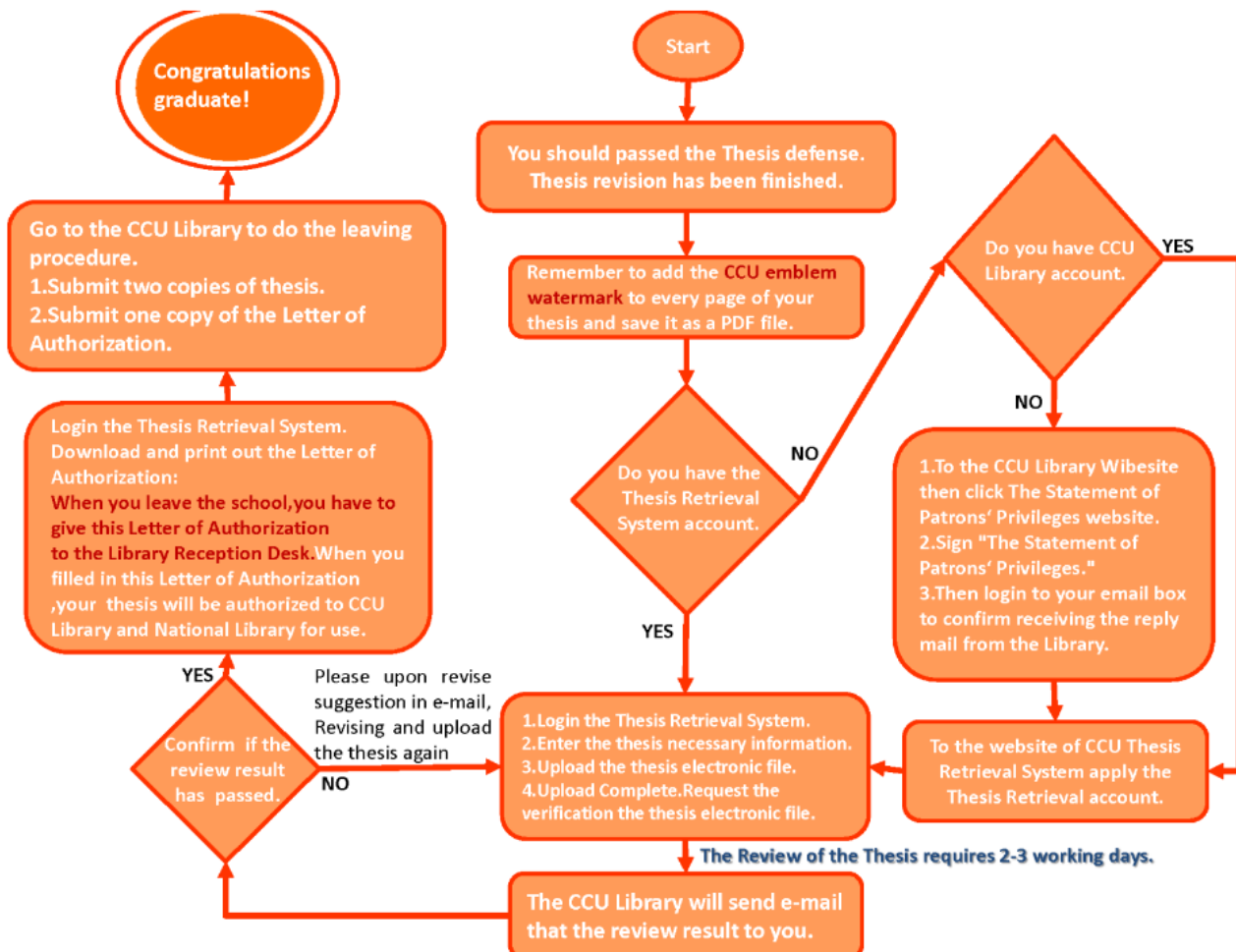
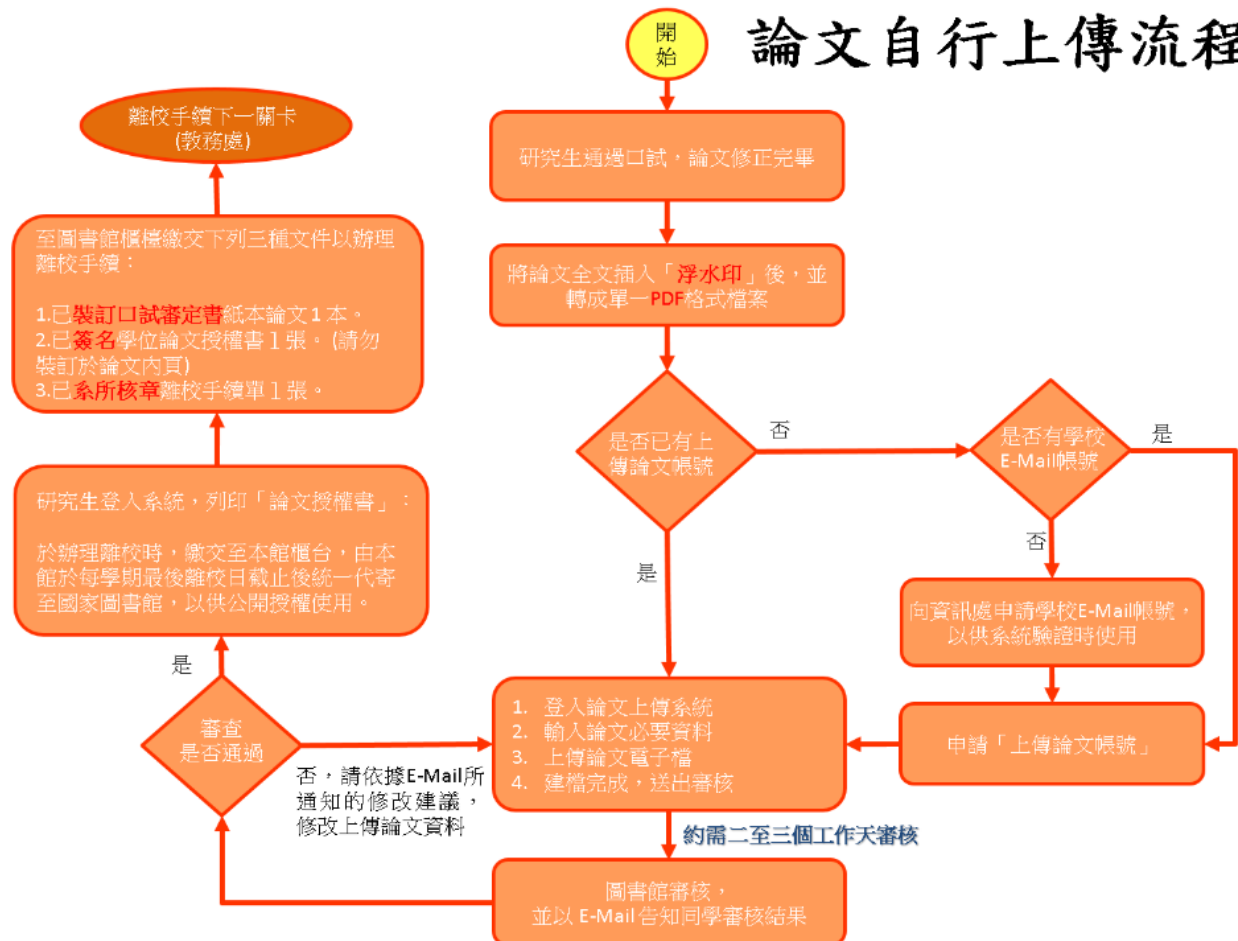


Thesis Submission Process Diagram

論文自行上傳流程



Thesis Retrieval System SOP

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

Website: https://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).



***if you fail to register a new account, please e-mail to ccuethesys@ccu.edu.tw and provide your name, department, and student ID. After the system returns your account and password, click the second "Submission" button on the left to log in and start creating files.

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

請輸入個人基本資料 紅色號為必填欄位 Please Key in Red * is the required field		如果有任何問題，請立刻聯絡我們 If you have any problem, please Contact Us	
欄位Field		內容Content	
學年度 : 105 ▼			
學校名稱 : 國立中正大學			
系所名稱 : 請選擇 ▼			
姓名 : <input type="text"/>			
學號 : <input type="text"/>			
電子郵件 : <input type="text"/> (請確實填寫Please confirm)			
學期 : 二 ▼			
連絡電話 : <input type="text"/>			
地址 : <input type="text"/>			
個人資料蒐集、處理及利用告知事項			

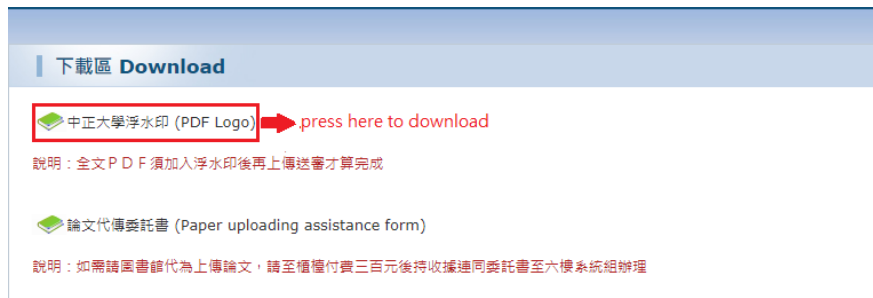
Fill in all the information.

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: <https://cloud.ncl.edu.tw/ccu/download.php>



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:

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

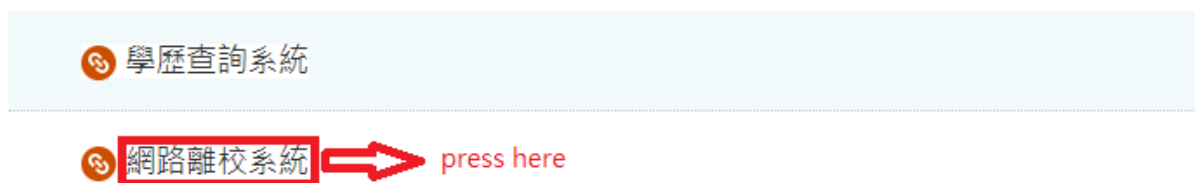
STEP 3: Login the Leaving School System

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

Website : <https://oaa.ccu.edu.tw/p/404-1004-11986.php?Lang=zh-tw>

首頁 / 線上系統

學籍



Enter this website and log in the system.

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	<input type="text"/>
學生屬性	<input type="text"/>
申請類別	<input checked="" type="radio"/> 畢業 <input type="radio"/> 休學 <input type="radio"/> 退學 <input type="radio"/> 逕讀專班

申請離校 2

各單位審核狀態

1

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: 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 8: 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*****

Thesis Regulation

紙本論文印製相關規定

1. The theses/dissertations must be compiled as follows:
 1. Front cover (including spine)
 2. Title page
 3. Thesis/dissertation verification letter
 4. Letter of Authorization
 5. Preface and acknowledgement (optional)
 6. Abstract and 5-7 keywords (in Chinese)
 7. Abstract and 5-7 keywords (in English)
 8. Table of content
 9. List of figures
 10. List of tables
 11. Text
 12. References
 13. Appendix
 14. Back cover
2. Front cover (including spine): [Attachment 1 and sample]
 1. Front cover: Name of the university (in Chinese and English), name of the department/institute, academic degree, thesis/dissertation title, author, advisor and date (year and month) of graduation.
 2. Spine: Name of the university, name of the department/institute, academic degree, thesis/dissertation title (in Chinese), author and academic year of graduation.
3. Title page: Same as the front cover.
4. Thesis/dissertation's verification letter: [Attachment 2]
 1. After passing the thesis/dissertation examination from the committee's review, the PhD and postgraduate students who need to modify their thesis/dissertation shall revise it based on the comments of the examination committee members.
 2. The student can only submit the thesis/dissertation after his/her advisor has signed and approved the thesis/dissertation's verification letter.
5. Letter of Authorization (download from the Thesis Retrieval System)
6. Preface and acknowledgement

The student may express his/her appreciation for the inspiration or assistance that other people gave his/her or thoughts about the thesis/dissertation on this page. The preface and acknowledge shall be

concise and not more than one additional page, if needed.

7. Abstract (in Chinese and English): [Attachment 3]
 1. The abstract shall contain key points of the text, including purpose, method, procedure and conclusion of the study.
 2. Both the Chinese and English abstracts shall not be more than one page.
 3. An abstract in Chinese must be attached if the department/institute allows the student to write his/her thesis/dissertation in English
8. Table of content: [Attachment 4]

This page contains titles of each chapter and section, references, appendixes and their page numbers.
9. List of figures: [Attachment 5]

This page contains titles of each figure and their page numbers.
10. List of tables: [Attachment 5]

This page contains tables of each chapter and section and their page numbers.
11. Page format:
 1. Paper: White A4, 80lb Simili paper binding (front and back covers excluded).
 2. Font:
 - Chinese: Kaiti No. 12 (MingLiU and DFKai-SB) with 1.5 spacing.
 - English: Times New Roman No. 12 with double spacing.
 3. Margin: 2.5cm (top), 2.5cm (bottom), 3cm (right), 3cm (left); black font color with punctuation marks, no alteration allowed; page number right down in the center and 1.5cm above the bottom edge.
 4. The thesis/dissertation is written in Chinese or English. The text is printed on both sides, and printing on one side is allowed for texts of not more than 80 pages. (Color pictures can be printed on one side.)
12. Compilation of page numbers:
 1. The pages before the text are numbered continuously in the center using Roman numerals (lowercase) i. ii. iii....
 2. The pages from the first page of the text to the "Appendix" page are numbered continuously in the center using ciphers 1, 2, 3....
13. Table/figure literatures:

For tables/figures extracted from the literature, source of the table/figure must be given in the text right under the table/figure concerned.
14. References:

1. Cited Chinese/English books: Author, publishing year, title and version of the book, location, publisher and page number.
 2. Cited Chinese/English periodical: Author, title of the essay, title of the periodical, volume, issue number, date and page number.
 3. Format of the references must be the same. The department/institute shall refer to the conventional academic format and select a general citation format (such as APA, MLA, Chicago) for all thesis/dissertations, or the department/institute may provide at most 5 different academic periodicals and allow students to select one of them as format of the references.
-
15. Front/back covers: The thesis and dissertation must be well bound in the form of a book. The college must select a solid color for the cover of the thesis/dissertation and ask the department/institute to use such accordingly.

國立中正大學英文學位證書申請表

National Chung Cheng University

Application for Diploma in English

申請注意事項：

- 一、本人申請，請出示有效之有照證件正本；若委託辦理，請受託人攜個人有效之有照證件正本及委託人填妥之委託書及委託人身分證正反面影本至教學組辦理。
- 二、英文姓名請用印刷體清楚填寫，填妥申請表後請至出納組繳交規費新台幣 100 元。
- 三、本校『英文學位證書』不供作申請國外學校之用，欲繼續至國外學校就讀之學生，應申請『英文學位證明書』。
- 四、英文學位證書僅發給一次，遺失不再補發。

Application Instructions:

1. Applicant must show your valid personal ID; for the authorized person, please bring your valid original personal ID, and an authorization letter with a copy of the applicant's personal ID must be presented.
2. Please clearly write your English name in block letters and pay 100NT at the Cashiers' Section, then turn in the application form to the Curriculum and Instruction Section.
3. The English Diploma from CCU cannot be used for the admission of universities abroad. If you wish to study overseas, please apply the Verification of Degree in English.
4. The Diploma in English may only be issued once and will not be replaced if lost or damaged.

申請日期Application date: 年 月 日

學號 Student ID no.	畢業系(所) Graduation Department	聯絡電話 phone no.	
中文姓名 Chinese name		英文姓名(須同護照) English name	
		(Must match with your passport)	
身分證號 Personal ID no. or ARC No.		生日 Date of birth	年 月 日 yyyy/mm/dd
本人親自申請，以下資料免填 If same as applicant, do not need to fill out the information below			
填表人 Name of the Person completing form	身分證號 Personal ID no. or ARC No.	聯絡電話 phone no.	與持證者關 Relationship with the applicant
出納組 收費簽章 Cashiers' Section	英文學位證書規費新台幣 100 元整 Payment: NT\$100 (Paid Stamp)		
	出納組實收新台幣 元整 (請出納組填寫)		
領證人簽收 Receiver's signature	領證人同填表人，以下資料免填 If picked up by applicant, do not fill out the information below		
	身分證號 Personal ID no. or ARC No.	聯絡電話 Phone no.	與持證者關係 Relationship with the applicant
日期: 年 月 日 Receiving Date(Y/M/D)			