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 list 5: Please go to NCU Portal and use the "Appropriation Management System" to apply for the fee.
- 7. 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.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

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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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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)							
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國立中央大學學生論文比對結果報告書

The Report of National Central University Student Thesis Similarity Check

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相關條文 Relevant Regulation	依本校「博士班、碩士班研究生學位考試細則」第五條第二項及第十二條第一項規定辦理 National Central University Regulations on Degree Examinations for Postgraduate Students Article 5, Paragraph 2 and Article 12, Paragraph 1							