

畢業生 離校 流程(領畢業證書流程 須注意事項)

Graduate Student Graduation Process at the Department of BA.

★ 注意~論文需上傳完成且收到圖書館審核通過信件後，始可開始跑離校流程。

★ Please Note~ You have to wait until the confirmation of library, and then you could start to proceed this process.

可領畢業證書 9 要件 9 items which you have to prepare before starting this process :

1、本學期所有科目 **成績全部到齊**(以學生在學校成績查詢網站上可查詢到成績為主)。

All grades have been submitted by the professors. (Please check your grade report from NCKU portal)

本校註冊組網址：<http://reg.acad.ncku.edu.tw/bin/home.php?Lang=zh-tw>

NCKU Registrar Division <https://reg-acad.ncku.edu.tw/?Lang=en>

若本學期無修課為「撰寫論文中」者，請忽略「成績查詢」步驟

(路徑：註冊組網頁 / 學生線上服務 / 學籍及成績查詢)

(ps. 論文口試成績也要送交系辦方可離校)

If you do not take any courses this semester, and your status is [writing thesis], please ignore this step.

(Path: Registrar webpage / Student online services / Checking grades)

(ps. Your thesis grade has to be submitted to the department office prior to this process)

關鍵字



國立成功大學
註冊組

NCKU

| 招生組 | 註冊組 | 課務組 | 體育室 | 推廣中心 | 師培中心 | 教學發展中心 | 教務處 | 網站地圖 | English | 聯絡我們 | 成大首頁 |



項目分類清單

- 單位介紹 ▾
- 相關法規
- 申請表單
- 招生公告 ▾
- 109學年新生入口
- 學生線上服務 ▾
- 教師線上服務 ▾
- 職員線上服務 ▾
- 轉系、輔系雙主修專區

新生基本資料登錄

課程資訊及選課

英文抵免及外國語言能力成就檢定系統

抵免系統(不含轉系生)

轉系抵免系統

學籍&成績查詢

申請表件系統

數位證件掛失系統

畢業預審系統

畢業離校系統

學生證件申請系統

最新消息

招生消息(研究生)

新生連結

常用系統

成功大學博、碩士學位論文抄襲、舞弊處理要點」	2021-01-21
時間暨109-1畢業離校手續注意事項公告	2021-01-18
起轉系生、轉學生已可使用畢業預審系統	2021-01-13
學期註冊須知公告	2020-12-30
10學年度碩士班報名資格通過人數統計表	2020-12-15
學期學生選課事宜公告	2020-11-30
註冊手續的同學，請儘速辦理註冊繳費選課	2020-09-10
系轉系申請條件公告	2020-09-06

- 2、 進入 [畢業生離校手續查詢系統](#)，依系統上 [注意事項](#) 完成所有項目的檢視及問卷填寫。
Please enter into the [Graduation Procedure](#), and follow the system to complete all items and the questionnaire.
- 3、 論文全文：電子檔(圖書館審核版本)，請上傳 [研究生離校資料上傳](#)。
檔名：學年度-學期_學號姓名論文 (例如 109-2_R46081001 曾美麗_論文)
Complete Thesis: An electronic version of your thesis (Library confirmed version) to [the system](#) before you visit the department office.
File name: Academic year-semester_Student ID, Name and Thesis.
(e.g., 109-2_ R46081001 Anny Lu_Thesis)
- 4、 英檢證明「正本」繳驗及「電子檔」，請上傳 [研究生離校資料上傳](#)。
檔名：學年度-學期_學號姓名英檢名稱 (例如 109-2_ R46081001 曾美麗 TOEIC)，
離校當天請帶正本繳驗。
English Proficiency: An electronic version of your English proficiency test results to [the system](#) before you visit the department office (z10108043@ncku.edu.tw).
File name: Academic year-semester_Student ID, Name, and the Name of your language test.
(e.g., 109-2_ R46081001 Anny Lu_TOEIC)
Bring the authentic hardcopy (issued by the test center) to the department office to check.
- 5、 Turnitin 論文比對報告：上傳圖書館前請務必確認符合系上規定，請見修業規則。
 - (1) **最終版紙本(僅需後面百分比部份全部)**，需經 學生本人 及 指導教授親自簽名及寫上日期(年月日)。
註：自 111 學年度第 1 學期起，因應圖書館離校程序需上傳 Turnitin 百分比報告，最終版紙本請以繳交上傳圖書館審核之版本為準。
 - (2) **全文電子檔(含論文全文及百分比部份)**，請上傳 [研究生離校資料上傳](#)。
全文電子檔：檔名：學年度-學期_學號姓名_最終版 Turnitin
(例如 109-2_R46081001 曾美麗_最終版 Turnitin)
註：自 111 學年度第 1 學期起，因應圖書館離校程序需上傳 Turnitin 報告，全文電子檔請以[上傳圖書館圖書館審核之 Turnitin 全文電子檔]為準。
Turnitin Report (Library confirmed version): Before submitting to the library, please make sure your report fulfill the requirements of the department; please check the academic regulations.
- (1) **Final version paper-based(All of the percentage part)** : It requires the student and the advisor to **sign and date(year/month/day) personally** on the paper.
Note: From the academic year 111 fall semester, students are required to submit the Turnitin report when applying the procedure for the library; thus, please use the version that submits to the library.
- (2) **Final version complete version (Including full thesis and the percentage part)**:
An electronic version of your complete Turnitin Report to to [the system](#) prior to your visit to the department office.
File name: Academic year-semester_Student ID, Name, and Turnitin Final version.
(e.g., 109-2_ R46081001 Anny Lu_ Turnitin Final version)
Note: From the academic year 111 fall semester, students are required to submit the Turnitin report when applying the procedure for the library; thus, for the complete electronic report, please use the version that submits to the library, and the library confirmed percentage report.

6、論文平裝本：共 2 本。1 本送交系辦、1 本送交圖書館。

(請自行與圖書館確認封面日期及書背學年度之填寫方式)

Hardcopies of Complete Thesis: 2 PCs. One is for the department office, another one is for the library. (Please check with library for the Date that should appear on the cover page as well as how to indicate the academic year on the cover spine).

7、管院畢業生線上動態問卷：系辦填寫。

Questionnaire from the College of Management: Fill in at the department office.

8、本系畢業生線上動態問卷：系辦填寫。

Questionnaire from the Department of BA: Fill in at the department office.

9、學生證：交由註冊組處理。

Student ID: Submit to Registrar Division.

符合上述 1-2 要件後，在[畢業生離校手續查詢系統](http://140.116.165.83/~lou/leave/) 上輸入學號及密碼後即可列印出「離校手續單」，再依離校單上欄位經(1)系所(2)圖書館(3)註冊組蓋章後，最後至註冊組領取畢業證書。
畢業生離校手續查詢系統網址：<http://140.116.165.83/~lou/leave/>

After the aboved items, please use the [online application system for graduation form NCKU](http://140.116.165.83/~lou/leave/) to print your processing form of graduation. Please follow this form to go to (1) department office (2) library (3) Registrar division and apply for your certificate at the Registrar division.

Online application system for graduation form NCKU：<http://140.116.165.83/~lou/leave/>



請輸入學號及密碼

Please enter your student ID number and password.

學號 Student ID.

密碼 Password

「學號、密碼」輸入完後請按 Enter 即可 「密碼同選課密碼」

確定 submit

重新輸入 reset

說明 Description :

中文

English