**拟作学籍处理的陈述通知函**

**MARTA CIANI同学（外国语学院，翻译专业，****班号B1914092，学号119140990014）：**

**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）第四十三条应予退学规定第（一）款“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**2022年10月28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“（沪交研〔2019〕72号）第四十三条”的事实依据：

该生为2019级翻译硕士，预计毕业时间为2022年9月30日。该生2022秋季学期超过学校规定期限未注册而又未履行暂缓注册手续，且在学校规定年限内（含休学及批准延期），未完成论文答辩。

陈述和申辩时间地点为：

地点：上海交通大学杨咏曼楼216室；

时间：**2022年10月28日，14：00-16：00**

联系人： 潘志华老师；电话：021-34204723；邮箱：zhpan1978@sjtu.edu.cn

办公地址：上海交通大学杨咏曼楼216室

上海交通大学外国语学院

2022年10月17日

领取人（签字）： 领取日期：

送达人（签字）：

Dear **MARTA CIANI**（School of Foreign Languages，majoring in Translation，Class ID: **B1**914092，Student ID: 119140990014）,

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 ItemⅠ, 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 **before October 28, 2022**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:

The above mentioned student is a Master of Translation student in the class of 2019 with an expected graduation date of September 30, 2022. The student has neither registered for the fall semester of 202 within the prescribed time limit nor applied for extension for registration and has not completed the defense of the dissertation within the school’s prescribed period of years (including suspension and approved extension).

Time and venue to appeal:

Time: **14:00 – 16:00, Oct 28, 2022.**

Venue: Room 216, Yang Yongman Building, Shanghai Jiao Tong University

Contact Person:

Name: Ms. Pan Zhihua；Tel: +86-21-34204723；Email：zhpan1978@sjtu.edu.cn

Office: Room 216, Yang Yongman Building, Shanghai Jiao Tong University

School of Foreign Languages, Shanghai Jiao Tong University

Oct 17, 2022

Receiver (signature):

Date Received:

Deliverer (signature):