

Defense Application/Graduation Notice

iCAMP

Before the Defense

1. Print the “國立成功大學學生畢業資格審查表” and the transcript.
2. Login in the website <http://campus4.ncku.edu.tw/wwwmenu/program/mou/> and finish defense application forms.
 - The committee shall consist of 3 to 5 members (for detailed information, please refer to “NCKU Rules and Regulations of Graduation Examination for Graduate Students”)
3. The application date of the defense is due on **Jan. 20th** (Fall semester)/ **July 20th** (Spring semester). Please submit your application forms mentioned above **10 days** before your defense with the signature of your adviser to the MSE office Ms. Lu.
4. It takes time to deal with the paper work, so one will be informed if the works are done. (about 1 hour)
5. The application forms shall be reviewed by different offices. The whole process may take about 1-2 hours.
6. Return the stamped documents to MSE office.

During the Defense

1. Collect the evaluation/grading forms.
2. Collect the signature of the committee and the round trip ticket of the high-speed railway (if any).
3. Keep miscellaneous expenses receipt/invoice.

After the Defense

1. Submit evaluation/grading forms, list of the committee, post office account and receipt, and certificate of approval(論文證明書) to office within 2 weeks after the defense.

Before Leaving

1. The application to graduation from NCKU ends **1 week** before the new semester begins.
2. Login “Electronic Thesis & Dissertation Service”(<http://etds.lib.ncku.edu.tw/html/>), and upload the dissertation.
3. Log in “Online Application System for Graduation from NCKU”(<https://nckustory.ncku.edu.tw/~lou/leave/>) and print.
4. Return the instruments and properties to relevant offices, then submit the Application form for Graduation with a hard copy of dissertation to Mr. Fang (new building 2nd floor 44205), and to MSE Office for a Department Stamp.
5. Submit another hard copy of dissertation to library and get the stamp from the required office.

國立成功大學學生畢業資格審查表

系(所)代碼:

學士

碩士

學年度

學期

系(所)名稱:

碩士在職專班

博士

學生 _____ 等 _____ 名，畢業資格經審查結果合於畢業規定

名，不能畢業 _____ 名，參加暑修 _____ 名，檢附歷年成績表，請 複
審。

單 位 簽 章

1. 學系(所)
承辦人

2. 學系(所)
主任(所長)

3. 註冊組承辦人

4. 註冊組組長

5. 教務長

備 註：本表經批示後連同歷年成績表送回註冊組存查