

申請口試

學位考試流程請參閱「[研究生學位考試作業流程](#)」並依其辦理。

請至[校務資訊系統](#)啟動畢業離校並完成各單位所需程序：

校務資訊系統 Academic Information Systems
<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>
 清華大學 | 註冊與組組

服務電話 (測試)

校務資訊學生查詢系統

密碼修改

委託授權設定

計畫中心學生帳號

個人資料維護

基本資料

註冊 Register

課程、成績 Courses, tran

學分與抵免學

轉系轉所審查

畢業審查

畢業生離校系統

步驟一

步驟二

步驟三

步驟四

查閱留言

選課 Select courses

暑修 Summer courses

步驟四--畢業離校狀態確認

登入帳號: 9999999

畢業生離校程序及狀況
 (● YES 表示已辦理完畢, ● NO 表示)

單位處室	審核狀況
系所辦公室 所辦公室核章 (系、所)辦公室離系手續, 請參看各系網頁或通知 (公告), 依序辦理離系程序	● YES ● NO
系所辦承辦人核章(論文連檔)	● YES ● NO
圖書館 畢業生的叮嚀 辦理時間:8:30~12:00、13:30~17:00 聯大與清大借還書狀況(分機 42996) 繳交碩/博士畢業論文(分機 42995)	● YES ● NO ● YES ● NO
保管組(分機 35262) 詳細規定參閱 保管組 袍服是否已歸還(或未借)	● YES ● NO
校友服務中心(分機 31249)	● YES ● NO
綜合學務組-就業輔導(分機 34720) 在校生生涯意願調查表 教育部畢業生流向調查(註1)	● YES ● NO ● YES ● NO

請依序點選步驟一~四

請於上班時間內依各單位規定辦理, 全部呈現 ●YES 時, 即可持學生證至註冊組領取畢業證書。

請留意圖書館辦理離校時間及辦理方式：

相關說明請參閱圖書館[首頁/服務/畢業前的叮嚀](#)。

上班時間(週一至週五8:00~12:00; 13:00~17:00)至總圖書館一樓辦理, 憑以點選離校系統：

1. 查核還書狀況並告知欲辦理離校
2. 繳交論文一本

送達下列文件及完成網路畢業離校手續後, 持論文一本(論文口試後, 離校前請先繳交至系辦公室,)及學生證至註冊組領取畢業證書。

種類	口試後需送至註冊組的文件	領取畢業證書日期
碩士班	<ul style="list-style-type: none"> ✓ 口試成績單正本(含成績登記表) ✓ 審定書影本 	左列文件送達註冊組後, 於口試當月月底起(6月份則於期末考最後一日下午 2:00 起, 期末考後口試者為 6 月底起)
博士班		左列文件送達註冊組三個工作天後

- ✓ 7/1~7/3 註冊組因支援大學入學指定科目考試工作, 由於人力不足, 領取畢業證書建議避開其時間
- ✓ 悠遊卡學生證背面加貼「畢業祝詞」後發還。
- ✓ 學生證遺失者：請至校務資訊系統掛失後, 至註冊組繳費或列印申請表至發卡中心繳費, 於領取畢業證書時繳交收據, 本組加蓋「已畢業」章後發還。
- ✓ 欲領補發學生證者：掛失暨繳費完成後第二个工作天下午持至註冊組加蓋「已畢業」章之繳費收據至發卡中心領卡。
- ✓ 符合退費者請參閱”其他事項”。

下一頁



至校務資訊系統—畢業生離校系統辦理網路離校

領取畢業證書

口試截止日及辦理離校截止日：

類別	第一學期	第二學期
口試日期截止日	1/31	7/31
辦理離校截止日	次學期註冊日前(不含開學當日) (未能於截止日期前完成離校手續，該次口試無效)	

領完畢業證書 3 日後請確認：

1. 有畢業平均
 2. 有論文題目
- ~請至[校務資訊系統](#)確認~

依確認結果分為二種申請方式：

- 是=>利用成績單投幣機申請。
- 否=>填寫書面申請表及附回郵信封(可向註冊組服務台購買)本組會代為寄送。

- ✓ 日後若有需要成績相關證明，歡迎返校、使用通訊方式申請，相關表格請至註冊組或校友會網頁下載。
- ✓ 自動化繳費列印系統一部置於行政大樓中庭，另一部置於行政大樓收發室旁 24 小時開放。
- ✓ 撰寫論文格式：請參閱註冊組網頁之[碩\(博\)士班相關規定/畢業](#)，並請確實依照「[研究生畢業文格式條例](#)」規定撰寫。
- ✓ 繳交論文-圖書館及系所辦公室各一冊(平裝本--**為響應環保，建議以雙面列印**)：

一冊送本校總圖書館典藏 (南大校區同學則向南大分館辦理)	一冊繳交系所轉註冊組轉送國家圖書館
請攜帶： a. 紙本論文 1 本，內頁請依下列順序裝訂： ✓ 國立清華大學紙本及電子檔授權書 ✓ 國家圖書館全文電子檔案上網授權書(欲授權者) ✓ 指導教授推薦書 ✓ 口試委員審定書 b. 國家圖書館(欲授權者，請夾附於論文中) 前述授權書皆須作者親筆簽名。	✓ 內頁裝訂內容須與繳交至圖書館者相同。 ✓ 申請紙本論文延後公開者，請附「 國家圖書館博碩士紙本論文延後公開/下架申請書 」(在學位考試平台即可下載)並夾附於論文中。已送國圖後欲延後公開者請填具「 國家圖書館博碩士論文送存本[延後公開]申請書 」詳細說明請見該附檔說明。

- ✓ 更改論文內容：
凡本校研究生已上傳並經圖書館審核通過之電子檔學位論文，或已繳交至圖書館之紙本學位論文，倘有論文內容異動、需延後公開、變更授權等，應依照「國立清華大學學位論文異動處理說明」辦理，並至圖書館網頁下載「國立清華大學學位論文異動申請書」。已完成離校手續取得學位者，不得辦理紙本論文抽換，需另填「[國立清華大學學位論文勘誤表](#)」。
- ✓ 系(所)辦公室存檔之論文：
請按各系(所)之規定另行繳交。
- ✓ 詳細學位考試相關規定請參閱「[碩士學位考試細則](#)」、「[博士學位考試細則](#)」。
- ✓ 8 月 1 日至次學期開學前欲舉行學位考試者：請先至註冊組網頁下載[研究生提前註冊申請表](#)辦理。
- ✓ 完成學位考試合於退費者，請於領取畢業證書前檢附繳費收據至註冊組辦理退費：
 1. 提前註冊日起至開學後 6 週內辦妥畢業離校手續者，可退學雜費基數 2/3。
 2. 開學後 7~12 週辦妥畢業離校手續者，可退學雜費基數 1/3。
 3. 開學後超過 12 週辦妥畢業離校手續者，不退費。

Apply for Oral Defense

Complete the Leaving school procedure on the Academic Information System

The illustration of leaving school procedure for graduates

- 1) Check the leaving school procedure in the website.
Website : <http://registra.web.nthu.edu.tw/files/13-1086-5155.php> (Chinese)
- 2) Go to the Academic Information System, press the Graduation Process and complete all Steps.

Process	Status
Department (Institute) Stamp of the office (Department (Institute) graduation process. Please pay attention to your departments homepage or notice (announcement) for graduation procedure and follow it in order)	● YES
Library Reminders office hours: 8:30-12:00、13:30-17:00 Borrowing and Renewal Status (Ext 42996)	● YES ● NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	● YES ● NO
NTHU Alumni Service Center (Ext 31249)	● YES ● NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System	● YES ● NO
教育部畢業生流向調查 (註1)	● YES ● NO
綜合學務組 - 僑外生 勞健保費是否已退費	● YES ● NO
國際事務處綜合事務組 是否已前往國際事務處綜合事務組	● YES ● NO

※ After all the process has been completed, please bring your student ID to the Registration Office(graduate students please bring a copy of the Thesis) to collect your Diploma.

To finish the leaving school procedures of library, go to the 1F during library office hours (8:00-12:00, 13:00-17:00 on Monday to Friday) and submit your thesis. Remember to return all books back before the leaving procedure.

For more information, please visit http://www.lib.nthu.edu.tw/use/before_graduated.html (Chinese)

Submit following documents to the Division of Registration after oral defense. After you finish all leaving school procedures, bring with your thesis and student ID card to the Registration for diploma.

Degree	Requirements	The time to receive Diploma
Master	✓ Original final defense score	At end of the month after submitting required documents.
PHD	✓ Final defense certificate	3 days after submitting required documents

✓ If you lost the student card, come to Division of Registration to apply for a new one and you will get it after 3-5 days.

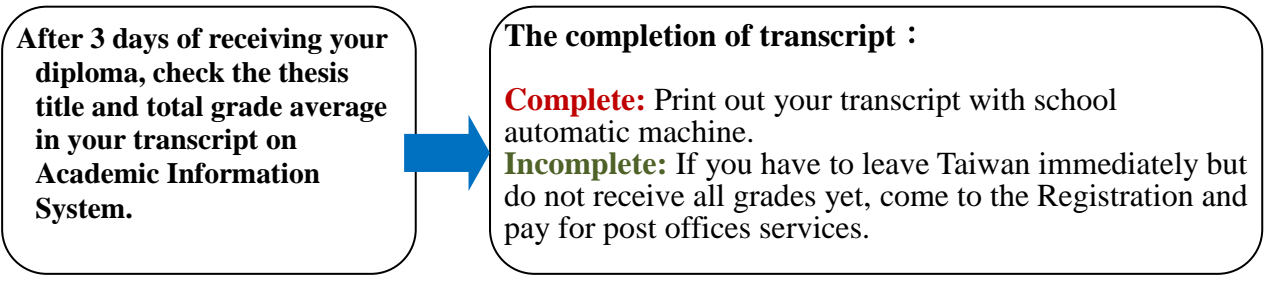
Receive the diploma

The deadline for Oral Defense and leaving school procedure

Check the following table of the deadline for Oral Defense and leaving school procedure.

Category	Fall	Spring
Deadline for Oral Defense	1/31	7/31
Deadline for leaving school procedure	Before registration day of the next semester (If you haven't finished the procedure before the assigned date, your oral defense score will be invalid.)	

Apply for transcript



- If you will further need copies of your transcript, you may inquire with the Division of Registration. Please refer to the website of Registration or Alumni for more information.
- Two Transcript Certificate Automatic Machines are available at the 1F Administration Building.

About the Thesis

- ✓ Visit following website for standard thesis format :
<http://registra.web.nthu.edu.tw/files/13-1086-5155.php> (Chinese)
http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/share_01.doc (Chinese)

✓ Submitting your Thesis to the library and the Registration Office

Submit one original copy to the library	Submit one original copy to the Registration office
<p>Requirements :</p> <p>a. Approval notice</p> <p>b. Paper thesis with the order as following :</p> <ul style="list-style-type: none"> ✓ The power of attorney from NTHU. (both paper and electronic ones) ✓ National Library full-text electronic file access authorization ✓ Advisor's recommendation ✓ Defense Committee approval letter <p>c. Hua-I (華藝) power of attorney (For student who wants the Authorization at Hua-I company)</p> <p>* All the powers of attorney need authors' own signature.</p>	<ul style="list-style-type: none"> ✓ Same requirements as for library ✓ If you do NOT want to public your thesis right away, download the application form (http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/delate.doc) and bind it to your thesis behind the "National Library full-text electronic file access authorization."

- ✓ If correction of the submitted thesis copy is necessary, go to the website for more details.
Application procedure: <http://www.lib.nthu.edu.tw/ETD/faq.htm#18>
Application form: http://www.lib.nthu.edu.tw/ETD/downloads/nthu_doc_970606.doc
- ✓ Check with your department whether they need a copy of your thesis.
- ✓ Following website are the principles of degree examination for Master and PHD students.
Master : <http://registra.web.nthu.edu.tw/files/13-1086-5155.php#m2> (Chinese)
PHD : <http://registra.web.nthu.edu.tw/files/13-1086-5155.php#m3> (Chinese)
- ✓ If your final defense is between August 1st and the first day (not included) of the next semester, you will need to download the application form from the website.
Website: http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/phd_09.doc (Chinese)
(Our 1st semester starts from Aug. 1st to Jan. 31; 2nd semester starts from Feb. 1st to July 31.)
- ✓ If you finish all procedures before first 6 weeks of the semester, you can get the refund of 2/3 of the school fee; if it is before the 12th week, then 1/3 of tuition. However, once over 12 weeks, there is no more refund. Please apply for the refund in the Division of Registration before you receive the diploma.