**拟作学籍处理的陈述通知函**

**SINA REZAZADEH同学（机械与动力工程学院，机械工程专业，****班号A1602091，学号016020990010）：**

**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（五）项“超过学校规定期限未注册而又未履行暂缓注册手续的”**，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《上海交通大学研究生培养管理规定》（沪交研〔2019〕72号）第十六条“每学期开学时，研究生应当按学校规定日期办理注册手续。因故不能如期注册的，应当在规定注册日期前向学院提出申请，办理暂缓注册手续，批准后方为有效。暂缓注册时间一般不超过2周，暂缓注册期间不享有在校生权益。无正当理由逾期2周未完成注册手续的，视为应予退学情形。”，该生自2019年9月8日起逾期未完成注册手续，也未办理暂缓注册。

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 SINA REZAZADEH（School of Mechanical Engineering，majoring in Mechanical Engineering，Class ID: A1602091，Student ID: 016020990010）,

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 5, Article 43 of the *SJTU Regulations on Graduate Education and Management (HJY [2019] No. 72)* on the termination of student status, *“The student has neither registered within the prescribed time limit nor applied for extension for registration”*, 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 16 of the *SJTU Regulations on Graduate Education and Management* ( HJY〔2019〕 No. 72): “*At the beginning of each semester, the graduate students shall register according to the regulations of the University. If for some reason the student cannot register within the prescribed time limit, he/she shall apply to the School for postpone, which only comes into effect upon approval. The duration of such postpone is generally no more than 2 weeks. If, without cogent reason, the student has not registered two weeks beyond the time limit, he/she is seen to withdraw from the university voluntarily*.”, the above mentioned student (SINA REZAZADEH) has neither registered within the prescribed time limit nor applied for extension for registration.

**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):