**拟作学籍处理的陈述通知函**

SANGWON LEE**同学（机械与动力工程学院，机械工程专业，班号B1602091，学号116020990020）：**

**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〔2020〕43号）第四十三条应予退学规定第（一）款“规定年限内未完成学业”，上海交通大学拟对您作退学处理。请在2020年11月30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、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“规定年限内未完成学业”的事实依据：

依据《上海交通大学关于攻读硕士学位研究生培养工作的规定》（沪交研〔2019〕96号）第七条“硕士研究生应根据学科培养方案制定个人培养计划，并在培养期间完成培养方案规定的课程学习、科学研究、专业实践和论文撰写等工作”，该生未在规定年限内完成开题和论文答辩等工作。

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：2020年11月30日，14：00-15：00

联系人： 张晓旭老师；电话：021-34205897；邮箱：nikozxx@sjtu.edu.cn

办公地址：闵行区东川路800号上海交通大学机械与动力工程学院A102

机械与动力工程学院

2020年11月19日

领取人（签字）： 领取日期：

送达人（签字）：

Dear SANGWON LEE（School of Mechanical Engineering，majoring in Mechanical Engineering，Class ID: **B1602091**，Student ID: **116020990020**）,

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 One, Article 43 of the *SJTU Regulations on Graduate Education and Management (HJY [2020] No.43)* 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 One of the *SJTU Regulations on the Training of Doctoral/Master Degree Students* (HJY〔2019〕No. 96): “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)”, the above-mentioned student (SANGWON LEE) failed to finish thesis proposal and defense work within the prescribed study duration.

**Time and venue to appeal:**

Time: 14:00 – 15:00, November 30, 2020.

Venue: Room F307, Building A, School of Mechanical Engineering

**Contact Person:**

Name: Ms. Zhang Xiaoxu; Tel：021-34205897；EMail：nikozxx@sjtu.edu.cn

Office：Room 102 Mechanical Building A, 800 Dongchuan Road，

School of Mechanical Engineering

November 19, 2020

Receiver (signature):

Date Received:

Deliverer (signature):