

# 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: 30 June, 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”:

- ①Master's Degree Examination Report
- ②Master's Degree Examination Score Paper
- ③Verification Letter from the Oral Examination Committee for Master's Students
- ④The 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](mailto: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: 30 July, 2026**

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： <input type="checkbox"/> 博士 <input type="checkbox"/> 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			

**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	<input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 碩士在職專班 In-Service Master's Program <input type="checkbox"/> 博士班 Doctoral Program	
提交版本 Version	<input type="checkbox"/> 申請學位考試 For the Degree Examination <input type="checkbox"/> 畢業離校時繳交系所 For the Department/Institute at Graduation			
論文題目 Thesis Title				
論文公開選項 Thesis Release Option	口試通過後， <input type="checkbox"/> 立即公開 <input type="checkbox"/> 申請延後公開。 After passing the oral defense: <input type="checkbox"/> Release immediately <input type="checkbox"/> Apply for delayed release			
檢測軟體 Detection Software				
論文形式 Thesis Format	<input type="checkbox"/> 傳統論文 Monograph Thesis <input type="checkbox"/> 篇章集結式彙編論文 Compilation-based Thesis by Publication <input type="checkbox"/> 整合式彙編論文 Integrated Thesis by Publication			
檢測日期 Date of Detection				
篩選條件 Filter Criteria				
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		
指導教授簽名 Thesis Advisor's Signature		日期 Date		
學生簽名 Student's Signature		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			

# 國立中央大學論文比對報告書填寫說明

## Instructions for Completing the Report of NCU Student Thesis Similarity Check

### 一、申請學位考試備審文件排列順序 Order of Documents for Degree Examination Application:

1. 指導教授推薦函【已簽署】Thesis Advisor's Recommendation Letter (signed by your thesis advisor);
2. 學生論文比對結果報告書 Report of National Central University Student Thesis Similarity Check
3. 論文相似度比對報告電子回條 Digital Receipt or Similarity Report of the Submitted Thesis
4. 系所規定審核文件 Other documents required by your department/institute
5. 論文提要 Thesis abstract
6. 論文初稿 Thesis draft

### 二、檔案名稱一致性：

第 2 頁論文比對結果報告書中的相似度比對截圖，檔案名稱請寫「學號」。

相似度比對截圖的檔案名稱，須與第 3 頁電子回條「Submission title」或「File name」的檔案名稱相同。

#### File Name Consistency:

The file name of the screenshot of the Report of NCU Student Thesis Similarity Check on Page 2 must be your student ID.

The file name of the screenshot must match that of the "Submission title" or "File name" on the electronic receipt on Page 3.

### 三、截圖清晰度：

相似度比對截圖請保持清晰可辨，避免提交的圖片檔案過小，放大後無法判讀，請特別留意截圖品質。

#### Screenshot Clarity:

Ensure the screenshot of the Report of NCU Student Thesis Similarity Check is clear and legible.

Avoid submitting low-resolution images that become unreadable when enlarged. Pay close attention to image quality.

### 四、論文比對結果報告書每個欄位皆必填，若沒有篩選條件請寫「無」。

#### Completion of All Fields:

All fields in the Report of NCU Student Thesis Similarity Check must be completed.

If no filtering criteria were applied, fill in "NA."

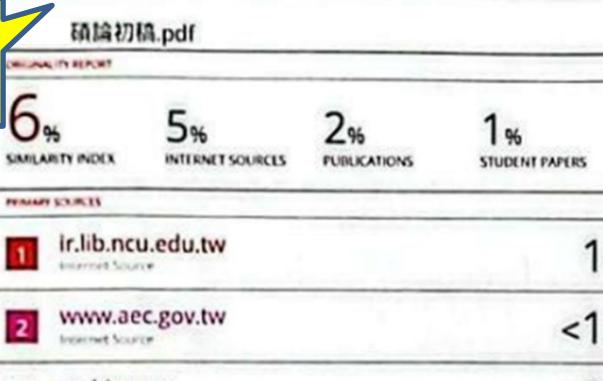
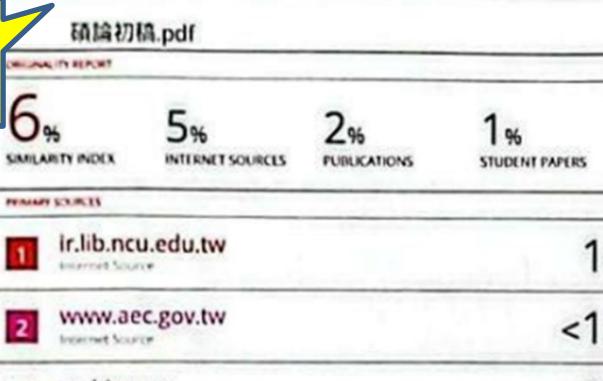
### 五、「學生論文比對結果報告書」請務必使用註冊組網站最新表格，並依照註冊組規定之範本截圖，不符合者將退件。

#### Use of Latest Template:

The "Report of NCU Student Thesis Similarity Check" must be completed using the latest template available on the Registration Division website.

Screenshots must follow the format specified by the Register Division. Submissions that do not comply with the format will be returned.

**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	<input type="checkbox"/> 碩士班 Master's Program <input type="checkbox"/> 碩士在職專班 In-Service Master's Program <input type="checkbox"/> 博士班 Doctoral Program															
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檢測日期 Date of Detection	必須填寫，若沒有篩選條件請寫「無」。 Required, if not, please fill in "NA".																	
篩選條件 Filter Criteria																		
<div style="border: 1px solid yellow; padding: 5px; display: inline-block;">           檔案名稱請寫「學號」            Please use "student ID"         </div> <div style="border: 1px solid yellow; padding: 5px; display: inline-block; margin-left: 20px;">  <p style="text-align: center;">碩論初稿.pdf</p> <p style="text-align: center;">SIMILARITY REPORT</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td>6%</td> <td>5%</td> <td>2%</td> <td>1%</td> </tr> <tr> <td>SIMILARITY INDEX</td> <td>INTERNET SOURCES</td> <td>PUBLICATIONS</td> <td>STUDENT PAPERS</td> </tr> </table> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;">1</td> <td style="width: 60%;">ir.lib.ncu.edu.tw</td> <td style="width: 25%;">1%</td> </tr> <tr> <td>2</td> <td>www.aec.gov.tw</td> <td>&lt;1%</td> </tr> </table> </div> <div style="border: 1px solid yellow; padding: 5px; display: inline-block; margin-left: 20px;">           列出兩個最高相似度來源            List the two sources with the highest similarity         </div>					6%	5%	2%	1%	SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS	1	ir.lib.ncu.edu.tw	1%	2	www.aec.gov.tw	<1%
6%	5%	2%	1%															
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1	ir.lib.ncu.edu.tw	1%																
2	www.aec.gov.tw	<1%																
相似度比對截圖 Similarity Comparison Screenshot																		
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)																	
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## Digital Receipt

This receipt acknowledges that Turnitin received your paper. Below you will find the receipt information regarding your submission.

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Word count: 25,192  
Character count: 152,499  
Submission date: [REDACTED]  
Submission ID: [REDACTED]

「Submission title」或「File name」的檔案名稱，  
須與相似度比對截圖的檔案名稱相同。  
The file name of “Submission title” or “File name”  
must be the same as the file name of Similarity  
Comparison Screenshot.

國立中央大學  
National Central University

碩士論文  
Master Thesis

