

領取學位證書作業流程：

Process of Receiving Degree Certificates:

確認/辦理事項 Things to be confirmed/addressed	說明 Descriptions
<p>1. 成績到齊並符合畢業條件</p> <p>1. The academic record should be complete and graduation requirements should be met.</p>	<p>A. 請先上網確認各學期所修課程(學士班應含<b>英檢成績</b>及<b>服務學習時數</b>)及操行成績是否已全部登錄分數，各學期所修課程及操行成績應全部由教師繳交至註冊組後，本項始算完成，並請注意下列事項。</p> <p>A. Please look up at the NCU Portal to confirm the grades of all the courses taken in all academic semesters (including <b>the score of English Proficiency Test</b> and total <b>hours of Service Learning</b> for undergraduate students) and conduct grades are being recorded completely. This step will be regarded as complete after all the grades of taken courses in each semester along with the conduct grade have been submitted to the Division of Registrar by the faculty members. Please also pay attention to the following notices.</p> <p>(A) 請先自行上網查詢成績 (<a href="#">中大首頁</a>→學生身分→<a href="#">中大 Portal</a>→輸入帳號密碼→學生服務→教務相關服務→學籍成績→成績查詢)，若有未繳交情形，請向授課老師查證。</p> <p>(A) Please look up your grades at the NCU Portal Website (NCU homepage → Students → NCU Portal Website → log in with account and password → student service → academic affairs service → student status and academic record → academic record). If there is any grade not submitted, please contact the instructor of the course.</p> <p>(B) 學士班英文畢業門檻：最遲應於畢業當學期<b>第 18 週結束前</b>，持英檢成績單「正本」向語言中心提出畢業門檻審核申請。</p> <p>(B) English proficiency threshold for undergraduate students: students should bring the “original copies” of their English Proficiency Test scores and apply for graduation threshold review to the Language Center at NCU no later than the <b>eighteenth week</b> of the expected semester of graduation.</p> <p>(C) 學士班中大護照 100 基本時數：請至【服務學習網】或【畢審系統】查詢。如有疑問，請洽學務處服務學習辦公室。請務必確認完成中大護照 100 基本時數，以免影響畢業證書之領取。</p> <p>(C) The minimum of 100 service hours on the NCU passport for undergraduate students: please make queries at “Service Learning Website” or the “Graduation Qualification Verification System.” If there is any question, please contact the Division of Service Learning at the Office of Student Affairs. Please make sure that the minimum of 100 service hours on the NCU passport has been completed; failing to complete the minimum of 100 service hours will prevent an undergraduate student from receiving the degree certificate.</p> <p>(D) <u>學期中辦理離校之研究生</u>，請於<b>畢業離校當天</b>先至學務處生活輔導組領取<b>操行成績</b>並繳交至註冊組。</p> <p>(D) Graduate students leaving the school shall go to Campus Life Assistance Division for the grades of conduct achievement and submit it to the Register Division on the school-leaving day. Graduate students need to make sure whether their departments have submitted the original form of the Report for Degree Examination, the original form of NCU Application Form for Degree Examination, and the copy form of Verification Letter from Oral Examination Committee to the Section of Registry (These forms should be sealed and submit to the Section of Registry within one week after the form of Verification Letter from Oral Examination Committee is signed. If the thesis title has been changed, signatures or seals of the advisors are required).</p>

B. 研究生學位考試成績評定報告單正本(限使用 1070904 新版[3-07(4-07)]，請至註冊組網站下載)、[3-01-1(4-01-1)學位考試申請表]正本、[3-06 (4-06)口試委員審定書]影本，應於論文口試委員審定書簽署後一週內，儘速由系所以公文傳遞方式送註冊組登錄。請先向系所查證是否已繳送註冊組。學位考試成績評定報告單及口試委員審定書之論文題目如有更改，應請指導老師簽名或蓋章。

B. The department/institute should help collect the following documents from the students and submit the documents through the official document exchange service to the Division of Registrar within one week after the Verification Letter from the Oral Examination Committee is signed.

**Master's students:**

- a. the original copy of the Report for Master Degree Examination (only version No. 1070904 [3-07] is accepted.)
- b. the original copy of the Application Form for the Degree Examination (3-01-1)
- c. the duplicated copy of Verification Letter from the Oral Examination Committee (3-06)

**Doctoral students:**

- d. the original copy of the Report for Doctoral Degree Examination (only version No. 1070904 (4-07) is accepted.)
- e. the original copy of the Application Form for the Degree Examination (4-01-1)
- f. the duplicated copy of Verification Letter from the Oral Examination Committee (4-06)

Before going through graduation procedures, please confirm with the office of your department/institute whether the above-mentioned documents are successfully submitted to the Division of Registrar. If the thesis title was changed on the Report for Degree Examination and the Verification Letter from the Oral Examination Committee, please attach the signature or the official stamp from your thesis advisor.

2. 離校手續  
2. Graduation procedures

請利用電子離校系統([中大首頁](#)→學生身分→[中大 Portal](#)→輸入帳號密碼→學生服務→教務相關服務→畢業離校)查詢並完成下列各項畢業離校相關手續：

Please use the online graduation procedure system (NCU home page → Students → NCU Portal Website → log in with account and password → student service → Academic Affairs service → graduation procedures), make queries online, and finish the following graduation procedures.

A. 系所辦公室：依系所辦規定辦理。

A. Office of the department/institute: please abide by the rules of the department/institute.

B. 歸還畢業服：無借用者免。

B. Returning the graduation gown: except for non-borrowers.

C. 體育器材歸還：無借用者免。

C. Returning sports equipment: except for non-borrowers.

D. 圖書館權限凍結：依圖書館規定辦理。

D. Terminating library privileges: please abide by the rules of NCU Library.

E. 電子論文上傳(研究生)：依圖書館規定辦理。

E. Uploading digital files of theses (postgraduate students): please abide by the rules of NCU Library.

F. 圖書館紙本論文(研究生)：依圖書館規定辦理。

F. Submitting hard copies of theses (postgraduate students): please abide by the rules of NCU Library.

G. 國家圖書館紙本論文(研究生)：應繳交一本平裝本論文至註冊組，並請注意下列事項。

G. Hard copies of theses for National Central Library (postgraduate students): students should submit one paper copy of the thesis in softcover to the Division of Registrar and pay attention to the following instructions.

(A) 論文封面：碩士班《暗紅色》、博士班《墨綠色》。封面之年月，須為畢業離校之年月(非口試舉行或論文完成日期)。

(A) Cover of the thesis: Master's thesis with a dark red cover; Doctoral Dissertation with an ebony green cover. **The month and year shall correspond to the time of your graduation (instead of the date of thesis defense or the date of completing your thesis).**

(B) 論文題目：應與學位考試成績評定報告單之論文題目完全相符。

(B) **Thesis title: should be exactly the same with the one on your Report for Degree Examination.**

(C) 論文格式：請參看註冊組網站→表格下載→碩(博)士論文表格→[3-02-1(4-02-1)論文格式條例]及[3-02-2(4-02-2)學位論文撰寫體例參考]，各院系如有特殊規定者，從其規範。

(C) Thesis format: please refer to [the website of the Division of Registrar](#) → [Forms](#) → Regulations for Thesis Format and Thesis Format and the Examples. If there is any thesis format specifically regulated by each department or college, such a format shall prevail.

**Master's students:**

a. [Regulations for Thesis Format](#)

b. [Thesis Format and Examples](#)

	<p><b><u>Doctoral students:</u></b></p> <p>c. <a href="#">Regulations for Thesis Format</a></p> <p>d. <a href="#">Thesis Format and Examples</a></p> <p>(D) 論文須內含中英文提要。</p> <p>(D) <b>Both the Chinese and English abstracts must be included in the thesis.</b></p> <p>(E) 註冊組代收之紙本論文，將送存國家圖書館，如需延後公開者，須裝訂「國家圖書館學位論文延後公開申請書」，請至<a href="#">圖書館首頁</a>→各項服務→表單下載→國家圖書館學位論文延後公開申請書。</p> <p>(E) Paperback theses/dissertations collected by the Division of Registrar on behalf of National Central University will be sent to the National Central Library as its collections. If anyone needs to defer the publicizing of his or her thesis/dissertation, he or she should include the “Application to the National Central Library for Deferring the Publicizing of the Thesis/Dissertation” in his or her thesis/dissertation. You can download this application form here: <a href="#">PDF</a>; <a href="#">Word</a>; <a href="#">odt</a>.</p> <p>H. 境外生離校：依國際處規定辦理。</p> <p>H. Graduation procedures for students from the overseas: please follow the guideline announced by the Office of International Affairs.</p> <p>I. 畢業離校調查：本國籍學生離校前請填寫<a href="#">畢業生問卷</a>。僑生、陸生、外籍生免填寫。</p> <p>I. Survey on Graduation: Taiwanese students should fill out the Questionnaire of Graduation and Career Development. For Overseas Chinese students, students from Mainland China, and international students, the questionnaire is not required.</p>
<p>3. 繳驗學生證</p> <p>3. Submitting and verifying the student ID</p>	<p>完成前項全部離校手續後，至註冊組領取學位證書時辦理，<b>驗畢歸還</b>。學生證遺失者，請至<a href="#">註冊組網站</a>→表格下載→學籍相關表格→[<a href="#">1-24 學生證遺失切結書(離校用)</a>]下載填寫，並完成學生證掛失及註銷/退費程序。</p> <p>After finishing all the graduation procedures above, students should submit their student ID cards to the Division of Registrar when receiving their degree certificates. The student ID card will be returned after verification. Those who lost their student ID cards can visit the website of the Division of Registrar → Forms → Related Forms of Student Status → <a href="#">Guarantor Letter of Lost Student ID Card</a> to download and fill out the form, and complete the Loss of Student ID Cards and EasyCard Deactivation/Refund application procedure on the website of NCU Portal.</p>
<p>4. 領取學位證書 (須完成上述 1~3 項)</p> <p>4. Receiving the degree certificate (Step 1 to Step 3 must be finished)</p>	<p>簽收中英文版學位證書。學生本人無法親自領取學位證書者，請至<a href="#">註冊組網站</a>→表格下載→學籍相關表格→[<a href="#">1-23 代領學位證書委託書</a>]下載填寫。</p> <p>Students sign for having received the Chinese and English degree certificates. If the students are not available to get the certificates in person, please visit the website of the Division of Registrar → Forms → <a href="#">Letter of Authorization</a> to download and fill out the form.</p>