**拟作学籍处理的陈述通知函**

**MOHAMMADEBRAHIM MAAROOFMASHAT同学（机械与动力工程学院，机械工程专业，****班号A1502092，学号015020990005）：**

**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**第（一）项学业成绩未达到学校要求或者在学校规定年限内（含休学及批准延期）未完成学业；**上海交通大学拟对您作退学处理。请在2019年10月31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《上海交通大学关于攻读博学位研究生培养工作的规定》（沪交研〔2019〕98号）第七条，该生已达最长学习年限，完成培养计划规定的全部课程，但未完成答辩。

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1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10月22日

领取人（签字）： 领取日期：

送达人（签字）：

Dear MOHAMMADEBRAHIM MAAROOFMASHAT（School of Mechanical Engineering，majoring in Mechanical Engineering，Class ID: A1502092，Student ID: 015020990005）,

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 1, Article 43 of the *SJTU Regulations on Graduate Education and Management (HJY [2019] No. 72)* on the termination of student status, *“The academic performance does not meet the requirements of the University, or the student fails to complete his/her studies within the prescribed study duration (including the period of suspension and approved extension)”*, 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 7 of the *SJTU Regulations on Graduate Education and Management* ( HJY〔2019〕 No. 98):the above mentioned student (MOHAMMADEBRAHIM MAAROOFMASHAT) has completed the coursework and thesis proposal but not completed dissertations within the prescribed study duration.

**Time and venue to appeal:**

Time: 10:00 – 11:00, 01/11/2019.

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

22/10/2019

Receiver (signature):

Date Received:

Deliverer (signature):