

研究生辦理畢業離校手續採【線上審核】方式說明:

Instruction of Online Graduation Clearance Procedure for Postgraduates

1. 自 111 學年度第一學期起研究生辦理畢業離校手續採【線上審核】方式，學生需於校務 eCare 登錄論文中、英文題目及指導教授姓名(主要指導教授為必填欄位)，經指導教授於離校審核註記為【已通過】，各單位審核除【免簽章】外均註記為【已通過】者始具畢業資格。

From 2022 academic year, the graduation clearance procedure for postgraduates is conducted online. Postgraduates need to use the NFU eCare system to register thesis title in both Chinese and English and the name(s) of your thesis advisor(s). The column of your leading thesis advisor is required. Every office would have some requirements for postgraduates to fulfill. After requirements are satisfied, every office will mark “passed” and the thesis advisor needs to mark “passed” on the graduation clearance, except for the offices which marked “no stamping needed”. After meeting the requirements, postgraduates are quantified to graduate.

2. 學生請先查詢離校審核系統，經最後審核單位【教學業務組】審核註記為【已通過】後，再依公告日期及時間至教學業務組領取畢業證書。

Postgraduates need to check that whether the graduation clearance is marked “passed” by the Academic Administration section, Office of Academic Affairs. Once it is marked, postgraduates should go to the Academic Administration Section to receive his/her diploma according to the announced dates and time.

3. 研究生端操作畫面 (詳如附件)。

The operation interface for postgraduates (please refer to the attachment)

研究所論文題目登錄 [功能代碼：AIS005]

Graduate School Thesis Title Registration [function code: AIS005]

【本論文題目登錄系統限已通過學位考試之研究生使用】

[The thesis title registration system can only be used by postgraduates who already passed the degree examination.]

恭喜同學順利通過博（碩）士學位考試！請您配合辦理下列事項：

Congratulations on passing the degree examination for your doctoral or master's degree. Please fulfill the following requirements.

一、線上登錄論文題目：

登錄前請**確定「學位考試總評分表」之中（英）文論文題目，與上傳圖書館電子學位論文系統者完全相符！**（所稱「完全相符」者，係指中（英）文文字、標點符號、敘述等皆須無異）不論中或英文題目有一不相符者，均請同學確認並擬定題目後再行登錄！

Register thesis title online

Before registration, please make sure **the title on the degree examination scoring form in Chinese and English is identical to the title of the electronic thesis uploaded to the NFU library.** Both titles must have the same wording, punctuation, and descriptions. If your Chinese and English versions of the thesis titles do not meet the aforementioned requirement, please confirm the titles before registration.

二、線上登錄論文指導教授：

為利指導教授註記離校審核狀態，須登錄論文指導教授姓名。

Register the name(s) of your thesis advisor(s)

To allow thesis advisors to mark the status of your graduation clearance procedure, please register the name(s) of your thesis advisor(s).

三、繳交學位考試總評分表：

1、為利校核，**學位考試評分表上中（英）文題目一律以電腦擅打，有修改處需加蓋印章。**

2、線上登錄後，請將經系主管或考試召集人或指導教授簽章後之**學位考試總評分表（正本）**乙份，親自或交由系辦彙整後交教務處教學業務組校核。

請務必配合線上登錄作業，凡未完成線上登錄手續或所登錄之資料經查有不合之情形者，學位考試總評分表會退回系辦並通知同學補行登錄手續！

Submit the degree examination scoring form

- A. For review, **the thesis titles on the degree examination scoring form should be typed, not handwritten. Stamping is needed if the title is revised.**
- B. After online registration, you should **submit the original copy of the degree examination scoring form to the Academic Administration section, Office of Academic Affairs in person or to the department office.** The degree examination scoring form should have the signature of the department chair or the exam convener or the thesis advisor.

For those who do not complete the online registration or have their information being proven incorrect, their degree examination scoring forms will be returned to their department offices. Postgraduates will be notified of the finishing of the online registration procedure.

四、網路查詢成績：

已完成線上登錄並繳交學位考試總評分表者，**經教學業務組確認線上登錄之題目與成績紙本相符後，即登錄考試成績。**同學可透過"**成績查詢功能**"查詢成績是否完成登錄。學位考試成績已獲登錄者，離校手續完成後得依規定領取畢業證書。

Online grades inquiry

After the staff from Academic Administration Section, Office of Academic Affairs confirms the online registered thesis titles and scores are the same as those on the hard copy, they will submit the examination scores. Postgraduates who already filled out the online registration and submitted the degree examination scoring forms can verify whether the score registration is completed via the **grade inquiry system**. After the degree exam score is registered, the postgraduate can receive his/her diploma once the graduation clearance procedure is completed.

◎ 特別提醒：

研究生通過學位考試後應儘速完成離校手續並領取畢業證書，至遲不得晚於次學期開學日(不包含開學當天，請留意！)。凡逾期未完成離校手續且領取畢業證書而未達修業最高年限者，次學期仍應註冊，並以次學期畢業論(核發畢業證書第一學期約於 1 月底；第二學期約於 6 月底)，逾期未註冊者處以應令退學！

Special Notice:

The postgraduates who already passed the degree examination should complete the graduation clearance procedure and receive diplomas as soon as possible. The deadline is the day before the first day of the new semester. If you do not complete the graduation clearance procedure and have not reached the limited term of study, you should enroll for the next semester, then the graduation will be held in this new semester. The time to ratify *diplomas* should be around the end of January for the fall semester and the end of June for the spring semester. Those who do not enroll on time will be expelled from National Formosa University.

研究所論文題目登錄

Graduate School Thesis Title Registration

班級 Class	
學號 Student ID	
姓名 Name	
中文論文題目 Thesis Title in Chinese	中英文論文題目如有特殊字、造字問題無法存檔，請先以■符號取代，後續將由教學業務組人員根據成績紙本資料協助更改。 If the Chinese or English thesis title contains the letters which are unable to identify on computer, please replace them with a ■. The staff from the Academic Administration Section, Office of Academic Affairs can revise them in accordance with the information on hard copy afterward.
英文論文題目 Thesis Title in English	
論文指導教授(主要指導) Thesis Advisor (The Leading Advisor)	
論文指導教授(共同指導) Thesis Co-Advisor	

如有任何問題，系統操作部份請洽教務處教務資訊組 分機 5906；學籍成績部份請洽教務處教學業務組 分機 5115、5116、5117、5918，在職專班與產碩專班請洽進修推廣部專班教務組 分機 5089

If you have any question regarding the system, please contact the Academic Information Section, Office of Academic Affairs, extension 5906; the Academic Administration Section, Office of Academic Affairs, extension 5115、5116、5117、5918 for questions regarding enrollment and transcript; Continuing Education Center, extension 5089 for questions regarding in-service master program.