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:

Fill in all the information.

After fill in all the information, press "**APPLY**".

STEP 3: Thesis Submission

*** <u>Note</u>: 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).

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.

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.

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.

*** <u>Note:</u> Submit 1 copy of the Thesis to the CCU Academic Affairs.

<mark>**IMPORTANT NOTE:**</mark>

- If you want to apply for the **<u>English Diploma and Transcript</u>**, 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?CuItem=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