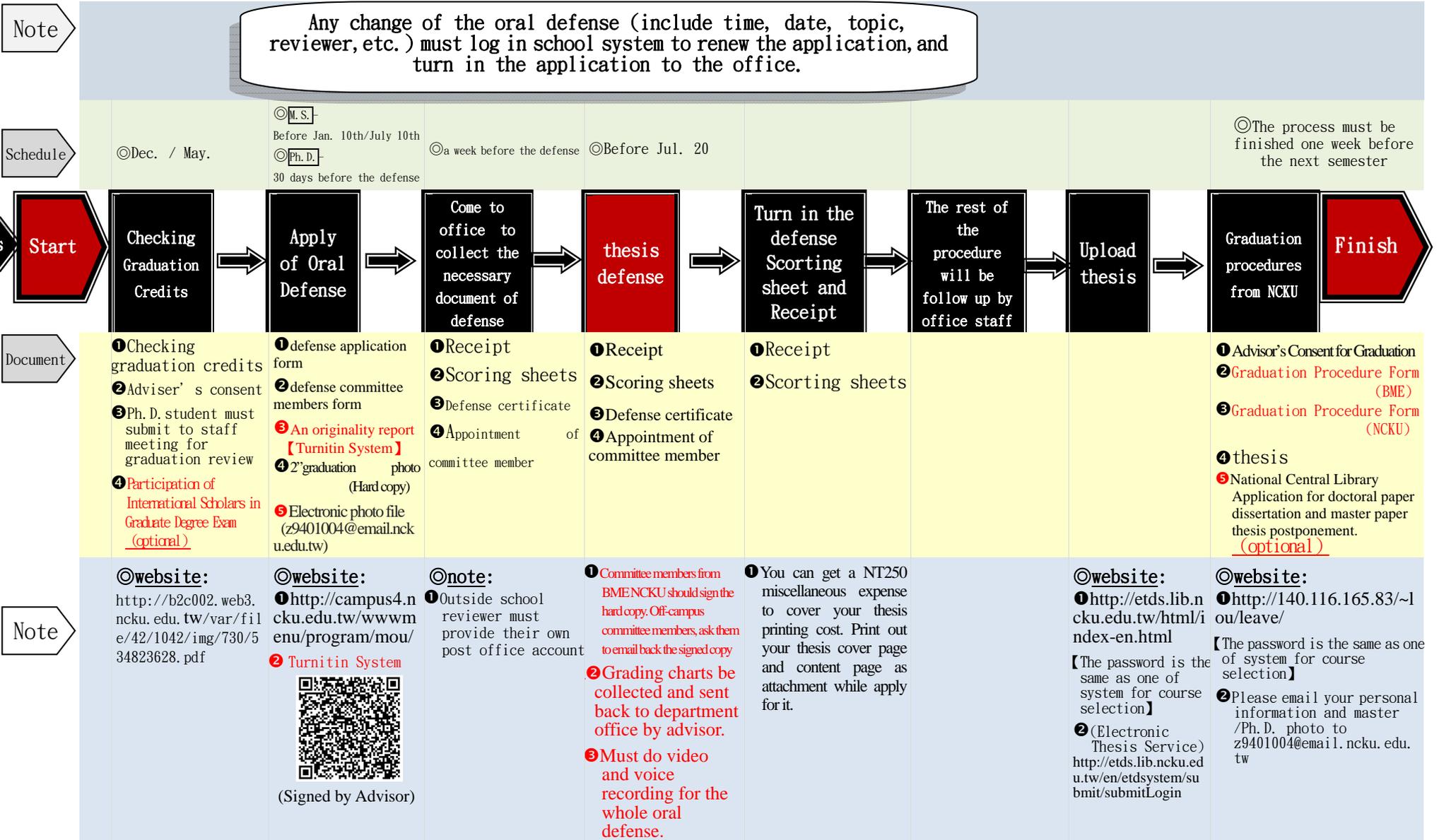# 碩博生申請畢業流程暨離校手續辦理手冊

Notice and Procedures of Graduation Application

【Only for COVID-19 Prevention Program】

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

Note	
	Any change of the oral defense (include time, date, topic, reviewer, etc.) must log in school system to renew the application, and turn in the application to the office.

Schedule	◎Dec. / May.	◎M.S.- Before Jan. 10th/July 10th ◎Ph.D. 30 days before the defense	◎a week before the defense	◎Before Jul. 20					◎The process must be finished one week before the next semester

Process	Start	Checking Graduation Credits	Apply of Oral Defense	Come to office to collect the necessary document of defense	thesis defense	Turn in the defense Scorting sheet and Receipt	The rest of the procedure will be follow up by office staff	Upload thesis	Graduation procedures from NCKU	Finish

Document	❶Checking graduation credits ❷Adviser's consent ❸Ph.D. student must submit to staff meeting for graduation review ❹Participation of International Scholars in Graduate Degree Exam (optional)	❶defense application form ❷defense committee members form ❸An originality report 【Turnitin System】 ❹2"graduation photo (Hard copy) ❺Electronic photo file (z9401004@email.ncku.edu.tw)	❶Receipt ❷Scoring sheets ❸Defense certificate ❹Appointment of committee member	❶Receipt ❷Scoring sheets ❸Defense certificate ❹Appointment of committee member	❶Receipt ❷Scorting sheets			❶Advisor's Consent for Graduation ❷Graduation Procedure Form (BME) ❸Graduation Procedure Form (NCKU) ❹thesis ❺National Central Library Application for doctoral paper dissertation and master paper thesis postponement. (optional)

Note	◎website: http://b2c002.web3.ncku.edu.tw/var/file/42/1042/img/730/534823628.pdf	◎website: ❶http://campus4.ncku.edu.tw/wwwmenu/program/mou/ ❷Turnitin System (Signed by Advisor)	◎note: ❶Outside school reviewer must provide their own post office account	❶Committee members from BME NCKU should sign the hard copy. Off-campus committee members, ask them to email back the signed copy ❷Grading charts be collected and sent back to department office by advisor. ❸Must do video and voice recording for the whole oral defense.	❶You can get a NT250 miscellaneous expense to cover your thesis printing cost. Print out your thesis cover page and content page as attachment while apply for it.		◎website: ❶http://etds.lib.ncku.edu.tw/html/index-en.html 【The password is the same as one of system for course selection】 ❷(Electronic Thesis Service) http://etds.lib.ncku.edu.tw/en/etdsystem/submit/submitLogin	◎website: ❶http://140.116.165.83/~lou/leave/ 【The password is the same as one of system for course selection】 ❷Please email your personal information and master /Ph.D. photo to z9401004@email.ncku.edu.tw

Graduation Credits Review

❶ The department office will follow the timeline set by NCKU Registrars division to review the graduations credits of students.
❷ Ph.D.student must submit to staff meeting for graduation review (refer to the appendix 1)
❸ Confirm graduate credits of the transcripts

Apply for Oral Defense

❶ 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.
❷ 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/) to register for Degree Examination.
❸ print out " Defense application form " and " List of defense committee members " from the online system, and hand the two documents to the department office.
❹ Please use Turnitin (Tunitin Link) to run an originality report of the thesis, print out the report, and have your advisor sign on it to confirm.
❺ Submit 2"graduation photo to Miss Wu.(Please write down your student ID and your name.)-hard copy*1
❻ Send(by mail) the electronic graduate photo file to z9401004@email.ncku.edu.tw

Get the Documents

❶ 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 Scorting Charts and Receipt

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

Upload Thesis/ Dissertation

❶ 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

❶ 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.
❷ 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系 博士班畢業檢核表
Checking List of PhD. Graduation

申請人 Applicant：_____ 學號 IF：_____ 組別 Group：____

原畢業學校/系所 Original Graduate School/Department：_____/_____

畢業條件 Graduation Conditions	檢附之證明文件 Supporting Documents	符合否/積分 Agreement/Point
課程學分 Course credits (含抵免證明 Include credit waive document)	☐檢附歷年成績單 Transcript for All Semesters (實得 Total___學分 credits) ☐抵免證明 Credit waive document___學分 credits)	☐符合 Agree ☐不符合 Disagree (附件 Attachment__)
資格考試 Qualifying exam	☐檢附通過考試證明 Certificate of qualifying exam 考科 Course：_____、_____、 _____、_____	☐符合 Agree ☐不符合 Disagree (附件 Attachment__)
論文提綱審查 Thesis review	日期 Date (Y/M/D)：____年____月____日（須為學位口試三個月前）(3 months before oral defense)	☐符合 Agree ☐不符合 Disagree (附件 Attachment__)
積分計算詳見本系博士班修業辦法第四點規定 The point calculation could follow the regulation of PhD Article 4	**積分核算及其他門檻規定 (提送系務會議審議)** **Points calculation and other requirements (submitted to the faculty meeting for review)**	
	IF 排名前 10%（含）或 IF≧5.0 者為五點 The IF ranking is in the top 10% (inclusive) or IF ≧ 5.0 in the field will be 5 points.	（填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: **(附件 Attachment__)**
	IF 排名前 25%（含）或 IF≧3.0 者為四點 The IF ranking is in the top 25% (inclusive) or IF ≧ 3.0 in the field will be 4 points.	（填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: **(附件 Attachment__)**
	IF 排名前 50%（含）或 IF≧2.0 者為三點 The IF ranking is in the top 50% (inclusive) or IF ≧ 2.0 in the field will be 3 points.	（填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: **(附件 Attachment__)**
	IF 排名前 75%（含）或 IF ≧1.0 者為二點 The IF ranking is in the top 75% (inclusive) or IF ≧ 1.0 in the field will be 2 points.	（填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: **(附件 Attachment__)**
	其他 SCI(含 SCIE) 為一點(二點為限) The Other SCI Journal (including SCIE) will be 1 point. (Maximum 2 points)	（填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: **(附件 Attachment__)**

	與論文研究相關之文檔，並已投稿於最近三年 SCI 引用期刊者為一點(以一點為限) Papers which are directly related to their thesis and have already been submitted to a journal listed in SCI will get 1 point.	(填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: (附件 Attachment__)
	修業年限六年以上者，第一作者的國際會議論文、EI 的英文期刊論文或獲得國內外發明專利(不含新型專利)者為 0.5點 (以一點為限) The Ph.D. candidates whose years of study is above 6 years, can get 0.5 point from: (1) international conference papers of which s/he is the primary author, (2) papers written in English and posted in Journals listed in EI, (3) obtained an invention patent (exlude the utility model patent). (Points from this article will get a maximum of 1 point.)	(填寫所發表論文資料 Publication information） (SCI, IF=____, Rank: __/__, __%)	Point: (附件 Attachment__)
	SCI 至少三點 At least 3 point of SCI Journal 本系第一排名及申請人為第一作者 The applicant is the first author and the primary affiliation is NCKU, BME 總積分 Total Point >=5（共 Total___點 Point）		□符合 Agree □不符合 Disagree

申請人簽名 Signature of Applicant：　　　　　　　　　　指導教授簽名 Signature of Advisor：

系辦公室初審結果 Department Office Review Result：□符合 Agree □不符合 Disagree

系務會議審核結果 Decision of faculty meeting：□通過 Pass　□不通過 Fail

備註 Remarks：系務會議通過後，依規定提出學位口試申請 After the decision of faculty meeting, please apply for the oral defense.

___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)**	►離校流程表 Graduation Procedure Form 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) ►系辦公室 Department office 2.論文 1 本(博士精裝本、碩士平裝本) 　Thesis*1 (Ph.D-Hardcover/ Master-Softcover) 3.繳交指導教授離校同意書 　Submit the form for Advisor's Consent for Graduation 4.系辦上網建立系友資料 　Installation the alumnus database 　　　　　　　　　　　　　　　--吳小姐(Janna)	
	5.(1)繳交 2 吋相片 1 張（學號、姓名） 　　Graduation photograph*1(Student No/ Name) 　(2)並將相片電子檔寄至 　　Please submit the Graduation photograph to the following address： 　　z9401004@email.ncku.edu.tw 　(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) 　Ignore this if you have already handed in the graduation photo and the questionaire.	

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