

Procedures of Degree Exam and School-leaving

1. Please log in to the NCU Portal and submit your application through the “Degree Examination Application System.” **(Deadline: 31 Dec, 2025)**

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
- ✓ The similarity report of the thesis(excluding references, table of contents, and appendices, should indicate a similarity rate below 30%)(P.3)
- ✓ 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: 30 January, 2026**
6. Oral defense fee list⑤: Please go to NCU Portal and use the “Appropriation Management System” to apply for the fee.
7. Thesis advisory fee list⑥: 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. Scan the final version of the thesis comparison report (P.3) as a PDF file (name the file as your student ID No.) and send it to kellylin@cc.ncu.edu.tw.
11. Contact *ME Office* staff for checking the school-leaving of Department.
12. 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.
13. **Deadline of school-leaving: 30 January, 2026**

Download the form on the school website: https://pdc.adm.ncu.edu.tw/form_reg.asp

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。

邀請口試委員簡歷					
委員姓名		服務單位		職稱	
最高學歷	學校：_____ 學歷： ☐ 博士 ☐ 碩士				
經歷					
專長領域					
口試學生姓名		學號		指導教授	
符合提聘標準說明 (請針對委員之專長領域與學生學位論文內容之相關性說明)					
指導教授簽章		系所主管用印			

The Report of National Central University Student Thesis Similarity Check

114.02.21