國立中央大學　函

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地　址：«郵遞區號»
«地址»
受文者：«姓名»　君

發文日期：中華民國***年**月**日
發文字號：中大教字第*********號
速別：最速件
密等及解密條件或保密期限：普通
附件：

裝

主旨：台端（學系：«系所名稱»，學號：«學號»）***學年度第*學期修業年限屆滿，應於本學期完成畢業離校或依學則第 40 條辦妥休學手續，請 查照。

Subject: This letter is to inform you (student ID: _____; department: _____) that you are about to reach the end of the study period in the ____ semester of the ____ academic year. You are required to complete the graduation procedures or apply for a voluntary suspension of studies per Article 40 of National Central University Study Regulations by the end of this semester.

訂

說明：

Description:

線

一、有關修業年限相關規定請參考本校學則第 13 條、第 13 條之 1 及第 57 條。

1. For regulations regarding the study period, please refer to Articles 13, 13-1, and 57 of National Central University Study Regulations.

二、本學期休學截止日為***年**月**日，研究生學位考試申請截止日為***年**月**日，領取學位證書截止日為***年**月**日。

2. The deadline for applying for a voluntary suspension of studies for this semester is ***. The deadline for applying for postgraduate degree examinations is ***. The deadline for collecting diplomas is ***.

三、休學累計以二學年為原則，期滿因重病或特殊事故等原因需再申請休學者，請至註冊組網頁下載延長休學申請表，經系所主管及教務長同意，得酌予延長休學至多二年；通過後始得辦理休學離校手續，建議請提前一個月申請。

3. The standard maximum cumulated period for voluntary suspensions of studies is two academic years. If an extension is needed due to serious illness or exceptional circumstances, please download the application form for an extended volunteer suspension of studies from the Register Division's website. Upon approval by the head of the department/institute and the Vice President of Academic Affairs, an extension of up to two additional years may be granted. The voluntary suspension of studies and the procedures for leaving school can be processed only after approval. It is recommended to apply at least one month in advance.

四、 未依規定於本學期完成畢業離校或休學手續者，依據本校學則第 42 條第 6 款及第 60 條第 2 款規定，應予退學。

4. Failure to complete the graduation procedures or the application for a voluntary suspension of studies by the end of this semester per the relevant regulations will result in dismissal per Article 42, Subparagraph 6, and Article 60, Subparagraph 2, of National Central University Study Regulations.

五、 本校學則可至教務處網頁左側，教務章則彙編下載參考，網址 https://pdc.adm.ncu.edu.tw/p/412-1019-1718.php?Lang=zh-tw

5. National Central University Study Regulations can be found in the category of "Regulations & Procedures" on the left side of the website of the Office of Academic Affairs. You can download it at the following link:
https://pdc.adm.ncu.edu.tw/p/412-1019-2070.php?Lang=zh-tw

六、 副本抄送各系所(含學生名單)，請協助輔導學生並轉知導師或指導老師。

6. Copies of this official letter are sent to all departments and graduate

institutes. Please assist in guiding students and inform their advising instructors or thesis advisors accordingly.

七、相關疑問請洽承辦人：^承辦人^，聯絡電話：(03)4227151 轉^分機^，電子信箱：^電子信箱^。

7. Please contact the person in charge if you have any questions.
Name of the person in charge: 承辦人英文姓名
Phone No.: (03)4227151 ext. 分機號碼
Email: 電子郵件地址

八、本文英文說明請至教務處註冊組英文網頁→重要公文→04 修業年限屆滿

8. For the English translation of this letter, please refer to the English webpage of the Register Division → Important Official Letters → 04 Notification of Expiration of Study Period.

正本：«姓名»　君
副本：«副本發文用»（如附件）

分層負責規定授權單位主管決行

裝 訂 線