

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 December, 2026)**

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
- ⑤ [Application for Embargo of Thesis/Dissertation](#)

4. Book a meeting room at the front desk 2 weeks before the degree exam.

5. **Final date for Oral Defense: 28 January, 2027**

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. Completing the Graduation School-leaving Questionnaire on Portal.

12. Contact ME Office staff for checking the school-leaving of Department.

13. 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.

14. **Deadline of school-leaving: 28 January, 2027**

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					
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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			

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

姓名 Name		系所 Department/Institute		學號 Student ID	
學年度 Academic Year		身份 Program	☐ 碩士班 Master's Program ☐ 碩士在職專班 In-Service Master's Program ☐ 博士班 Doctoral Program		
提交版本 Version	☐ 初稿：申請學位考試 Draft: The version submitted for the degree examination ☐ 完稿：畢業離校時繳交系所及上傳本校圖書館之版本 Final Version: The version submitted to the department/institute and uploaded to the NCU Library upon graduation clearance				
論文題目 Thesis Title					
論文公開選項 Thesis Release Option	☐ 立即公開 Release immediately ☐ 申請延後公開 Apply for delayed release				
檢測軟體 Detection Software					
論文形式 Thesis Format	☐ 傳統論文 Monograph Thesis ☐ 篇章集結式彙編論文 Compilation-based Thesis by Publication ☐ 整合式彙編論文 Integrated Thesis by Publication				
檢測日期 Date of Detection					
篩選條件 Filter Criteria	excluding references, table of contents, and appendices, should indicate a similarity rate below 30%				
相似度比對截圖 Similarity Comparison Screenshot	請務必依照說明之範本截圖 Please ensure that you upload a screenshot based on the specified template.				
檢附文件 Documents Required	論文相似度比對報告電子回條 (須包含論文封面、作者姓名、檔案名稱、檔案大小、總頁數、上傳日期) The Digital Receipt or Similarity Report of the Submitted Thesis (Should contain thesis cover page, author, file name, file size, page count, and submission date)				
系所規定標準值 Standard Threshold Specified by Department/Institute		相似度指數 Similarity Index			
指導教授簽章 Thesis Advisor's Signature or Seal		日期 Date			
學生簽章 Student's Signature or Seal		日期 Date			
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				