

Procedures of Degree Exam and School-leaving

1. The “Degree Examination Application System” is available online at the site of NCU Portal. Please go to NCU Portal to apply for your Degree Examination.

(Deadline: 28 June, 2024)

Upload the following documents (all documents should be merged in to a PDF file)

- ✓ Advisor’s recommendation
- ✓ Certificate of passing the academic research ethics course
- ✓ Turnitin report
- ✓ One copy of the transcript with your advisor’s signature
- ✓ The draft and abstract of the thesis

If there are the following situations, please download the form and fill in it as a document for review and upload it.

- ✓ Degree Examination Committee Members Qualified according to the department’s standard of appointment

2. Please finish all above procedure 2 week before the degree exam.
3. Print the following documents from “Degree Examination Application System”:
 - ① Master's Degree Examination Report
 - ② Master’s Degree Examination Score Paper
 - ③ Verification Letter from the Oral Examination Committee for Master's Students
 - ④ The copy of the Application form for the Degree Examination
4. Book a meeting room at the front desk 2 weeks before the degree exam.
5. **Final date for Oral Defense: 12 July, 2024**
6. Prepare the oral defense fee list ⑤: Please go to NCU Portal and use the “Appropriation Management System” to apply for the fee.
7. Prepare the thesis advisory fee list ⑥: Please go to NCU Portal and use the “Appropriation Management System” to apply for the fee.
8. Submit the Grades after the Oral Defense: ① + ② + ③ + ④ + ⑤ + ⑥.
9. Uploading digital files of thesis: Please abide by the rules of NCU Library.
10. Contact *ME Office* staff for checking the school-leaving of Department.
11. Hand in one hard cover copy of thesis to the library and one hard cover copy of thesis to Register Division when you apply the school-leaving.

12. Deadline of school-leaving: 12 P.M. on 31 July, 2024

Download the form on the school website: http://pdc.adm.ncu.edu.tw/eng/en_content.asp?roadno=7