(表281) 臺大化學所研究生離校手續單(供系內使用)( )學年度(系辦留存) （106.07修訂）

(Form 281) NTU Graduate Institute of Chemistry Student Graduation Checklist and Approval Form

(To be used and kept by the Dept. Office) Academic Year \_\_\_\_ (Revised July, 2017)

\*學校離校手續需上網申請(MyNTU-畢業生離校手續查詢系統），請務必上網填報後依系訂手續辦理離校

\*Please first follow the NTU graduation procedure, and fill out the information online (MyNTU-Steps for Application to Leave School) before proceeding to the Dept. Office’s procedure.

\*請務必填寫完整，並將此電子檔案寄給系辦許慧楨小姐[hjhsu@ntu.edu.tw](mailto:hjhsu@ntu.edu.tw)

\*Please fill out the form completely and send it to Ms. Hui-Chen Hsu of the Dept. Office via email at [hjhsu@ntu.edu.tw](https://www.ch.ntu.edu.tw/office/eform/doc/hjhsu@ntu.edu.tw).

1. **化學系核章欄**
2. Dept. Office Approval Procedure

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 項次  Steps | 項目Description | 核章地點  Location | 核章人姓名  Approving Party | 簽章欄  Signature/Seal | 備註  Notes |
| 1 | 學生個人自我查核  Student Self-check |  | 畢業學生  Graduating student |  | 請學生自我查核並打勾：  (to be checked by the student after self-check)  □本表已填寫完整  □The form is completed.  □已寄本表電子檔予許慧楨小姐  □An electronic version of the form has been sent to Ms. Hui-Chen Hsu.  □已上離校系統填寫相關資料  □Information has been filled in the NTU graduation system. |
| 2 | 指導教授簽章  Advisor  signing | 各研究室  Respective Lab | 指導教授  Advisor |  |  |
| 3 | NMR卡  NMR card | 化學館  625/721  Chemistry Bld.  Room 625/721 | 蘇仁寬  33661159  Ren-Kuan Su  33661159 | (核章人及核章日期)  (signature/seal and date) | □未辦NMR卡(未辦者亦需請蘇先生簽名)  □Never applied for an NMR card (Signature from Mr. Su is still required)  □退NMR卡  □The NMR card has been returned  □擬續留用：  □Plan to keep the NMR card  (原因：□續讀博士班□研究助理/博士後  □其他： \_\_\_\_\_\_\_\_\_\_\_\_)  (for:  □continued attendance in the Ph.D. program  □the position of a research assistant/postdoc fellow  □other reasons) |
| 4. | 系辦查核成績  Grades check by the Dept. Office | 124系辦公室  (#6號櫃臺)  Counter #6 at the Dept. Office  (Room 124) | 許慧楨  [hjhsu@ntu.edu.tw](mailto:hjhsu@ntu.edu.tw)  Hui-Chen Hsu  33661143  [hjhsu@ntu.edu.tw](mailto:hjhsu@ntu.edu.tw) | (核章人及核章日期)  (signature/seal and date) | 1.論文成績 Thesis grade  □論文成績已收 □論文成績已送研教組  □The office has received the thesis grade report  □The grade report has been sent to the Graduate Academic Affairs Division  2.成績查核-不含專研專討其他必選修  2.Grade check: for required and elective courses other than Research Training and Seminar courses  □無 □及格-科目：  □None □Pass (Course): |
| 5 | 系辦總核  Overall check by the Dept. Office | (核章人及核章日期)  (signature/seal and date) | □本表(一)核章欄各欄均已核章  □ The “Signature/Seal” section of each step of the approval procedure in Part A has been completed.  □本表(二)個人資料欄填寫完整  □Part B (Personal Information) has been filled out completely.  □已收到本表電子檔  □The electronic version of the form has been received.  □離校系統已查核處理  □The NTU graduation system has been checked.  ※本表核章後留存系辦經辦人  ※The form shall be kept by the person-in-charge at the Dept. Office. |

**(二) 個人資料欄**

1. **Personal Information**

**（二之1）個人資料欄：**

**(B-1) Basic information:**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **學號**  **Student No.** |  | | | **組別**  **Group** | | **1.化學組Chemistry Group:**  **有機Organic Chemistry 無機Inorganic Chemistry**  **物化Physical Chemistry 分析Analytical Chemistry**  **2. □化生組Chemical Biology Group:** | | | |
| **姓名**  **Name** |  | | | **指導教授**  **Advisor** | |  | | | |
| **入學年月**  **Enrollment Year/Month** | **年 月**  **(YYYY/MM)** | | | **畢業年月**  **Graduation Year/Month** | | **年 月**  **(YYYY/MM)** | | | |
| **論文題目及撰寫方式**  **Thesis Title and Language** | **中文題目：**  **Chinese title:**  **英文題目：**  **English title:** | | | | | | | | **撰寫方式：**  **Written in (language):**  **□中文 □英文**  **□Chinese □English** |
| **連絡電話**  **TEL** | **(H)** | | **(手機) Mobile** | | | | **(永久電話)**  **(Permanent TEL)** | | **(O)** |
| **常用mail**  **Email** |  | | | | | | | | |
| **通訊地址**  **Mailing Address** | **郵遞區號□□□ 縣/市 區 路/街 段 巷 弄 號 樓**  **Postal code □□□ Flr. No. Alley Lane Section Rd./St. District County/ Municipality** | | | | | | | | |
| **永久地址**  **Permanent**  **Address** | **郵遞區號□□□ 縣/市 區 路/街 段 巷 弄 號 樓**  **Postal code □□□ Flr. No. Alley Lane Section Rd./St. District County/ Municipality** | | | | | | | | |
| **畢業後**  **動向意願調查**  **Plan after Graduation**  **※請務必勾填**  **(Please ensure to fill out this section)** | **方向**  **Direction** | **□ 就業**  **□Employment** | | | **□ 進修**  **□Study** | | | **□ 其他**  **□ Others** | |
| **請選細項**  **如右欄**  **Please check the boxes that apply.** | **□ 至產業界**  **□Industries**  **□ 至研究機構**  **□Research institutes**  **□ 擔任公職**  **□Public sector**  **□ 擔任教職**  **□Teaching**  **※已確定機構者請填：**  **※For those who have already landed a job, please fill in the blanks below:**  **服務機構\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Company/Institute:\_\_\_\_\_**  **職稱\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **電話\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **TEL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **□ 國內深造 (in Taiwan)**  **□ 準備中**  **□Prepare to apply for schools**  **□ 已考上：**  **□Already admitted by:**  **校系\_\_\_\_\_\_\_\_\_\_\_\_\_**  **University/College and**  **Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **實驗室\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Lab: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **電話 \_\_\_\_\_\_\_\_\_\_\_\_\_**  **TEL:\_\_\_\_\_\_\_\_\_\_\_\_\_**  **□ 國外深造 (Abroad)**  **□ 準備中**  **□Prepare to apply for schools**  **□ 已考上：**  **□Already admitted by:**  **校系\_\_\_\_\_\_\_\_\_\_\_\_\_**  **University/College and**  **Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **實驗室\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Lab: \_\_\_\_\_\_\_\_\_\_\_\_**  **電話: \_\_\_\_\_\_\_\_\_\_\_\_\_**  **TEL: \_\_\_\_\_\_\_\_\_\_\_\_** | | | **□ 一般兵役**  **□Normal military service**  **□ 國防役/研發替代役(機構名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **□Research and development substitute services (Name of institute):**  **□ 替代役(機構名稱：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)**  **□Substitute military service (Name of institute):**  **□ 其他(請註明)\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **□Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **※服役者請加填役畢後動向：**  **※Please also select your plan after completion of military service.**  **□ 就業**  **(□業界□研究機構□其他)**  **□Employment**  **(□Industries□Research institutes□Others)**  **□ 進修**  **□Study**  **□ 其他**  **□ Others** | |

**（二之2）個人履歷-在學期間資料**

**(B-2) Personal Profile at School**

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| 姓名(中文)：  Name (Chinese): | | | | | 姓名(英文)：  Name (English): | | | | |
| 學號：  Student No.: | | | | | 指導教授：  Advisor: | | | | |
| 身份別：□碩士 □博士  Program: □ Master □Ph.D. | | | | | | | | | |
| ◆學歷(起迄年月)：  ◆Education (start and end year/month)  高中： ( ~ )  High school: (From YYYY/MM to YYYY/MM)  大學： 大學 系( ~ )  College/University: Dept. of \_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_College/University (From YYYY/MM to YYYY/MM)  碩士： 大學 所( ~ )  Master’s degree: Graduate institute/program of \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_College/University (From YYYY/MM to YYYY/MM)  博士： 大學 所( ~ )  Doctoral degree: Graduate institute/program of \_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_College/University (From YYYY/MM to YYYY/MM) | | | | | | | | | |
| ◆在學(臺大化學)期間獲獎紀錄：□無 □有\_\_\_\_\_\_\_\_\_\_\_（請填於下方，可自行增列）  ◆Have you received any awards while studying in the Graduate Institute of Chemistry, NTU? : □No □Yes (Please list the awards below. New entries can be added.) | | | | | | | | | |
| 獲獎年月  Award-winning year and month | 獎項名稱  Name of award | | | 獲獎年月  Award-winning  year and month | | | 獎項名稱  Name of award | | |
|  |  | | |  | | |  | | |
|  |  | | |  | | |  | | |
|  |  | | |  | | |  | | |
| ◆在學(臺大化學)期間擔任幹部紀錄：□無 □有\_\_\_\_\_\_\_\_\_\_\_（請填年級及職稱）  Have you ever been a coordinator while studying in the Graduate Institute of Chemistry, NTU?  □No □Yes, I’ve been a(n) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please fill in the position name) in my \_\_\_\_\_ (please fill in an ordinal number) year of study. | | | | | | | | | |
| ◆在學(臺大化學)期間取得化學相關專業證照□無 □有\_\_\_\_\_\_\_\_\_\_\_（請填名稱），通過\_\_\_年\_\_\_月  Have you obtained any certificates related to the chemistry profession while studying in the Graduate Institute of Chemistry, NTU?  □No □Yes, I’ve obtained certificates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please fill in the name of certificate) in YYYY/MM. | | | | | | | | | |
| ◆在學(臺大化學)期間取得其他證照□無 □有\_\_\_\_\_\_\_\_\_\_\_（請填名稱），通過\_\_\_年\_\_\_月  Have you obtained any other certificates while studying in the Graduate Institute of Chemistry, NTU?  □No □Yes, I’ve obtained certificates of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please fill in the name of certificate) in YYYY/MM. | | | | | | | | | |
| ◆在學(臺大化學)期間取得專利□無 □有\_\_\_\_\_\_\_\_\_\_\_（請填名稱），通過\_\_\_年\_\_\_月  Have you obtained any patent rights while studying in the Graduate Institute of Chemistry, NTU?  □No □Yes, I’ve obtained patent rights of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please fill in the patent name) in YYYY/MM. | | | | | | | | | |
| ◆在學(臺大化學)期間通過任何英文檢定□無 □有：1.\_\_\_\_\_\_\_\_\_（請填名稱），通過\_\_\_年\_\_\_月  2.\_\_\_\_\_\_\_\_\_（請填名稱），通過\_\_\_年\_\_\_月  Have you passed any English proficiency tests while studying in the Graduate Institute of Chemistry, NTU?  □No □Yes, I’ve passed 1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please fill in the test name) in YYYY/MM.  and 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(please fill in the test name) in YYYY/MM. | | | | | | | | | |
| ◆在學(臺大化學)期間出國紀錄：□無 □有  ◆Have you ever been abroad while studying in the Graduate Institute of Chemistry, NTU? □No □Yes | | | | | | | | | |
| 出國日期  Date of departure | 回國日期  Date of return | 補助單位  Subsidizing unit | 補助金額  Amount of subsidy | | | 地區  Region | | 會議名稱  Conference name | 事由(研討會/交換/研究)  Purpose of travel  (attending conference/  student exchange/  research) |
|  |  |  |  | | |  | |  |  |
|  |  |  |  | | |  | |  |  |
| ◆在學(臺大化學)期間著作目錄(含著作日期)：  ◆Have you had any publications while studying in the Graduate Institute of Chemistry, NTU? (please also list the dates of publications) | | | | | | | | | |
| 1.期刊論文：  1. Journal paper: | □無 □有(請填於下方) □No □Yes (Please list the publications below) | | | | | | | | |
| 2.研討會論文：  2. Conference paper: | □無 □有(請填於下方) □No □Yes (Please list the publications below) | | | | | | | | |
| 3.中國化學會年會壁報展：  3.Poster at the Chinese Chemical Society annual conference: | □無□有(請填於下方) □No □Yes (Please list the publications below) | | | | | | | | |
| 4.其他著作：  4.Other publications: | □無□有(請填於下方) □No □Yes (Please list the publications below) | | | | | | | | |

\*化生組請另加填(二之5)化學生物學組學習資料

\*For students of the chemical biology group, please also fill out the form B-5 (Chemical Biology Group Learning Profile).

**（二之3）中文論文大綱部分**

**(B-3) Thesis Abstract (Chinese)**

|  |  |  |
| --- | --- | --- |
| 中文姓名：  Chinese name: | 學號：  Student No.: | 指導教授：  Advisor: |
| 論文中文題目：  Thesis title (Chinese): | | |

中文論文大綱：

Thesis abstract (Chinese):

**（二之4）English Thesis Abstract**

|  |  |  |
| --- | --- | --- |
| English Name: | Student ID: | Advisor: |
| English Thesis Title: | | |

English Thesis Abstract:

**（二之5）化學生物學組學習資料**

(B-5) Chemical Biology Group Learning Profile

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 姓名(中文)：  Name (Chinese): | | | 姓名(英文)：  Name (English): | | |
| 學號：  Student No.: | | | 指導教授：  Advisor: | | |
| 身份別：□碩士 □博士  Program: □ Master □Ph.D. | | | | | |
| 1.臺大化學所入學前畢業校系  1. Which school and department did you graduate from before entering the Graduate Institute of Chemistry, NTU? | 大學 系，□學士 □碩士  □Bachelor’s □Master’s program, Dept. of \_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_College/University  所屬領域：□化學領域□化學生物學領域□生化領域□其他領域：  Discipline: □Chemistry □Chemical Biology □Biochemistry □Others:\_\_\_\_\_\_\_\_\_ | | | | |
| 2.就讀化生組目的  2. The purpose of studying in the Chemical Biology Group | □1.希望學習化學領域之知識：\_\_\_\_\_\_\_\_\_\_\_  □1.Learn more about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the field of chemistry  □2.希望能學習將生物與化學結合  □2.Learn to integrate knowledge from biology and chemistry  □3.其他： \_\_\_\_\_\_\_\_\_\_\_\_\_  □3.Others: \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_ | | | | |
| 3.在學修習科目  3. Courses taken in the Graduate Institute of Chemistry, NTU | 1.必修  1.Required course | □高等化學生物學一  □Advanced Chemical Biology (I) | | 3.選修  3.Elective courses | 1. |
| 2.三選一必修  Selective compulsory courses (at least one of three) | □高等化學生物學二  □Advanced Chemical Biology (II) | | 2. |
| □實驗分子生物物理學  □Experimental Molecular Biophysics | | 3. |
| □高等生物化學  □Discussions in Advanced Biochemistry | | 4. |
| 4.學習結果與就學目的達成度  4. To what extent is the purpose of studying in the Chemical Biology Group fulfilled? | □30%以下 □約40％、50％ □約60％、70％ □80％以上  □No more than 30% □Around 40-50% □Around 60-70% □No less than 80%  補充說明：  Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| 5.臺大化學所畢業後規劃  升學或就業領域  5. Which discipline do you plan to enter after graduating from the Graduate Institute of Chemistry, NTU (either for employment or for further study)? | □化學領域升學或就業  □ Chemistry (Employment or study)  □化學生物學領域升學或就業  □ Chemical biology (Employment or study)  □生化領域升學或就業  □ Biochemistry (Employment or study)  □其他領域升學或就業：  □ Other disciplines (Employment or study)  簡要說明(不繼續化生領域者請務必填寫)：  Notes (please ensure to explain further if you will not enter the discipline of chemical biology): | | | | |
| 6.對化學所化生組之建議  6. Suggestions for the Chemical Biology Group |  | | | | |
| 7.其他學習心得或建議  7. Other thoughts or suggestions |  | | | | |