

## 領取學位證書流程 The procedure for receiving the diploma

本組為請領學位證書之最後承辦單位，請完成並備妥下列物件辦理，始得以請領學位證書 The diploma can only be issued by the Section of Registry after all the documentation and procedures required below are completed.

1	辦妥離校手續 Complete the school-leaving procedures.	完成畢業離校相關手續： Complete the school-leaving procedures: 請利用電子離校系統 Please use the online system for the procedures. 中大首頁網址： <a href="http://www.ncu.edu.tw/">http://www.ncu.edu.tw/</a> →Portal 入口→輸入帳號密碼→學生相關服務→學生成績服務→學生學籍成績→離校查詢，以線上作業方式完成畢業離校相關手續。
2	當學期所修課程及操行成績全部到齊 The grades of the courses and conduct achievement of this semester should be all submitted.	1.請自行上網查詢。 Please check your course grades and the graded of conduct achievement online in advance. 2.當學期操行成績未公佈前畢業者，需離校當天自行至生輔組請領個人操行成績。 If the grade for conduct achievement this semester has not been notified before graduation, please receive the grade of conduct achievement at the Division of Student Conduct and Housing Service on the day of leaving school.
3	持學生證至註冊組 Bring the Student ID card to Office of Academic Affairs	註記離校並過卡取消學生身份卡片，將轉為一般悠遊卡方可繼續使用，未依規定者所衍生相關責任問題，須由持卡人自行負責。（完成其他離校相關手續，至註冊組領取學位證書時辦理。） Record the leaving-status on the card and invalidate it. If the cardholder doesn't invalidate the Student ID card in accordance with the regulation, he's responsible for the law-related issues. (Complete this procedure when getting the certificate at the Office of Academic Affairs).
4	繳回學位考試申請表 Return the application for degree examination.	博士班需註明資格考通過之學期。 Doctor students should mark out the semester of the qualification examination.
5	繳回學位考試評定報告單 Return the degree examination paper. (Signatures of the committee members are required).	1.口試委員需與學位考試申請表相符。 The oral examination committee members should be the same as the ones listed on the application for the degree examination. 2.評分條自行貼於學位考試評定報告單內頁。 The score slips with the signatures of committee members should be attached to the examination paper.
6	碩、博士班學生繳交平裝本論文一本 Submit the thesis in a paperbound copy.	1.論文封面：碩士班(紅色)、博士班(墨綠色)。 Front cover: crimson for master students, blackish green for doctoral students. 2.論文題目必須與學位考試試卷上完全相同。 The topic of thesis should be the same as the degree examination paper. 3.論文以中文撰寫為原則，外國語文學系(所)除外。 Except for the graduate program in foreign languages, the proposal and the full text of the thesis should both be written in Chinese. 4.論文皆需附中、英文提要。 Chinese and English abstract are both required.

※ 學士畢業生適用上述 1 至 3 項；碩（博）士畢業生適用上述 1 至 6 項。

Number 1 to 3 is applicable to bachelor graduates; Number 1 to 6 is applicable to master and doctoral graduates.

※ 研究生領取學位證書注意事項 Attention for receiving graduate programs diploma:

1. 研究生完成畢業離校手續將畢業相關資料繳交至註冊組後五個工作日始得領取學位證書。Please hand in those documentations to the Section of Registry as the completion of the procedures. The verification will take five working days.
2. 若欲完成畢業離校手續當日領取，請先確認已通過學位考試並於五個工作日前告知註冊組，以憑提早製作學位證書。『七月份完成畢業離校手續之研究生可免事先告知』。If intending to receive the diploma certificate on the day when the procedures are completed, you must make sure the degree examination is qualified and inform the office of Section of Registry before five working days. (The graduates whose procedures for school-leaving are completed in July do not have to notify the office in advance).

※ 碩、博士學生核准畢業離校且未逾學期三分之二者得依退費標準辦理退費，請詳看[退費作業說明](#)。

Doctoral and master graduates can apply for the refund of tuition, sundries and other expenses if the studying duration is not longer than two third of the semester. Please refer to the refunds procession for detailed instruction.

※ 領取學位證書一個工作天後申請之成績單，方含有學位考試成績。

The score of degree examination will be included in the overall score report one day after you receive the diploma.