**拟作学籍处理的陈述通知函**

**MELISSA AMJADI DASHATAN同学（机械与动力工程学院，工业工程专业，****班号A1412092，学号0141209053）：**

**您好！**

根据《普通高等学校学生管理规定》（中华人民共和国教育部令第41号）第三十条，以及《上海交通大学研究生培养管理规定》（沪交研〔2019〕72号）第四十三条规定第一款应予退学之**（二）项“休学期满，在学校规定期限内未提出复学申请或者申请复学经复查不合格的”，**上海交通大学拟对您作退学处理。请在2019年11月21日之前与下述联系人联系，办理相关手续，如您对此学籍处理建议有异议，请在下述时间和地点陈述和申辩您的相关事实、理由及依据。逾期不作任何反馈的，将视为您对此退学处理建议没有异议。

依据《上海交通大学研究生培养管理规定》依据《上海交通大学研究生培养管理规定》（沪交研〔2019〕72号）第四十条**“休学期满前必须返校并办理复学手续。休学期满逾两周仍未提交申请者，作应予退学处理”**，该生自2019年2月1日至2019年9月30日申请休学，目前已逾期超过两周未提交复学申请。

陈述和申辩时间地点为：

地点：机械与动力工程学院， F307会议室；

时间：2019年11月22日，10：00~11：00

联系人： 倪老师； 电话：021-34205859：邮箱：nini3149@sjtu.edu.cn

办公地址：海市闵行区东川路800号机械A楼104

机械与动力工程学院

2019年11月12日

领取人（签字）： 领取日期：

送达人（签字）：

Dear MELISSA AMJADI DASHATAN（School of Mechanical Engineering，majoring in Industrial Engineering，Class ID: A1412092，Student ID: 0141209053）,

According to Article 30 of the *Provisions on the Administration of Students in Regular Institutions of Higher Education* (Order of the Ministry of Education, PR China, No. 41) and Item 2, Article 43 of the *SJTU Regulations on Graduate Education and Management (HJY [2019] No. 72)* on the termination of student status, ***“When the suspension expires, the student fails to apply for resumption of study within the prescribed period, or the student files an application but is deemed disqualified during the reassessment”*,** your student status will be terminated and you are requested to withdraw from the university. Please contact the following contact person and complete the necessary procedures. If you have any objection to this request, please appeal with relevant facts, excuses, and evidence at the time and venue as specified below. If no feedback is heard from you within the specified time limit, you will be deemed to have no objection to the request to withdraw from the university.

You are requested to withdraw from the university based on the fact that:

According to Article 40 of the *SJTU Regulations on Graduate Education and Management* ( HJY〔2019〕 No. 72) ***“When the suspension expires, the student must apply to resume schooling”***. the above mentioned student (MELISSA AMJADI DASHATAN) ***applied for suspension of schooling from 1st February,2019 to 30th September,2019. When the suspension expires she doesn’t apply for resumption of study within the prescribed period.***

**Time and venue to appeal:**

Time: 10:00 – 11:00, 21/12/2019.

Venue: Room 307, Building A, School of Mechanical Engineering

**Contact Person:**

Name: Ms. Ni；Tel：021-34205859；E-Mail：nini3149@sjtu.edu.cn

Office：Room 104 Mechanical Building A，School of Mechanical Engineering

12/11/2019

Receiver (signature):

Date Received:

Deliverer (signature):