those who complete the procedure can collect their graduation certificates.

2.8. 未完成離校程序者經先完成離校手續，審核完成者即可領取學位證書。Students who have not completed departure procedures can complete them beforehand and, upon verification, receive their graduation certificates.

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3. 控制重點：Key Controls

3.1. 於每期教務處註冊組公告之畢業審查時程起至次學期開學前完成畢業學分數審核。
Ensure the verification of graduation credits is completed from the Registrar's Office schedule announcement to the start of the next semester.

3.2. 系所承辦人於教務行政系統上確認學生是否完成離校手續。Department personnel verify whether students have completed departure procedures on the academic administrative system.

3.3. 確認學生需上網確認畢業生基本資料、上網填答教育部畢業流向問卷及繳清各單位之欠費。Confirm that students have checked their basic graduation information online, filled out the Ministry of Education's graduate placement questionnaire online, and cleared any outstanding fees with various units.

4. 依據及相關文件：References and Related Documents

4.1. 開南大學學則 Kainan University Academic Regulations

4.2. 教務處公告之畢業資格審核作業時程表 Schedule for graduation eligibility verification announced by the Registrar's Office

4.3. 教務處公告之畢業生離校須知. Information for Graduating Students announced by the Registrar's Office

5. 使用表單：Forms in Use

5.1. 學生所屬課程規劃表 Student Curriculum Plan

5.2. 畢業學分審核表 Graduation Credit Verification Form

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