

# 109 學年度第 2 學期研究生繳交學位論文注意事項

## Points for Attention Regarding Postgraduates' Submission of Theses in the Spring Semester 2021

研究生辦理離校手續應繳交一本平裝論文至註冊組，由註冊組代為送交國家圖書館，印製前請留意[學位論文紙本常見錯誤範例](#)。本學期因應疫情，研究生得以下列方式之一繳交論文，並依疫情狀況滾動式修正：A postgraduate should submit a paperback thesis to the Division of Registrar. The division, on behalf of NCU, will then send the thesis to the National Central Library. Please pay attention to [Examples of Common Errors in NCU Postgraduates' Hard-copy Theses](#) before you print your thesis out and bind it. In response to the pandemic, NCU accepts that postgraduates submit theses in one of the following ways. Relevant measures will be revised and updated as the course of the pandemic situation changes.

<b>繳交方式</b> <b>Ways of Submission</b>	<b>注意事項</b> <b>Points for Attention</b>
<p>領取學位證書時同時繳交論文至註冊組。 <b>Submit your thesis at the Division of Registrar as you collect your diploma here.</b></p>	<p><b>時間：</b></p> <ol style="list-style-type: none"><li>10/29(五)中午 12:00 前，上班日 9:00-17:00。</li><li>不受理時間：<ul style="list-style-type: none"><li>● 午休 12:00-13:00</li><li>● 全校共同暑休日 7 月 9 日(五)、7 月 23 日(五)、8 月 6 日(五)、8 月 13 日(五)、8 月 20 日(五)及 9 月 3 日(五)。</li><li>● 110 學年度第 1 學期開學當週。</li></ul></li></ol> <p><b>Time:</b></p> <ol style="list-style-type: none"><li>The deadline is 12:00 p.m. (before noon) on Oct. 29 (Fri.). Staffers will be at your service from 9:00 to 17:00 during workdays.</li><li>The Division of Registrar is closed during the following periods:<ul style="list-style-type: none"><li>*Lunch break: 12:00 to 13:00</li><li>*Summer breaks for the whole university: Jul. 9 (Fri.), Jul. 23 (Fri.), Aug. 6 (Fri.), Aug. 13 (Fri.), Aug. 20 (Fri.), and Sep. 3 (Fri.).</li><li>*The first week since the first school day of the fall semester in 2021.</li></ul></li></ol> <p><b>地點：</b></p> <ol style="list-style-type: none"><li>行政大樓電梯側門（靠近地科院）；</li><li>依門口告示撥打承辦人分機，註冊組同仁會協助處理繳交論文及領取學位證書。</li></ol> <p><b>Location:</b></p> <ol style="list-style-type: none"><li>The elevator side door of the Administration Building (near the College of Earth Sciences);</li><li>Call an extension to reach a staffer in the Division of Registrar, he or she will come down to assist you in submitting your thesis and collecting your diploma.</li></ol>
<p>尚未要領取學位證書，僅先送交論文至註冊組。 <b>You come to the Division of Registrar only to submit your thesis, but not to collect your diploma, yet.</b></p>	<p><b>時間：</b> 行政大樓一樓大門開放時間 10:00-10:30，14:00-14:30。</p> <p><b>Time:</b> The front door on the first floor of the Administration Building is open from 10:00 to 10:30 and from 14:00 to 14:30.</p>

	<p><b>地點：</b></p> <ol style="list-style-type: none"> <li>1. 行政大樓一樓大門口。</li> <li>2. 由專人收取，後續審查論文裝訂若有錯誤將退件處理。</li> <li>3. 註冊組審查論文裝訂無誤後，2 日後更新離校流程檢核系統。</li> </ol> <p><b>Location:</b></p> <ol style="list-style-type: none"> <li>1.The front door on the first floor of the Administration Building.</li> <li>2.A staffer is assigned to collect your thesis. Your thesis will be returned to you if any error in the binding of the thesis is found by a reviewer.</li> <li>3.After the Division of Registrar checks the binding of your thesis and finds no error, your status regarding thesis submission in the school-leaving check-up system will be updated after two workdays.</li> </ol>
<p>郵寄論文。 <b>Deliver your thesis by post.</b></p>	<p><b>時間：</b></p> <ol style="list-style-type: none"> <li>1. 請務必於 10/22(五)17:00 前寄達，以免影響自身權益。</li> <li>2. 以掛號寄送 320 桃園市中壢區中大路 300 號 註冊組收</li> </ol> <p><b>Time:</b></p> <ol style="list-style-type: none"> <li>1. Please have the package delivered by 17:00 on Oct. 22 (Fri.) so as not to affect your right and interests.</li> <li>2. Please send your thesis to us by registered mail. The receiver and the receiving address are as follows: Division of Registrar; No. 300, Zhongda Rd., Zhongli District, Taoyuan City 320.</li> </ol> <p><b>註明：</b> 請於信封註明寄件人就讀系所及連絡電話。</p> <p><b>Note:</b> Please indicate your department/institute and your phone number.</p>
<p>系所代送。 <b>Your department/institute submits your thesis on your behalf.</b></p>	<ol style="list-style-type: none"> <li>1. 3 個工作天後更新離校流程檢核系統。</li> <li>2. 請評估領取學位證書期限為 10/29(五)中午 12:00 前。</li> <li>3. 機械系、電機系、資工系、大氣系及客家碩士班未開放代送論文。</li> </ol> <ol style="list-style-type: none"> <li>1. Your status in the school-leaving procedure check-up system will be updated three days after the submission.</li> <li>2. The deadline for collecting your diploma is 12:00 p.m. (noon) on Oct. 29 (Fri.), 2021. Please plan your schedule for the deadline.</li> <li>3. The following departments and institutes will not deliver theses on behalf of their postgraduates: the Department of Mechanical Engineering, the Department of Electrical Engineering, the Department of Computer Science and Information Engineering, the Department of Atmospheric Sciences, and the Institute of Hakka Studies.</li> </ol>