(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

\*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%40ntu.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Advisorsigning | 各研究室Respective Lab | 指導教授Advisor |  |  |
| 3 | NMR卡NMR card | 化學館625/721Chemistry Bld.Room 625/721 | 蘇仁寬33661159Ren-Kuan Su33661159 | (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.twHui-Chen Hsu33661143hjhsu@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-winningyear and month | 獎項名稱Name of award |
|  |  |  |  |
|  |  |  |  |
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| ◆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)**

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| --- | --- | --- |
| 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

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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. |
| 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 |  |