

# 國立中央大學教務處 公告

## Announcement by Office of Academic Affairs

### National Central University

112 年 9 月 6 日中大教註字第 1121100483 號

Announcement No. 1121100483 made by Division of Registrar, Office of Academic Affairs at NCU on September 6, 2023

#### 主旨：公告 112 學年度第 1 學期頒發學位證書相關注意事項。

Subject: Announcement of Matters Needing Attention Regarding the Issuing of Degree Certificates in the First Semester of the 112<sup>th</sup> Academic Year.

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。

Notices: New graduates should follow the guidelines below for the eligibility, time, and documents to be submitted for receiving degree certificates.

一、學生符合下列資格者，應領取學位證書。

I. Students who satisfy the following requirements may receive their degree certificates.

學士班學生：符合本校「[學則](#)」第四十八條規定者。

Undergraduate students: those who satisfy Article 48 of [National Central University \(hereafter referred to as NCU\) Study Regulations](#).

研 究 生：符合本校「[學則](#)」第六十四條規定者。

Graduate students: those who satisfy Article 64 of [NCU Study Regulations](#).

※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→畢業審核系統)

※ New graduates of undergraduate programs may look up their graduation qualifications in the Graduation Qualification Verification System. However, the result shown online is only for reference. If any discrepancy occurs, please follow the review result completed by each department and by the Office of Academic Affairs. ([NCU homepage](#) → Students → [NCU Portal](#) → log in with account and password → Student → Academic services → Graduation System)

※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，並於畢業離校【前】更新個人資料。

※ Please complete in the Student Status System the confirmation of your English name by the end of November 2023. Your English name should be identical to the one on your passport. Students shall not ask for modification after the deadline, nor shall students request for remaking the English degree certificates. Your personal information shall also be updated before you graduate from NCU.

二、領取時間：

II. Available Time and Dates for Picking up the Certificates:

學士班學生：113 年 1 月 22 日至 113 年 1 月 31 日上班時間(1 月 31 日中午 12 時前)。

Undergraduate students: during office hours, from January 22 to 31, 2024 (before noon on Jan. 31)

研 究 生：112 年 9 月 18 日至 113 年 1 月 31 日上班時間(1 月 31 日中午 12 時前)。

Graduate students: during office hours, from September 18, 2023, to January 31, 2024 (before noon on Jan. 31)

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 112 年 9 月 18 日至 12 月 29 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。113 年 1 月 2 日起至 1 月 31 日中午前辦理離校者除外。

Regarding the graduation procedures, postgraduate students should complete the procedure and submit the required documents to the Division of Registrar to receive the degree certificates. To students who plan to complete their graduation procedures and receive the certificates on the same day from September 18 to

**December 29, 2023:** please make sure that the degree defenses have been marked “pass” and inform the Division of Registrar of this result **5 workdays** before you collect your degree certificates so that the Division can prepare and issue them in advance. **Those who plan to complete their graduation procedures from January 2 to 31(before noon on Jan. 31), 2024 are the exception.**

### 三、領取學位證書作業流程：

#### III. Process of Receiving Degree Certificates:

確認/辦理事項 Things to be confirmed/addressed	說明 Descriptions
1.成績到齊並符合畢業條件 1. The academic record should be complete and graduation requirements should be met.	<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 go to the NCU Portal to confirm the grades of all the courses taken in all academic semesters (including <b>the score of the 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 (<a href="#">NCU homepage</a> → Students → <a href="#">NCU Portal</a> → log in with account and password → Student → Academic services → Registration &amp; Score System → Score). 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(113 年 1 月 12 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。</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 (January 12, 2024)</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【畢業審核系統】查詢。如有疑問，請洽學務處服務學習發展中心。請務必確認完成中大護照 100 基本時數，以免影響學位證書之領取。</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 System.” If there is any question, please contact the Center for 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)出境交換學生請先辦理境外交換期間<a href="#">校際選課學分採計</a>後，至註冊組完成成績登錄程序。</p> <p>(D) For exchange students who came back from abroad: Firstly, please go through the <a href="#">cross-campus credit-admitting procedure</a> for the courses you took at a foreign college/university, and then go to the Division of Registrar to complete the grade-registering procedure.</p> <p>(E) 未能修滿輔系、雙主修、學分學程及第二專長學生，請於 12 月 29 日前先向加修學系辦理放棄後，將<a href="#">放棄申請表</a>繳交至註冊組。</p> <p>(E) For students who could not complete a minor, a double major, a credit program, or a second specialty: please go through the procedures of</p>

	<p>abandonment at the target department and submit <a href="#">the application form for abandoning the qualification</a> to the Division of Registrar.</p> <p>(F) 112 年 9 月 18 日至 113 年 1 月 19 日辦理離校之研究生，請於<b>畢業離校當天</b>先至<a href="#">中大 Portal</a>→輸入帳號密碼→便捷窗口→服務櫃台→學務專區→獎懲→列印 <b>1121 學期操行成績</b>，繳交至註冊組。</p> <p>(F) Graduate students who go through the procedures for graduation and leaving school during the period from September 18, 2023, to January 19, 2024, should, <b>on the day of completing the procedures for leaving school</b>, go to <a href="#">NCU Portal</a>→log in with your account and password→Quick Window→Service Desk→Student Affairs→Rewards and Penalties→print out <b>the grade of Conduct of the current semester</b> and submit the grade to the Division of Registrar.</p> <p>B. <b>研究生學位考試成績評定報告單正本、學位考試申請表正本、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>B. The department/institute should collect the original copies of the Degree Examination Report, the Application Form for the Degree Examination, and the Verification Letter from the Oral Examination Committee 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. Students should firstly confirm with the department/institute whether the documents have been sent to the Division of Registrar. If the thesis title on the Degree Examination Report and the Verification Letter from the Oral Examination Committee is changed, the thesis advisor should sign on or affix a seal to the change.</p> <p><b><u>Master's students:</u></b></p> <p>a. the original copy of the <a href="#">Report for Master Degree Examination</a></p> <p>b. the original copy of the <a href="#">Application Form for the Degree Examination</a></p> <p>c. the duplicated copy of the <a href="#">Verification Letter from the Oral Examination Committee</a></p> <p><b><u>Doctoral students:</u></b></p> <p>d. the original copy of the <a href="#">Report for Doctoral Degree Examination</a></p> <p>e. the original copy of the <a href="#">Application Form for the Degree Examination</a></p> <p>f. the duplicated copy of the <a href="#">Verification Letter from the Oral Examination Committee</a></p> <p><b>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.</b></p>
<p>2. 離校手續</p> <p>2. Graduation procedures</p>	<p>請利用離校檢核系統(<a href="#">中大首頁</a>→<a href="#">中大 Portal</a>→輸入帳號密碼→便捷窗口→服務櫃台→教務專區→學籍/註冊→離校流程檢核)查詢並完成下列各項畢業離校相關手續：</p> <p>Please use the School Leaving System (<a href="#">NCU home page</a> →<a href="#">NCU Portal</a> →log in with account and password →Quick Window →iNCU →Academic →Register →School Leaving System ), make queries online, and finish the following graduation procedures.</p> <p>A. 系所辦公室：依系所辦規定辦理。</p>

- A. Office of the department/institute: please abide by the rules of the department/institute.
- B.體育器材歸還：無借用者免。
- B. Returning sports equipment: except for non-borrowers.
- C.關閉圖書館帳號：依圖書館規定辦理。
- C. Terminating library privileges: please abide by the rules of NCU Library.
- D.完成退宿檢查手續及繳交相關費用：依住宿服務組規定辦理。
- D. Finishing the dormitory check-out procedure, and pay the fee: please abide by the rules of NCU Student Housing Service Division.
- 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。詳見學位論文常見錯誤範例及注意事項。
- 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. Please see [Examples of Common Errors in NCU Postgraduates' Hard-copy Theses and Matters Needing Attention](#).
- (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 identical to 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](#)
- Doctoral students:**
- c. [Regulations for Thesis Format](#)
- d. [Thesis Format and Examples](#)
- (D)論文須內含中英文提要。



	<p><b>(D) 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」，檢附之證明文件請夾附於論文。檢附證明文件說明如下列：</p> <ul style="list-style-type: none"> <li>● 涉及機密：相關證明文件，或填寫「<a href="#">說明書</a>」。</li> <li>● 專利事項：申請表填妥專利案號即可，若正在專利申請審核中，請附專利申請回覆影本。</li> <li>● 依法不得提供：保密合約影本，或因論文投稿，有新技術發表先後之疑慮者，應填寫「<a href="#">說明書</a>」。</li> </ul> <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>. He or she should include this application in the thesis or dissertation along with related documentation. The instructions on the related documentation are as follows:</p> <ul style="list-style-type: none"> <li>● The thesis/dissertation contains national secrets: Please attach related documentation, or fill out <a href="#">this application form</a>.</li> <li>● Patent registration: Please fill in the pattern registration number. If the applicant's patent application is being examined, please attach a copy of the reply concerning the patent application from the Intellectual Property Office.</li> <li>● The thesis/dissertation is withheld according to the law: Please attach a copy of the non-disclosure agreement. If the author of the thesis/dissertation has concerns in the timing sequence of paper publication or new technology announcement, please fill out <a href="#">this application form</a>.</li> </ul> <p>H. 境外生離校：依國際處規定辦理。</p> <p>H. Graduation procedures for students from 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，請先至<a href="#">中大首頁</a>→Portal 入口完成學生證掛失及註銷/退費程序，<b>並至註冊組網站</b>→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。</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>