

國立中正大學畢業離校、領取學位證書办理流程

畢業證書領取資格：符合本校學則第五十一條、學士班提前畢業者另需符合提畢規定、研究生另需符合本校研究生學位授予辦法規定。

研究生先至本校圖書館「碩博士論文系統」，上傳論文電子檔，學士班學生則免。

申請網路離校

1. 登入本校校園單一入口後，點選網路離校系統
2. 確認個人資料
3. 選定申請類別為畢業
4. 列印：網路離校手續單

學士班應屆畢業生（含提畢生）若逾期未於應畢業當學期申請網路離校並完成學位證書領取，於次一學期辦理離校時，將無法申請網路離校，請自行至教學組下載離校單至各相關單位辦理。

※ 網路離校自申請日起一個月內有效，逾期須重新申請。

相關單位審核

持網路離校手續單至所屬系所辦公室核章，**研究生需加會圖書館；僑生、外籍生及陸生另加會國際事務處。**

※網路離校系統上相關單位審核若顯示不通過，請學生至相關單位詢問並解決。

確認本學期修課成績送達

本學期有修課同學，均須待修課成績全部送達(不論該科成績是否影響畢業資格)，方可領取學位證書。

研究生另須於學位口試成績送達教學組 3 個工作日後，始可領取學位證書。

領取學位證書

領取地點：教務處教學組

親自領取：

應備文件：

- (1) 經相關單位核章之離校手續單。
- (2) 學生證正本。
- (3) **研究生須另繳交學位論文一本、完成論文比對聲明書。**

因故無法親領，可委託代領，除需準備上述文件資料外，請另準備以下資料：

- (4) 委託書：至教務處網頁－表單下載－其他，下載委託書，清楚填寫委託人個人資料、委託代辦事項、受託人資料。
- (5) 委託人個人身份證影本。
- (6) 受託人本人有照片之證件正本（驗證身份用）

※**研究生論文延後公開：**

須檢附國家圖書館學位論文延後公開申請書及相關證明文件，經指導教授與所屬系所(學位學程)主管檢視，認定符合延後公開原因規定並簽名同意，方得辦理。

※**研究生如需申請歷年成績單，請於完成離校，領取學位證書領後再申請。**

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National Chung Cheng University
Degree Certificate Collection and School Departure Process

Eligibility for Degree Certificate Collection

- To collect the Degree Certificate, students must meet the requirements outlined in Article 51 of the university's academic regulations.
- Undergraduate students applying for early graduation must additionally comply with the specific early graduation requirements.
- Graduate students must fulfill the criteria specified in the university's Graduate Degree Conferment Regulations.

Graduate Thesis Upload

Graduate students must first upload their electronic thesis file to the CCU Thesis Retrieval System.

Note: Undergraduate students are not required to complete this step.

Online School Departure Application

1. Log in to CCU SSO (campus single sign-on) → CCU Leave System
2. Confirm your personal information is correct and accurate.
3. Select Graduation as the application type.
4. Print the *School Leave Form*.

Note: The application is valid for one month from the submission date. If it expires, a new application must be submitted.

School Departure Review Process

Students must bring their *School Leave Form* to their respective department office for approval.

- Graduate students must also obtain approval from the CCU Library.
- Overseas Chinese students, international students, and Mainland Chinese students must additionally seek approval from the Office of International Affairs.

Note: If the CCU Leave System shows that the review by relevant departments has not been approved, students should contact the respective departments to inquire and resolve the issue.

Confirmation of Course Grades for This Semester

All grades must be submitted to the Office of Academic Affairs, even if they do not affect graduation eligibility. Graduate students can only collect their Degree Certificate three working days after oral defense grades are submitted to the Division of Curriculum and Instruction.

Degree Certificate Collection

- Personal Collection

Required Documents:

1. Completed *School Leave Form* with official stamps from relevant departments.
2. Student ID card.
3. Graduate students must submit one copy of their thesis along with a completed *Statement for Completing the Original Check of Thesis*.

- Collection by an Authorized Representative:

In addition to the required documents mentioned above, student must also provide:

4. A Letter of Authorization (Download the form from the Office of Academic Affairs website: Forms Download → Others) The authorizer must provide their personal details, authorized tasks, and the representative's information.
5. A photocopy of the authorizer's ID card.
6. The authorized representative's original photo ID for identity verification.

Notes:

1. Application for Extension of Graduate Thesis Public Release:
Students must submit the *Application for Embargo of Thesis/Dissertation* form along with supporting documents. The application must be reviewed and approved by the advisor and the head of the department or academic program.
2. Graduate Student Transcript Application:
Graduate students requiring a transcript should apply for it only after completing the school departure process.

※The English version is for reference only. In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.