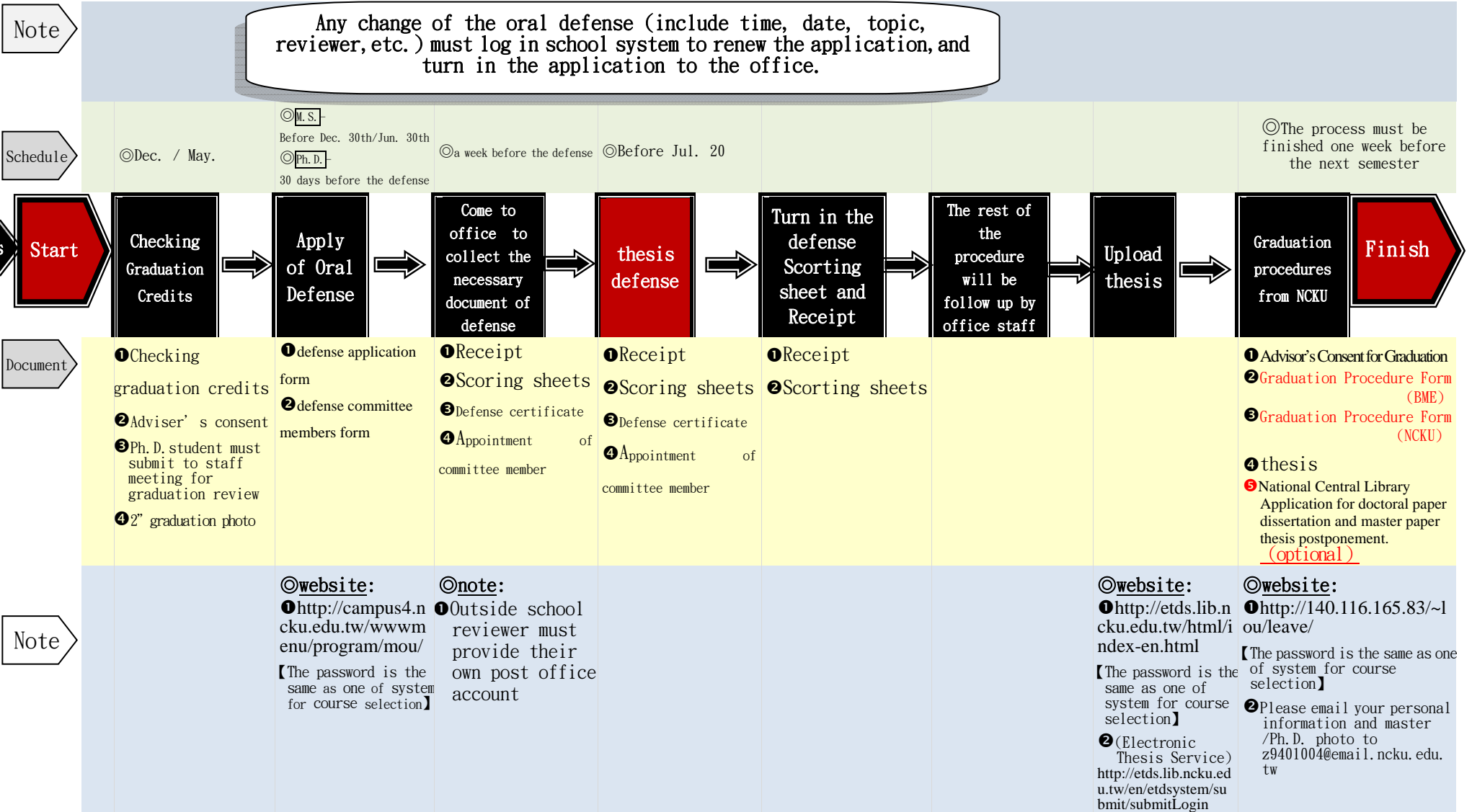


碩博士生申請畢業流程暨離校手續辦理手冊

Notice and Procedures of Graduation Application

Graduation Process of Graduate Students of Department of Biomedical Engineering of NCKU



Graduation Credits Review

- 1 The department office will follow the timeline set by NCKU Registrars division to review the graduations credits of students.
- 2 Ph.D.student must submit to staff meeting for graduation review (refer to the appendix 1)
- 3 Confirm graduate credits of the transcripts
- 4 Submit 2"graduation photo to Miss Wu.(Please write down your student ID and your name.)

Apply for Oral Defense

- 1 Students can apply for Degree Examination BEFORE July 20th of each fall semester and January 20th of each spring semester; The deadline of oral defense date is July 31st of each fall semester and January 31st of each spring semester. The application must be completed one month before the examination.
- 2 Students have to go to the online system [[National Cheng Kung University Operation of postgraduate Degree examination online application](http://campus4.ncku.edu.tw/wwwmenu/program/mou/)] (<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>) to register for Degree Examination.
- 3 print out " Defense application form " and " List of defense committee members " from the online system, and hand the two documents to the department office.

Get the Documents

- 1 Applicants can go to the department office to get his/her necessary documents of the Degree Examination one week before examination. (including Defense scoring sheets, Defense certificate, Appointment of committee members and Fee sheets)

Turn in the Scoring Charts and Receipt

- 1 Students have to turn in the Scoring charts and Receipt after completing the oral defense.

Upload Thesis/ Dissertation

- 1 Students have to go to the online system [Electronic Theses / Dissertations Service] (<http://etds.lib.ncku.edu.tw/en/etdsystem/submit/submitLogin> 【Your password is the same as one of system for course selection】) to upload the theses / dissertation.

Graduates from NCKU

- 1 Please log in “Online Application System for Graduation from NCKU” (<http://140.116.165.83/~lou/leave/>) to print out the application form for graduation from NCKU.
- 2 Print out BME Graduation procedure form for Graduates and submit it to BME office. (refer to the appendix 2)

成功大學生物醫學工程學系 博士生 學位口試審查申請書

Application of BME Graduation Examination(submit to department meeting)

申請人 Name		學號 Student ID	
組別 Group		指導教授 Advisor	
碩士學位 Master Degree	<input type="checkbox"/> 醫工背景 畢業學校: <input type="checkbox"/> BME Background Graduated School:		
	<input type="checkbox"/> 非醫學工程碩士 <input type="checkbox"/> Non-BME Background		
學分抵免 Waive Credit	_____ 學分 ; _____ 年 _____ 月 _____ 日 第 _____ 次系務會議審議通過 _____ Credit; _____ (MM) _____ (DD) _____ (YY) Approved at the _____ department meeting		
補修課程 required courses (檢附成績單) attache transcript	◎A/B Group(擇一) <input type="checkbox"/> 生理學(PHYSIOLOGY) _____ Credit _____(Grade) <input type="checkbox"/> Bachelor <input type="checkbox"/> Master/Ph. D <input type="checkbox"/> 解剖學(ANATOMY) _____ Credit _____(Grade) <input type="checkbox"/> Bachelor <input type="checkbox"/> Master/Ph. D ◎C Group <input type="checkbox"/> 工程數學(ENGINEERING MATHEMATICS) _____Credit _____(Grade) <input type="checkbox"/> Bachelor <input type="checkbox"/> Master/Ph. D		
資格考 Qualify Exam.	_____ 月 _____ 日 _____ 年 (口試通過日期: _____ 學年第 _____ 學期) _____ (MM) _____ (DD) _____ (YY) (Proposal Pass : _____ Academic Year _____ Academic semester)		
系務會議審查 Review of Department meeting	_____ 年 _____ 月 _____ 日 第 _____ 次系務會議審議通過 _____ (MM) _____ (DD) _____ (YY) Approved at the _____ department meeting		
申請人簽名 Signature of Applicant		申請日期 Date of Application	
備註 Note			

____學年度____學期畢業生離校手續單

Graduation procedure form of ____ Semester of ____ Academic Year
 申請人姓名(Name) : _____ 學號(ID) : _____ 手機(Phone) :

繳交單位 (Place)	繳交項目 (Item)	驗收簽章 (Signature)
辦理離校手續應完成下列事項，將本單繳回所辦公室存查後，方能離校。		
實驗室 (Lab) 指導教授 (Advisor)	請各實驗室依所屬規定驗收、核章 Signature of Advisor Advisor shall sign as a consent to proceed graduation process	
系辦公室 (Office)	<p>▶ 離校流程表 Graduation Procedure Form</p> <p>1.請至畢業生離校手續查詢系統進行相關作業並列印離校單 Please link "Online Application System for Graduation from NCKU" to print out the "Graduation Procedure Form"," (http://campus1.ncku.edu.tw/leave/index.php 帳號密碼同選課 Your password is the same as one of system for course selection)</p> <p>▶ 系辦公室 Department office</p> <p>2.論文 1 本(博士精裝本、碩士平裝本) Thesis*1 (Ph. D-Hardcover/ Master-Softcover)</p> <p>3.繳交指導教授離校同意書 Submit the form for Advisor's Consent for Graduation</p> <p>4.系辦上網建立系友資料 Installation the alumnus database</p> <p style="text-align: right;">--吳小姐(Janna)</p>	
	<p>5.(1)繳交 2 吋相片 1 張 (學號、姓名) Graduation photograph*1(Student No/ Name)</p> <p>(2)並將相片電子檔寄至 Please submit the Graduation photograph to the following address : z9401004@email.ncku.edu.tw</p> <p>(3)本系畢業生問卷 Fill out the questionnaire (Please check this 點此可連結問卷) 【相片及離校問卷若於畢業審查時已繳交者可免】 --吳小姐(Janna)</p>	
	<p>6.借用碩、博士服歸還 (若已還可免) Give back Academic dress</p> <p style="text-align: right;">--張小姐(Patty)</p>	
	<p>7.鑰匙歸還 (若無可免) Give back key</p> <p style="text-align: right;">--張小姐(Patty)</p>	
	<p>8.繳還醫工所門禁感圈 (若無可免) Give back Access Control Card</p> <p style="text-align: right;">--張小姐(Patty)</p>	