Graduation process 畢業流程

In order to successfully complete your degree studies in CCU and graduate, you have to finish the following procedures 請按照以下流程完成你的畢業程序:

1. Submit your thesis/dissertation into the **Thesis Retrieval System** *(Only for Master and Ph.D. students)*
   研究生需把論文上傳至 碩博士論文系統
2. Fill in two questionnaires at the **CCU Alumni Information system**
   登入校友資料庫平台填寫問卷
3. Complete the Leaving-School procedures at **Leaving-School system**
   完成網路離校系統手續

On the following pages, we will explain how each of the online system works.
以下，我們將逐一解釋網路離校手續

Please be reminded that 備註:

    Leaving-School procedure should also be completed in papers.離校手續亦含紙本離校

    The whole procedure might take at least one week. 完成離校手續需最少一個禮拜的時間

    The undergraduate students do not need to submit any thesis/dissertation into the Thesis Retrieval System. 大學部學生不需要上傳論文至碩博士論文系統

If you have any questions, please feel free to contact us or your Department Office for help.
若你有任何問題，請聯繫你的系所辦公室求助。

Thesis Retrieval System SOP 碩博士論文系統 SOP

(Only for Master and Ph.D. Students 研究生需上傳論文)

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

一、申請碩博士論文系統賬號密碼

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

Account: Student ID (e.g: 6XXXXXXXX) 賬號為學號

Password: Same as the E-course system (Course selection system - KiKi) password. 密碼為學籍系統密碼

STEP 2: After logging in, you will see the following page:

二、登入後會看到以下畫面：

Fill in all of the information. 請填寫各項資料

After filling in, press **"APPLY"**. 完成填寫後，請點選**"APPLY"**

STEP 3: Thesis Submission

三、論文上傳

*** Note（備註）: Remember to add the CCU Emblem Watermark to every page of your Thesis and save it as a PDF file. 將論文全文插入中正大學浮水印，並轉成 PDF 格式檔案。

Download the CCU Emblem Watermark here 中正大學浮水印下載:

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

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

申請碩博士論文系統賬號密碼後，你會在 Email 收到一組賬號密碼

Login here 登入以下網址： http://cloud.ncl.edu.tw/ccu/in.php?school_id=274

Follow the instructions and start to submit your Thesis. 請按照步驟完成論文上傳

The Review of the Thesis requires 2-3 working days. 論文審核需 2 至 3 個工作天

STEP 4: Sign the Letter of Authorization.
四、簽署"論文授權書"

After the review has been finished, you need to log into the system again, download the Letter of Authorization, fill in and print out. When you leave the school, you have to give this Letter of Authorization to the Library Reception Desk. When you have filled in this Letter of Authorization, your thesis will be authorized to CCU Library and National Library for use. 審核完畢後需下載、填寫並列印論文授權書。本授權書，離校時，繳交至圖書館櫃檯，由圖書館統一寄至國家圖書館，以供中正圖書館及國家圖書館授權用。

CCU Alumni Information system 校友資料庫平台

STEP 1: Log in to the System

一、 登入校友資料庫平台

Login here 網址:

http://mis.cc.ccu.edu.tw/alumni/alumni/index.php

Account: ARC number

賬號為居留證號碼

Password: Same as the E-course system (Course selection system - KiKi) password.

密碼為學籍系統密碼

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

請輸入您的身分證號： [ ] **Account**
請輸入您的密碼： [ ] **Password**

Login 登入系統 遺失密碼查詢

- 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，請電洽書室媒體暨公關中心許小姐〈校內分機10255〉

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

二、填寫問卷 （全中文）

Click "**here**" and follow the instructions to fill in the questionnaires.

請點選**"開始填寫本校問卷! GO!"**開始填寫

| 更新聯絡資料 | 更新就業資料 | 填寫本校問卷 | 填寫系所問卷 | 更改密碼 | 尋找校友 | 檢視抽獎/離校資格 | 登出 |

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，請電洽書室媒體暨公關中心許小姐〈分機10255〉或連小姐〈分機10257〉，謝謝！

✔ 我上次於 2017/07/10 更新過基本聯絡資料，尚未過期。
✔ 我上次於 2017/07/10 更新過就業狀態資料，尚未過期。
✔ 我上次於 2017/07/10 更新過本校問卷資料，尚未過期。

+ 顯示我的聯絡資料
建議您先更新聯絡/就業資料，然後填寫本校問卷。

開始填寫本校問卷！GO！ **Here**

中正大學首頁 校友園地 疑問與建議

*** Note（備註）:

There are two kinds of questionnaires. You must fill in both of them. 系統內有兩種必填問卷:

1. CCU Alumni Information System 中正校友資料庫（Attachment 1）
2. Career Prospects Questionnaire of the Ministry of Education 教育部職涯發展問卷

Leaving-School System 網路離校系統

STEP 1: Log in to the Leaving School System
一、登入網路離校系統

Before starting the Leaving School Procedure, please return all the books, equipment and debts to the school's different departments, if you have lent any.

在申請網路離校之前，請先歸還所有書本、器材或學校的財物至其所屬單位。

Login here 網路離校網址: http://osa.ccu.edu.tw/leave/

Enter this website and log in to the system. 請進入該網站

Account (學號): Student ID. 請輸入你的序號

Password(密碼): ARC number 請輸入你的居留證號碼

STEP 2: Apply for the Leaving School Procedure
二、申請網路離校

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

登入之後你會看到以下畫面。請按照圖片顯示的步驟完成網路離校申請手續。

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) 請點選【畢業】
2.   Press【申請離校】(Apply: Leaving-School) 請點選【申請離校】

STEP 3: Check the status and Print out the *"Leaving School Procedure Form"*

三、檢查網路離校進度以及列印 "網路離校手續單"

This Procedure requires 3-5 working days. After 3-5 days, you need to log in to the Leaving School System again and **print out the Leaving Procedure Form.**

3 到 5 工作天後，再次登入網路離校系統並且列印 "網路離校手續單"

In here, you can see the different units/departments review/confirmation status.

"審核通過" – Successfully confirmed

"審核不通過" – Confirmation failed

"未審核" – Hasn't been reviewed yet

"免審核" – No need for review

If the status has not turned into **"審核通過"** after 3-5 working days, please call the extension on the first lane to contact them.

各單位會在 **3-5** 工作天內進行審查，若審查通過申請結果顯示 **"審核通過"**，有些單位在申請後可立即審查完畢或免審查。若在 **3-5** 工作天後仍沒有顯示結果則需打該單位的校內分機詢問狀況。

STEP 4: Go to **your Department Office** to get stamp on the *"Leaving School Procedure Form"*.

四、請至您的系所辦公室並在學生離校手續單上蓋章

*** Note: Submit a copy of your Thesis to your Department Office.

*** 備註：請繳交紙本論文給您的系所辦公室。

STEP 5: Go to **CCU Library** and **Office of International Affairs** to get stamp on the *Leaving School Procedure Form*.

五、請至圖書館及國際事務處並在學生離校手續單上蓋章

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

*** 備註：請繳交一份紙本論文給圖書館。

Fully completed Leaving-School Procedure Form sample 完整的學生離校手續單範本:

This is the stamp of Library (Only for Graduate Students)
研究生需至圖書館蓋章

You need to get all stamps from the different units/departments of CCU. (For all degree students)
大學部及研究生皆需至所要求之校內各單位完成蓋章

STEP 6: Bring the **"*Leaving School Procedure Form*"** and **Student ID card** to the **Office of Academic Affairs** and take the Chinese Diploma.

六、請把"學生離校程序單"與學生證一併拿到教學組並領取中文學位證書

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

*** 備註：請繳交一份紙本論文給教學組。

- If you want to apply for the **English Diploma and Transcript**, you need to fill in the application form in the Office of Academic Affairs and pay for the fee in the Cashier Section. It requires 1 working day to make the English Diploma and Transcript, you can take it after 10am of the next day you applied.

  若您需要申請 **"英文學位證書"** 以及 **"英文歷年成績單"**，您需要填寫教學組的申請表並至出納組繳費。教學組需要一天的工作時間，您可以在申請後隔天早上十點後至教學組領取。

- English Diploma Application Form（英文學位證書申請表）: [DOC] / [ODF]

  English Transcript Application Form（英文歷年成績單申請表）: [DOC] / [ODF]

- 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)**.

  若您需要把證書及成績單帶回您的原居地，請至**台灣嘉義地方法院**以及**中華民國外交部雲嘉南辦公室**認證。

- *Taiwan Chiayi District Court Official Website（台灣嘉義地方法院官網）*：

  http://cyd.judicial.gov.tw/en/index.asp

  Southwestern Taiwan Office, Ministry of Foreign Affairs Official Website（中華民國外交部雲嘉南辦公室官網）：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.

  有些國家或許需要駐台大使館的認證，您可以聯繫您國家的駐台大使館是否需要進行其他手續。

*** If you have any problem please contact your Department Office for help 若有任何問題，請聯繫您的系所辦公室 ***

CCU Alumni Information System 中正校友資料庫 Questionnaire Manual

1.

After how many months following your graduation, have you found your first full-time job?

Option:

A. Don't have a job yet. B. Before graduation. C. After a month. D. After two months. E. After three months.

F. After four months. G. After five months. H. After six months. I. Within a year. J. Within two years.

K. Within three years. L. More than three years.

2.

Including the full time job you have right now, how many jobs did you take before?

The last option: More than ten.

3.

How much is your monthly salary (including bonus)?

First option: Below 20,000 NTD.

Last option: Above 300,001 NTD.

4.

How is the correlation between your work and your study?

Option:

A. High correlation. B. Medium correlation. C. Low correlation. D. No correlation.

5.

How did you find your first job?

Option:

A. Apply by yourself. B. Recommended by your family or friends. C. Recommended by your university.

D. Recommend by your professor. E. Start your own business. F. Family business. G. National examinations.

H. Cooperative program and internship. I. Job placement and career services center.

J. Haven't found a job yet. K. Others.

6.

Are you satisfied with your job?

Option:

A. Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

7.

What is the reason behind your dissatisfaction with your job?

Option:

A. Low salary. B. Poor working environment. C. Heavy workload. D. Workplace is far from the place you live.

E. Your interest and specialty don't match up.

F. Have problems interacting with your superiors and colleague. G. Poor welfare system. H. Others.

8.

Was the professional curriculums from your department helpful to your career?

Option:

A. Very helpful. B. Helpful. C. Wasn't helpful. D. Could be better.

Are you satisfied?

Option:

A.　Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

9.

所學通識課程是否對您就業有幫助？
有幫助 ▼ 您感到滿意嗎？ 滿意 ▼

Was the General Education courses helpful to your career?

Option:

A. Very helpful. B. Helpful. C. Wasn't helpful. D. Could be better.

Are you satisfied?

Option:

A. Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

10.

所學實習課程是否對您就業有幫助？
有幫助 ▼ 您感到滿意嗎？ 滿意 ▼

Was the internship courses helpful to your career?

Option:

A. Very helpful. B. Helpful. C. Wasn't helpful. D. Could be better.

Are you satisfied?

Option:

A. Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

11.

社團及相關活動是否對您就業有幫助？
有幫助 ▼ 您感到滿意嗎？ 滿意 ▼

Were the school clubs and related activities helpful to your career?

Option:

A. Very helpful. B. Helpful. C. Wasn't helpful. D. Could be better.

Are you satisfied?

Option:

A. Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

12.

During my study period in the University, I had a clear plan for my studies.

Option:

A. Very agree. B. Agree. C. Disagree. D. Could be better.

13.

I know the future direction of my career development.

Option:

A.   Very agree. B. Agree. C. Disagree. D. Could be better.

14.

Do you want to study for advanced studies in the University again?

Option:

A.   Yes. B. No.

15.

請問您對本問卷系統使用的滿意度？

請選擇 ▼ 具體建議

Are you satisfied with this questionnaire?

Option:

A. Very satisfied. B. Satisfied. C. Not satisfied. D. Could be better.

Suggestion.

16.

1. 您認為在職場上的最需加強能力為何？
   - A 專業能力
   - B 語言能力
   - C 資訊處理能力
   - D 軟實力

2. 您認為本系(所)的專業知識訓練課程對於目前的工作有幫助？
   - A 非常有幫助
   - B 有幫助
   - C 普通
   - D 沒幫助
   - F 有待加強

3. 您認為本系(所)所學課程符合就業市場需求？
   - A 非常同意
   - B 同意
   - C 普通
   - D 不同意
   - F 有待加強

1) **In the workplace, what abilities do you think need to be improved the most?**
   A. Professional ability. B. Language ability. C. Information processing ability.
   D. Soft power.

2) **Do you think the professional knowledge training programs from your department were helpful to your career?**
   Option:
   A. Very helpful. B. Helpful. C. Neutral. D. Wasn't helpful. E. Could be better.

3) **You think the courses from your department match with the needs of the employment market.**
   Option:
   A. Very agree. B. Agree. C. Neutral. D. Disagree. E. Could be better.