附件：The appendix

毕业研究生学历、学位证书领发注意事项

Notice regarding Graduate diploma and Degree certificate

1. 学历证书发放时间  **Degree certificate issuing time**

（一）硕士的学历、学位证书发放时间一般定为每学期校学位委员会召开后的第三和第四个工作日。The master's degree and the time limit for issuing academic certificates is usually in between three to four working days after the meeting of Academic Degrees Committee is held.

（二）博士的学历证书发放时间与硕士相同，学位证书发放时间一般定为自校学位委员会召开之日起博士学位公示三个月期满后的第一和第二个工作日。 The time of issuing a Doctor's diploma is the same as that of a master. The time of issuing a degree certificate is generally mentioned as the first and second working days after the three month period of the completion of the Doctor's degree.

（三）在以上规定时间内未领取证书的研究生，其证书发放时间为专属领证时间后一个月内的每周四下午（节假日除外）。The postgraduate who has not received a certificate within the specified time period shall be issued every Thursday afternoon (except holidays) within one month after the time of exclusive territorial certification.

1. 证书发放地点**Place of certificate issuance**

留学博士/硕士的学位证书发放由研究生院学位办负责，地点为研究生院大楼五楼515办公室。.The issue of degree certificates is in charged by degree office of Graduate school，in room 515 of Graduate School Building.

留学博士/硕士的毕业学历证书发放由海外教育学院学工办负责，地点为研海外教育学院213办公室。 The issue of the graduate certificate is in charged by students affairs office of Overseas Education College, in room 213 of Overseas Education College.

1. 证书领取注意事项Requirements to receive a certificate

证书领取人必须遵循以下几点**The certificate holder must follow the following steps：**

（一）缴清培养费用Pay off the expenses；

（二）完成归档手续completion of filling procedures；

（三）领取证书时须携带Before the certificate to be received,the following documents must be carried with the candidate：

1、自费和非定向的博士及学历硕士 **Documents required to submit to receive doctorate and master's degree by oneself**：

①本人身份证原件the original identity card；

②手续齐全的离校通知单原件或复印件（复印件需有本学院教务秘书签名）the original or copy of the clearance form form(if it is the copy ,must be signed by the teaching secretary of the school)；

③《江苏大学关于研究生在学期间发表学术论文的规定》中第2 / 三条要求的材料materials required by Jiangsu University in the second / requirements of ***Postgraduate's Academic Papers Published During the Academic Period.***

（四）证书的领取原则上必须由本人亲自办理，仅确有不可抗拒之原因，方可委托他人代理。代领证书时需携带 **the certificate must be handled by the person himself. Only under unavoidable circumstances can be received by authority holder.If so, the following documents must be carried:**

1、符合上述第三条中第（三）点要求的材料 Materials that meet the requirements which mentioned above；

2、本人不能亲自领取证书的书面情况说明His/her written statement which explain why they cannot personally come to receive the certificate；

3、双方签名的委托函The letter of entrustment or authority signed by both parties;；

4、双方身份证复印件及证书领取人的身份证原件the original ID card and the identity card of both parties。

以上手续不全者恕不办理 **All the above documents must be carried to receive a diploma, if not, it will be refused to the graduate candidate.**