

Thesis Retrieval System SOP

STEP 1: Register a new account for the Thesis Retrieval System

Website: http://cloud.ncl.edu.tw/ccu/in_aleph.php?school_id=274

Account: Student ID (e.g: 6XXXXXXX)

Password: Same as the password in the E-course system (kiki system).



STEP 2: After Login, you will see a page as the following:

欄位Field	內容Content
* 學年度 : 105 ▼ Academic Year :	
學校名稱 : 國立中正大學 School Name :	
* 系所名稱 : 請選擇 Department Name :	
* 姓名 : Name :	
* 學號 : Student Id :	
* 電子郵件 : E-mail :	(請確實填寫Please confirm)
學期 : 二 ▼ Semester :	
連絡電話 : Phone Number :	
地址 : Address :	

個人資料蒐集、處理及利用告知事項

Fill in all the information.

After fill in all the information, press “**APPLY**”.

STEP 3: Thesis Submission

***** Note: Remember to add the CCU Emblem Watermark to every pages of your Thesis and save it into PDF file.**

CCU Emblem Watermark download here:



http://ndltdcc.ncl.edu.tw/new_file_download.php?Pact=FileDownload&Pval=4788

After Registration in **Thesis Retrieval System**, you would receive a set of "Account and Password" in your email.

Login here: http://cloud.ncl.edu.tw/ccu/in.php?school_id=274



Follow the instructions and start to submit your Thesis.

STEP 4: Sign the Letter of Authorization.

The Review of the Thesis requires 2-3 working days.

After the review has been finished, you need to download, fill in and print out the Letter of Authorization from the system.

Download here: <http://cloud.ncl.edu.tw/ccu/>

Leaving-School Procedures

STEP 1: Login the System

Login here: <http://mis.cc.ccu.edu.tw/alumni/alumni/index.php>

Account: ARC no.

Password: Same as the password in the E-course system (kiki system).

校友資料庫平台

親愛的中正大學校友您好：

母校十分關心您的近況，誠摯邀請您更新個人資料、填寫本校問卷，並請101學年度(101/8/1~102/7/31)及103學年度(103/8/1~104/7/31)畢業校友接續填寫教育部問卷，再返回本平台填寫系所問卷。只要幾分鐘時間，您的回饋將作為系所課程改善的重要參考，讓母校更加進步！

為感謝您的填答，我們將於105年11月辦理校友回娘家抽獎活動，透過e-mail或電話方式通知中獎者並贈送精美小禮物，邀請您現在就上網填答！

如有問卷填寫問題，請電洽秘書室媒體暨公關中心許小姐（分機10255）或連小姐（分機10257），謝謝！

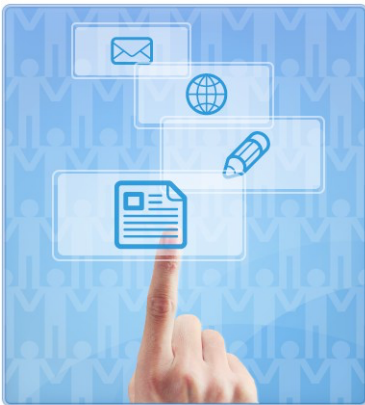
Login

Account 請輸入您的身分證號：

Password 請輸入您的密碼：

登入系統 遺失密碼查詢

Login



- 點選「登入系統」，代表我已經詳閱並同意 [隱私權聲明](#)。
- 若您曾經於本校離校過，請使用當時更改過的密碼；若您未曾登入過，請使用學籍系統密碼為預設密碼。
- 若帳號或密碼有任何問題，請電洽秘書室媒體暨公關中心許小姐（校內分機 10255）

STEP 2: Fill in all the information and questionnaires inside the platform.
(All the contents inside are Chinese)

Click “**here**” and follow the instruction to fill in the questionnaires.

*** **Note:** There are two kinds of questionnaires:

- CCU Alumni Information System
- Career Prospects Questionnaire of the Ministry of Education

STEP 3: Login the Leaving School System

Before start of the Leaving School Progress, please return all kinds of books, equipment and debts to the school's different departments.

Login here: <http://osa.ccu.edu.tw/leave/>

Enter this website and log in the system.

Account (學號): Student ID.

Password (密碼): ARC no.

STEP 4: Apply for the Leaving School Progress

When you log in, you will see the following page. Follow the signs inside the picture to complete this progress.

系所 姓名 學號

申請網路離校

E-mail	
學生屬性	
申請類別	☒ 畢業 ☐ 休學 ☐ 退學 ☐ 逕讀專班

申請離校 2

1

各單位審核狀態

校內分機	組別	申請結果
15112	圖書館出納台	未審核
15102	圖書館讀者服務組	未審核
13301	出納組	未審核
51101	體育中心	未審核
13707	警衛隊	未審核
17305	通識中心	未審核
17605	國際學生組	未審核
12104	生活事務組	未審核
13508	保管組	未審核

您離校手續尚未完成

1. Choose **【畢業】**(Graduate)
2. Press **【申請離校】** (Apply: Leaving-School)

STEP 5: Print out the “*Leaving School Progress Form*”

The Progress requires 3-5 working days. After 3-5 days, you need to login the Leaving School System again and print out the Leaving Progress Form.

各單位審核狀態

校內分機	組別	申請結果
15112	圖書館出納台	審核通過
15102	圖書館讀者服務組	審核通過
13301	出納組	審核通過
51101	體育中心	審核通過
13707	警衛隊	審核通過
17305	通識中心	審核通過
17605	國際學生組	免審核
12104	生活事務組	審核通過
13508	保管組	審核通過

您離校手續尚未完成

列印離校申請單

休學申請表(含流程)
退學申請表(含流程)
列印離校申請單 [Click here](#)

STEP 6: Go to the **Office of College of Management** to stamp on the “*Verifying Completion of Departure Procedures*” and “*Leaving School Progress Form*”.

Verifying Completion of Departure Procedures download here:

[link](#)

*** **Note:** Submit 2 copy of the Thesis to the Office of College of Management.

STEP 7: Submit the hard copy of the **Student Thesis Database Usage Survey** to IMF office.

[link](#)

STEP 8: Go to **CCU Library** and **Office of International Affairs** to stamp on the *Leaving School Progress Form*.

*** **Note:** Submit 1 copy of the Thesis to the CCU Library.

STEP 9: Bring the “*Leaving School Progress Form*” + Student ID card to the **CCU Academic Affairs** and take the Chinese Diploma.

***** Note:** Submit 1 copy of the Thesis to the CCU Academic Affairs.

IMPORTANT NOTE:

- If you want to apply for the **English Diploma and Transcript**, you need to fill in the application form in the CCU Academic Affairs and pay for the fee in the CCU Cashier's Section. It requires 1 working day to make the English Diploma and Transcript, you can take it after 10am in the next day of the day you apply for it.
- If you want to certify your Diploma and Transcript to take it back to your home country, you can go to **Taiwan Chiayi District Court** and **Southwestern Taiwan Office, Ministry of Foreign Affairs, Republic of China (Taiwan)**.
Taiwan Chiayi District Court Official Website: <http://cyd.judicial.gov.tw/en/index.asp>
Southwestern Taiwan Office, Ministry of Foreign Affairs Official Website: <http://www.boca.gov.tw/content.asp?Cultem=5923&mp=2>
- Some of the countries may need the certification of the embassy, you can contact the embassy of your home country in Taiwan if needed.

*****If you have any problem please contact the IMF Office of College of Management*****