

# NCKU BME 【Institute】 Online Leaving Process

## Application for 109 Academic year

### Step 1-

Please go to 「online application system for graduation from NCKU」 to download 「Graduation Procedure form」  
<https://nckustory.ncku.edu.tw/~lou/leave/>



### Step 2-

- ① Please send your thesis to school library, including paper and electronic thesis authorization letter (Must be signed by advisor) before 15<sup>th</sup> Oct. (No. 1, University Road, Tainan City, National Cheng Kung University Library, and indicate the submission of papers)
- ② Please print out step 1 "Graduation Procedure form" in PDF file, and mail it to [libexit@libmail.lib.ncku.edu.tw](mailto:libexit@libmail.lib.ncku.edu.tw)  
(After the library receives the papers and other documents and completes the review, it will return the approved "Graduation Procedure form" to the applicant)

### Step 3-

- ① Please send those files to Ms. Wu (No. 1, University Road, Tainan City, National Cheng Kung University Department of Biomedical Engineering. Ms. Janna Wu)
  - A. Thesis (Ph.D.: Hardcover thesis)
  - B. Postponement of Publication/Removal of Paper of National Library (If you need to postpone public your thesis, please download from National Library) [https://www.ncl.edu.tw/information\\_296\\_8749.html](https://www.ncl.edu.tw/information_296_8749.html) , Regardless of the reason for filling in, **you must attach a certificate** (in any format), and **ask the advisor to sign on the certificate**)
  - C. The approved "Graduation Procedure form" from library, The Certificate of Advisor Agreement of Leaving School (Attached file 1) and "Graduation Procedure form" from BME (Attached file 2)
- ② Please scan those files after finishing the application. Then email to [z9401004@email.ncku.edu.tw](mailto:z9401004@email.ncku.edu.tw).  
Waiting for department office finish the procedure, Ms. Wu will send it back, you can take the form to get diploma

*If you would like to ask Registrar division to send the diploma?*

### Step 4-

Applicants for mailing please fill in the "Affidavit Form for Graduates of Posting Degree Certificates" and send ① this "Affidavit Form" and ② Step 2 the approved "Graduation Procedure form" to Ms. Cai, Registration Division ([z9802124@email.ncku.edu.tw](mailto:z9802124@email.ncku.edu.tw)) , Waiting for the registration group to approve the job. [Pay attention to the following address maintenance instructions]

### ■ Notice :

For those applying for mailing, should check the box of the mailing instructions on the web page of the step 1 to print the school leaving formalities, and then check whether the address is correct [If

you do not need post mail, there is no need to tick it ☒, the address will only be checked if there is a tick ☒ Present a state that can be changed].

☒The digital graduation certificate is free during the trial period. The school working time will be sent out three working days after the student completes the paper graduation certificate. Therefore, please fill in the information and all emails must be correct. Remember to Check/change clearly.

©website : [http://reg-acad.ncku.edu.tw/var/file/41/1041/img/4278/1092\\_gd\\_degree\\_acp.pdf](http://reg-acad.ncku.edu.tw/var/file/41/1041/img/4278/1092_gd_degree_acp.pdf)

**If there are no special circumstances, the person who applies for leaving school in person can follow the normal procedures.**

國立成功大學生物醫學工程學系【指導教授同意離校】證明書

**The Certificate of Advisor Agreement of Leaving School**

查學生 Student \_\_\_\_\_ 之 ☐碩士 Master ☐博士 PhD.

論文題目為 Thesis Title : \_\_\_\_\_

業經(\_\_\_\_年\_\_\_\_月\_\_\_\_日)口試委員審查，已達及格標準，唯需局部修正。

今，經本人複審，已修改完畢，且已繳齊相關要件，准予辦理畢業手續。

The thesis is already confirmed by oral committee on \_\_\_\_\_

(YYYY/MM/DD)

指導教授 Advisor : \_\_\_\_\_

中華民國 Academic Year

年 Year

月 Month

日 Date

## 醫工系\_\_\_\_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)	請指導教授確認論文比對並依各實驗室所屬規定驗收、核章 Signature of Advisor Thesis Originality Report has approved by Advisor 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", ( <a href="http://campus1.ncku.edu.tw/leave/index.php">http://campus1.ncku.edu.tw/leave/index.php</a> 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 : <a href="mailto:z9401004@email.ncku.edu.tw">z9401004@email.ncku.edu.tw</a></p> <p>(3)本系畢業生問卷 Fill out the questionnaire (<a href="#">Please check this 點此可連結問卷</a>)</p> <p style="text-align: right;">【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>Ignore this if you have already handed in the graduation photo and the questionnaire.</p>	