

國立成功大學健康照護科學研究所畢業生離校流程

AHS Graduation Procedure Flow Chart

- 一、請上畢業生離校手續查詢系統網站(<http://campus1.ncku.edu.tw/leave/>)登錄學號及密碼(與成功入口相同),填妥「應屆畢業生意向調查表」及「畢業生核心能力問卷調查表」後,列印出【畢業離校手續存查單】並完成相關簽核手續。

Log in to the Online Application System for Graduation from NCKU website (<https://nckustory.ncku.edu.tw/~lou/leave/>) with Student ID and Password, complete the “NCKU Questionnaire of Career Development for Graduates” and the “NCKU Questionnaire on the Core Abilities for Graduates”. After completing the information, print out the “Graduation Procedure Form.”

- 二、請至成功入口查詢成績是否完全登錄並確認成績正確無誤。

Please log in to Cheng-Kung Portal website (<https://i.ncku.edu.tw/en/home-list>) and confirm personal academic data specified on the Online Application System for Graduation.

- 三、完成「健照所畢業生問卷調查表」。

Complete the “AHS Alumni Questionnaire”.

- 四、論文紙本裝訂詳見教務處-課務組-學位考試頁面「研究生學位考試系(所)應注意事項彙整」(<https://cid-acad.ncku.edu.tw/var/file/42/1042/img/730/621307960.pdf>)。

For the information of thesis in paperback/dissertation in hardback, please refer to the Academic Affairs Office web (<https://cid-acad.ncku.edu.tw/var/file/42/1042/img/730/621307960.pdf>)

- 五、請依本校「**國立成功大學數位化學位論文蒐集實施要點**」及「成功大學博碩士論文系統」辦理轉檔、登入上傳論文及授權作業。

(<https://www.lib.ncku.edu.tw/service/graduation/graduation.php>)。

Please follow the Information about Graduation Procedure website

(https://www.lib.ncku.edu.tw/service/graduation/graduation_en.php) to handle thesis transfer, log in, upload, and authorize operations.

- 六、研究生紙本論文如因故需暫緩公開,請將【國家圖書館學位論文延後公開申請書】填妥並簽名。

If you have to apply to embargo your thesis, please refer to the National Central Library website (https://enwww.ncl.edu.tw/downloadfilelist_72.html) and fill in the "Application for Embargo of Thesis/Dissertation".

- 七、請將【畢業生離校手續存查單】、【**國家圖書館學位論文延後公開申請書**】(非必要文件) 偕同【論文精裝本及平裝本各 1 本】(由所辦收齊後繳交註冊組)一同送至所辦公室，辦理離校手續。

Please bring the following items to the departmental secretary for the graduation procedure:

1. Graduation Procedure Form
2. Application for Embargo of Thesis/Dissertation (if needed)
3. One paperback copy of your thesis
4. One hardback copy of your thesis

- 八、於所辦公室辦理離校手續時，需「歸還研究室鑰匙」。

Please return the laboratory key to the departmental secretary for the graduation procedure.

- 九、研究生至圖書館辦理離校注意事項：

博士畢業生至圖書館辦理離校時，請攜帶下列各項資料，至圖書館一樓流通櫃台繳交，並辦理後續離校手續：

1. 畢業生離校手續存查單
2. 學生證
3. 紙本論文精裝本 1 本
4. **成大紙本論文授權書、成大電子論文授權書、國家圖書館電子論文授權書，總共 3 份（授權書必須經指導教授及本人親筆簽名）**

Instructions for Graduation Procedure

(https://www.lib.ncku.edu.tw/service/graduation/graduation_en.php):

When master and doctoral graduates go to the library to leave school, please bring the following materials to the circulation desk on 1F of NCKU Main Library and go through the follow-up school leave procedures:

1. Graduation Procedure Form
2. Student ID
3. 1 copy of your printed dissertation in hardback
4. **3 Copyright License Agreements in total: NCKU Print Thesis & Dissertation Copyright License Agreement, NCKU Thesis & Dissertation Copyright License Agreement, and Authorization for Public Access of Thesis/Dissertation (with both you and your advisor's handwritten signature).**