

# 國立中央大學教務處 公 告

107 年 9 月 13 日中大教註字第 1071100474 號

主 旨：公告 107 學年度第 1 學期頒發學位證書相關注意事項。

The notices of diploma conferment in the first semester of year 2018.

公告事項：應屆畢業生領取學位證書資格、時間及應繳交資料等，請依下列規定辦理。

Content: For graduating students to receive diploma, please check the following qualification, date and required documentation:

## 一、學生符合下列資格者，應領取學位證書。

Students who attained the following qualifications may receive diploma.

學士班學生：符合本校「學則」第四十八條規定者。

For undergraduates who attained the qualification of NCU Study Regulations No.48

研 究 生：符合本校「學則」第六十四條規定者。

For graduate students who attained the qualification of NCU Study Regulations No.64

※學士班應屆畢業生可自行上網查詢畢業審核管理系統，該畢業審核僅供參考，若有任何疑義，以各學系及教務處審查為準。(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→畢審系統) Undergraduates can check the outcome of the verification of graduation online. The online record of the verification is only for reference. For official record please refer to the affiliated department the Office of Academic Affairs.

※請於 11 月底前務必完成學籍系統個人英文姓名確認，並與護照姓名相同，逾期不得要求更改，亦不得重新製作英文學位證書。Please verify whether your English name on the Student Data System is identical to the one on the passport no later than the end of November. Delayed application for the changes of name and reissue of English diploma will not be accepted.

## 二、領取時間：Date of diploma reception

學士班學生：108 年 1 月 21 日至 108 年 1 月 31 日上班時間(1 月 31 日中午 12 時前)。

Undergraduates: January 21, 2019~January 31, 2019 (Office Hours Only) (no later than the noon on January 31<sup>st</sup>)

研 究 生：107 年 9 月 17 日至 108 年 1 月 31 日上班時間(1 月 31 日中午 12 時前)。

Graduate students: September 17, 2018~January 31, 2019 (Office Hours Only) (no later than the noon on January 31<sup>st</sup>)

研究生完成畢業離校手續，並將畢業相關資料繳交至註冊組後始得領取學位證書。擬於 107 年 9 月 17 日至 12 月 28 日完成畢業離校手續當日領取證書者，請先確認已通過學位考試並於 5 個工作日前告知註冊組，以憑提早製作學位證書。1 月份辦理離校者除外。Graduate students who expected leaving in Sep 17-Dec 28 may receive the diploma 5 days after completing the procedure of leaving school and submitting required documentation to the Section of Registry.

## 三、領取學位證書作業流程：The procedure for receiving the diploma:

確認/辦理事項 to-do tasks	說 明 Explanation of procedure
1. 成績到齊並符合 畢業條件 Step 1 Verify that the grades are all submitted and	A. 請先上網確認各學期所修課程(學士班應含英檢成績及服務學習時數)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。 Please check your course grades (undergraduates also require both the results of English proficiency tests and the basic service-learning hours) and the grades of

<p>the graduation requirements are met.</p>	<p>conduct achievement online in advance. The grades of the courses and conduct achievement of this semester should be all submitted by the course instructors to the Register Division in order to complete this procedure.</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>Please check your grades on NCU Portal in advance. If the grades are not fully submitted yet, please confirm with the course instructors.</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(108 年 1 月 11 日)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。 Undergraduate English Graduation Threshold: Apply for the verification of graduation threshold to the Language Center with the original copy of English proficiency test results no later than the end of the 18th week of the semester (January 11, 2019).</p> <p>(C)<b>學士班中大護照 100 基本時數</b>：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。 Please refer to the website of NCU Service-Learning or Graduation system. For further inquiry, please contact the Service-Learning Division. Students must confirm the completion of at least 100 hours on their service-learning passport, so as not to affect the reception of degree diploma.</p> <p>(D)<u>107 年 9 月 17 日至 108 年 1 月 18 日辦理離校之研究生，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。</u> Graduate students leaving the school from September 17, 2018 to January 18, 2019 shall go to Student Services and Dormitory Division for the grades of conduct achievement and submit it to the Register Division on the school-leaving day.</p> <p>B. <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></p> <p>Graduate students need to make sure whether their departments have submitted the original form of the Report for Degree Examination(restricted use the 1070904 revised version that can download from Register Division's website.), 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 department and deliver by official document 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>
---	--

<p>2. 離校手續 Step2 Complete the school-leaving procedures</p>	<p>請利用電子離校系統(<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→畢業離校)查詢並完成下列各項畢業離校相關手續：</p> <p>Please apply for leaving school on NCU Portal and complete the following school-leaving procedures.</p> <p>A. 系所辦公室：依系所辦規定辦理。 Department Office: Meeting the department requirement.</p> <p>B. 歸還畢業服：無借用者免。 Returning academic costume if borrowed.</p> <p>C. 體育器材歸還：無借用者免。 Returning sports equipment if borrowed.</p> <p>D. 圖書館權限凍結：依圖書館規定辦理。 Blocking library account in accordance with the library requirements</p> <p>E. 電子論文上傳(研究生)：依圖書館規定辦理。 Uploading electronic copy of thesis/ dissertation in accordance with the library requirements (for graduate students only).</p> <p>F. 圖書館紙本論文(研究生)：依圖書館規定辦理。 Submitting paperbound version of thesis/ dissertation in accordance with the library requirements (for graduate students only).</p> <p>G. 國家圖書館紙本論文(研究生)：應繳交一本<b>平裝本</b>論文至註冊組，並請注意下列事項。 Submitting a paperbound copy of thesis/ dissertation for the National Library (for graduate students only) to the Register Division. And please mind the following notices:</p> <p>(A)論文封面：碩士班《暗紅色》、博士班《墨綠色》。<b>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)。</b> Front cover: crimson for master students, blackish green for doctoral students. The month and year indicating on the cover should be the school-leaving month and year, not the ones of degree examination.</p> <p>(B)<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> The topic of thesis should be the same as the degree examination paper.</p> <p>(C)論文格式：請參看<a href="#">註冊組網站</a>→表格下載→碩(博)士論文表格→<a href="#">[3-02-1(4-02-1)論文格式條例]</a>及<a href="#">[3-02-2(4-02-2)學位論文撰寫體例參考]</a>，各院系如有特殊規定者，從其規範。 Format of the thesis/ dissertation: please refer to the website of Register Division→forms→Related Form of Master Program→[3-02-1(4-02-1) Regulations for Thesis Format ] and [3-02-2(4-02-2) Thesis Format and Example].</p> <p>(D)<b>論文須內含中英文提要。</b> Chinese and English abstract are both required.</p> <p>(E)如您有申請專利或投稿等考量，論文紙本擬延後上架陳列，須加填延後公開申請書並裝訂於論文內頁，電子檔授權書次頁。<b>新版延後公開申請</b></p>
---	---

	<p><b>書於 107 年 9 月 1 日正式啟用。</b>請至<a href="#">圖書館首頁</a>→各項服務→表單下載→<a href="#">博碩士紙本論文延後公開/下架申請書</a>。博、碩士學位論文以公開利用為原則，若延後公開，其期限至多為 5 年。</p> <p>If you wish to postpone the public access of your thesis/ dissertation in paperbound version, please fill in the application form and bind it on the following page of National Central University Library Letter of Authorization for Electronic Theses and Dissertations. To download the application form, for delaying public access(revised version officially launched in September 1st), please visit the website of NCU library→Links→Application Forms→Thesis Hard Copy Public Availability Postponement / Removal Request Form. The postponement is limited to at most five years.</p> <p>H. 境外生離校：依國際處規定辦理。 School-leaving procedure of overseas students: In accordance with the requirements of 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>Overseas Chinese and international students are exempt from fulfilling the graduate survey.</p>
<p>3. 繳驗學生證 Step 3 Submit the student's 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 the above procedures, please present your student's ID at the Register Division when receiving the degree diploma. For those who have lost their student's ID, please go to the website of Register Division→ forms→ Related Forms of Student Status→ download and fill in [1-24 Guarantor Letter of Lost Student ID Card (for school clearance use )and complete the procedures of reporting the loss, deactivation and refund of the Student ID Card.</p>
<p>4. 領取學位證書 (須完成上述 1~3 項) Step 4 Receive degree diploma after finishing the above 3 steps.</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>Sign and receive the Chinese and English degree Diploma. For those who cannot receive the diploma personally, please go to the website of Register Division→ forms→ Related Forms of Student Status→ download and fill in [1-23 Authorization Letter ]</p>