

Notification of Graduation Application for
Master/Ph.D. Graduates
Department of Mechanical Engineering
National Chung Cheng University

Last day of leaving school	Please check the academic calendar
Application Acceptance	The office of Department of Mechanical Engineering
Contact us	(23303) Ms. Yen
The required documents for graduation application	
Documents	Notice
1. Degree Examination Score Report	Deadline: Please check the academic calendar The Chinese Diploma will be available after 3 days of application.
2. Leaving School Procedure Form	Please make sure you finish your laboratory work and ask the advisor to sign at department part “系所” of the form. It should be printed from the Network Leaving School System: https://www026179.ccu.edu.tw/leave/
3. 3 hard copy of thesis with the Degree Examination Approval Form	<p>※One of the Degree Examination Approval Form must be original and its inner pages must attach the comparison result and the photocopy of comparison statement. This hard copy will keep by the ME department. (The original comparison result copy should be submitted separately to the curriculum section, the Office of Academic Affairs.)</p> <p>※Students should submit 1 hard copy of their thesis each to the curriculum section and to the library. For the two hard copies, comparison result and the photocopy of comparison statement attached or not is decided by the advisor.</p> <p>※If delayed publication is necessary, the inner pages of the thesis must attach the copy of the Application for Embargo of Thesis/Dissertation. (The original copy should be submitted separately to the curriculum section, the Office of Academic Affairs.)</p>
4. The Letter of	Please register to the Thesis Retrieval System

Authorization (for thesis electronic file)	(https://cloud.ncl.edu.tw/ccu/) and upload your thesis. After the review of the thesis, you need to download the Letter of Authorization and submit it to the Library Reception Desk.
5. The pdf file of your thesis	The same content of the one submitting to the department office, please send to E-mail: deptime@ccu.edu.tw Email title: Submit the pdf of ____'s thesis The file naming should be: student ID+ your name
Notification of Graduation Application	
Reminders for Graduates	Notice
1. Note that cover color of the thesis is determined by the Department office	Please refer to graduated thesis copies in your laboratory or stop by the office for more information.
2. Thesis format	You can download it from the ME department official website-Home-RECRUIT-Forms download-MS/PHD Student.
3. Application for delayed public release of thesis/dissertation (If necessary)	※Only accept application for patent or project factors. Please fill out the Application for Embargo of Thesis/Dissertation Form and it should be signed by the applicant, advisor and the chair of ME department. ※The original copy should be submitted to the curriculum section, the Office of Academic Affairs with the hard copy of the thesis.
Apply for postponing graduation because of uncompleted thesis	
Reminder	Notice
Application Form for Postponing the Graduation Process (For special case)	Students who have passed the thesis/dissertation oral defense but haven't completed the graduation process within the deadline specified in the academic calendar for leaving the school, must submit this form to the Office of Academic Affairs before the deadline. It will reserve your score of degree oral examination and you should enroll and complete the graduation process in the next semester. ※This form can be downloaded from the website of the Office of Academic Affairs-forms-scores and the ME department official website-Home-RECRUIT-Forms download-MS/PHD Student.