**拟作学籍处理的陈述通知函**

FATIMA BIBI**同学（药学院，药学专业，****班号**A1817091**，学号**:018170990014**）：**

**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11月19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。

满足退学条款“超过学校规定期限未注册而又未履行暂缓注册手续的”的事实依据：

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“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日起未注册也未履行相关暂缓注册手续，至2019年11月12日已超2个月。

陈述和申辩时间地点为：

地点：药学院， 5-412会议室；

时间：2019年11月19日，9：30~11：00

联系人： 徐蓉老师； 电话：021-34204462；邮箱：xurong@sjtu.edu.cn

办公地址：药学院5-405

药学院

2019年11月12日

领取人（签字）： 领取日期：

送达人（签字）：

Dear FATIMA BIBI（School of Pharmacy，majoring in Pharmacy，Class ID: A1817091，Student ID: 018170990014）,

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 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): “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 FATIMA BIBI has neither registered within the prescribed time limit nor applied for extension for registration since September 8th.It’s been over two months.

**Time and venue to appeal:**

Time: 9:30AM – 11:AM, Nov.19, 2019.

Venue: Room 412, Building NO.5, School of Pharmacy

**Contact Person:**

Name: Ms. Xu； Tel：021-34204462；EMail：xurong@sjtu.edu.cn

Office：Room 5-405, School of Pharmacy

Nov.12, 2019

Receiver (signature):

Date Received:

Deliverer (signature):