

# 水利所畢業生辦理離校手續注意事項

## Graduation Procedures for HYD Students

### 一、 印出離校手續單

1. 先至成功大學教務處-畢業離校查詢系統 <http://140.116.165.83/~lou/leave/> 完成以下手續，始可列印 "離校手續單"

Before you print out the "Graduation procedure form", you need login to <http://140.116.165.83/~lou/leave/> under Office of Academic Affairs and complete the following items:

1. 成績送達教務處(ext.50120)  
Confirm the completion of grade registration at the Registrar's Division (ext.50120).
2. 填妥 "[畢業生核心能力問卷調查表](#)"  
Complete the NCKU Questionnaire on the Core Abilities for Graduates.
3. 未欠學雜費(ext. 50606)  
Payoff the unpaid tuition and miscellaneous fees (ext.50606).
4. 歸還圖書 (ext. 65760), 歸還儀器財務 (請洽相關單位)  
Return books (ext.65760), instruments and properties to relevant units.
5. 填妥 "[應屆畢業生意向調查表](#)", (生涯發展組 ext. 50480)  
Complete the NCKU Questionnaire of Career Development for Graduates (Career Consultant Division, ext.50480).

### 二、 上傳論文至圖書館 Upload thesis to NCKU library

請至成功大學圖書館網 <http://www.lib.ncku.edu.tw/www2008/> →數位論文全文系統→論文繳交須知-遵照網頁內容辦理

上傳論文檔案 (請先至計算機中心申辦學生帳號，論文上傳成功，經圖書館檢核，約兩天後會有訊息自動傳至學生帳號)

**Upload your thesis to the Electronic Thesis Service System**

<http://etds.lib.ncku.edu.tw/etdsystem/submit/submitLogin> .(Use your Cheng-Kung portal account to login. After your thesis is uploaded successfully and checked by library, you'll receive a message sent by library about three or four working days later) :

### 三、 完成系所內部離校規定

**Complete HYD Department internal graduation procedures, and then get the Department Stamp on [Graduation Application Form](#).**

#### 1. 指導教授親筆簽名

Please ask your research advisor to sign on the [Graduation Application Form](#), which means he/she agrees that you can graduate.

**2.繳交論文至圖書室 Submit thesis to Department Library**

**For master degree students**: Submit 3 copies of thesis in paperback. At least one copy should contain the original oral exam qualified certificate.

**For doctoral degree students**: Submit 4 copies of thesis, 2 hardcovers (at least one hardcover copy should contain the original oral exam qualified certificate) and 2 in paperbacks.

請注意：論文第二頁裝訂考試合格證明，請考試委員、指導教授、系（所）主管簽名。

**Note: The oral exam qualified certificate which is signed by oral exam committee, advisor and chairman, should be bound in the thesis as the second page.**

**3.歸還水利系門禁卡**

**Return Department building access control sensor to Department Library.**

**4.歸還水利系圖書室借書**

**Return books borrowed from Department Library, and signed by Ms. Chao.**

**5.電腦室管理員簽名（取消 ip 使用權）**

**Signed by Mr. Lin, the administrator of computer lab (cancel ip access).**

**6.清理研究室座位**

**Clean up research lab seat, and signed by Ms. Huang or other staff in Department Office.**

**7.填寫問卷及個人資料同意書**

**Fill out personal information form.**

**Consent to Collection of Personal Information**([download](#))

**四、離校手續單上蓋系章**

**You'll get the Department stamp on [Graduation Application Form](#) after you finish the items above.**

**五、至圖書館繳交論文(自行繳交)**

**Submit one thesis to the NCKU library in person. (Master degree students: one copy in paperback. Doctoral students: one copy in hardcover).**

**六、外籍生至國際處繳驗居留證**

**International students submit ARC to OIA and get stamp on [Graduation Application Form](#).**

**七、至註冊組領取畢業證書**

**Apply for diploma in Registrar Division. Students who need English diploma should apply it via vending machine outside Registrar Division, and it takes about three working days to get English diploma.**

