

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: 31 December, 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 (p.2)

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: 23 January, 2025**
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: 23 January, 2025**

國立中央大學機械工程學系暨能源工程研究所
研究生學位考試委員「符合本系提聘標準」說明

_____學年度第_____學期

依本校研究生學位考試細則，博士學位考試委員**非**擔任教授、副教授、中研院院士、中研院研究員或副研究員者，碩士學位考試委員**非**擔任教授、副教授、助理教授、中研院院士、中研院研究員、副研究員、助研究員者，請就委員之學術或專業上著有成就補充說明。

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