

註冊組因應疫情之業務彈性措施

【學位考試、文件申請、休退學、成績繳交、畢業離校】

Registrar Division's Announcements

因應新冠肺炎疫情，有關學位考試、文件申請、休退學、成績繳交、畢業離校等流程，本組已規劃下列彈性處理措施，請師長、同學參閱，並依疫情狀況滾動式修正。

In response to the current COVID-19 Pandemic situation, the registrar division has schemed flexible measurements/alternatives to accommodate matters regarding application for degree examination, documents, suspension/withdrawal, grades submission and graduation/school-leaving related procedures. Faculties and students are encouraged to be familiarized with the proposed measurements as stated below:

7/1(五)、7/8(五)、7/22(五)、8/5(五)、8/19(五)、9/2(五)為本校共同暑休日，暫停受理各項業務。Public holidays: July 1 (Friday), July 8 (Friday), July 22 (Friday), August 5 (Friday), August 19 (Friday) and , September 2 (Friday), 2022

8/23(二)為受理台聯大轉學生報到日，暫停受理畢業生領取學位證書業務。

Due to UST transferred students registration works, leaving school procedure (diploma issuing) in registry office is not available on August 23.

編號	項目	因應疫情彈性處理措施
1	學位考試申請 Application for Degree Examination	<p>1. 時程：原訂 6/30(四)前，延長至 7/29(五)前。</p> <p>2. 建議先聯繫系辦確認口試申請方式、相關細節與準備文件</p> <p>3. 【線上申請】</p> <p>(1) 請先詳閱「學位考試申請系統」使用說明專區。</p> <p>(2) 系統登入：Portal→服務櫃台 iNCU→教務專區→學籍／註冊→學位考試申請。</p> <p>(3) 不須申請成績單，但若系所有特別要求者，請依網路 email 申請。</p> <p>4. 【紙本申請】</p> <p>指導教授無法線上簽核者，請下載學位考試申請表，依表格說明辦理。</p> <p>1. Deadline: June 30. Extended to July 29 (Friday)</p> <p>2. Note: We suggest you contact the department office first to confirm the information about methods for applying for the oral examination, relevant details, and required documents.</p> <p>3. Apply online:</p> <p>(1) Please thoroughly read the “instructions on the use of the degree examination application system” beforehand.</p> <p>(2) System Login: Portal → Service Deck (iNCU) → Academic → Register → Degree Exam Application</p> <p>(3) Applying for a transcript is not required. However, if your department/institute requires you to apply for one, please do it per the announcement or do it online by email.</p> <p>4. Apply with a printed application form:</p> <p>Please download the Application Form for the Degree Examination and apply per the</p>

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		instructions in the form.
2	學位考試舉行 The Holding of the Degree Examination	<p>1. 時程：原訂 7/15(五)前，連同畢業離校手續一併延長至 9/30(五)中午前。</p> <p>2. 建議線上視訊舉行，若採實體口試，應遵守所有防疫規範。</p> <p>3. 【視訊口試】 (強烈建議)</p> <p>(1) 學位考試細則第三條：「如有特殊情形，經系所主管同意後，得採視訊方式辦理；惟仍應符合公平公正公開原則，並全程錄音錄影存檔留存於系所，經系所主管同意方得調閱。相關檔案須妥予保存一年，惟依規定提起申訴者，應保存至申訴程序結束或行政救濟程序結束為止。」</p> <p>(2) 流程：</p> <p>a. 請參考註冊組網頁表格-視訊舉行學位考試申請表，向系所提出申請即可(表格由系所自行留存)。</p> <p>b. 請學生先將審定書、評分條、口試評定報告單封面檔案先email給口委。</p> <p>c. 口試結束後，請口委在螢幕上顯示所評定之分數及簽名，待論文完成審定審定書後，請口委將上述文件以拍照或掃描或傳真給指導教授。</p> <p>d. 由指導教授彙整後印出紙本文件，交給系辦蓋章。</p> <p>e. 以上所有文件連同學位口試申請表請系所送註冊組留存。</p> <p>(3) 注意事項：</p> <p>a. 口試文件不要求正本一定要寄回給學校 (因疫情特別處理)。以電子檔往返時，口委可一人簽一張 (如果有四個口委，就可能會有四張審定書影本，四張評定報告單與評分條影本)，或由口委依序簽名後 (第一位口委簽妥，傳送給第二位口委傳遞簽妥，最後會有一份全數出席口委已簽名的電子檔)，將電子檔一併交付指導教授彙整。各方式使用時間長短不一，請同學審慎考量預作規劃。</p> <p>b. 此為參考做法，若有其他應變方式，仍應符合公平公正公開原則，並經指導老師及系所控管。</p> <p>4. 【實體口試】</p> <p>(1) 應依照最新中央或地方疫情指揮中心與教育部相關規定。</p> <p>(2) 參與口試人員一律全程佩戴口罩。</p> <p>(3) 座位應保持適當區隔，或使用隔板，以維持社交距離。</p> <p>(4) 禁止飲食。</p> <p>1. Deadline: Extended to 12:00 pm, September 30 (Friday)</p> <p>2. Note: We suggest the examination be held via video conferencing. If the examination is to be held on-site, please follow all pandemic prevention rules throughout the examination.</p> <p>3. Oral examination via video conferencing (strongly advised)</p> <p>(1) Article 3 of National Central University Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense stipulates that "the thesis defense can be conducted via video conferencing only under certain circumstances upon approval of the chair of the department or institute. The thesis defense should also be conducted in a fair, impartial, and transparent manner. The defense should be recorded during the whole process, and the recording of the defense can be accessed only with the permission of the chair. Relevant files should be properly stored for one year. When anyone follows relevant regulations to file an appeal regarding the defense, those relevant files should be kept until the appeal procedure or the procedure for administrative remedies is completed."</p>

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		<p>(2) Procedure:</p> <ul style="list-style-type: none">a. Please refer to the Application Form for Thesis Defense Conducted via Video Conferencing and Corresponding Measures on the website of the Division of Registrar and apply to your department/institute (the department/institute will keep the application form).b. Students have to send an email containing the Verification Letter from the Oral Examination Committee, Oral Defense Grade Notes, and the Oral Examination Report for the Oral Examination Committee to the commissioners of the oral examination committee beforehand.c. When the oral defense is over, please ask the commissioners to show the scores along with their signatures on-screen. When the Oral Examination Report for the Oral Examination Committee is completed, please ask the commissioners to photograph or scan the above-mentioned documents and send them to your thesis advisor (faxing the documents to the thesis advisor is also acceptable).d. The thesis advisor will compile the documents, print them out, and submit them to the department/institute office for affixing seals.e. All the above-mentioned documents, along with the Application Form for the Degree Examination, should be sent to the Division of Registrar for future reference. <p>(3) Notice:</p> <ul style="list-style-type: none">a. We do not require you to send the original copies of all the documents related to the oral defense back to NCU (this decision was made due to the pandemic this year). When delivering documents by mail, each commissioner may separately sign on each copy of a document (if there are four commissioners, there may be four copies of the Verification Letter from the Oral Examination Committee, four copies of Oral Defense Grade Notes, and four copies of the Oral Examination Report for the Oral Examination Committee). Each commissioner can also sign on the same copy in turn. (After the first commissioner signed on a copy, he or she may send the copy to another commissioner for him or her to sign on. Eventually, there will be an electronic file bearing the signatures of all the commissioners who attended the oral defense.) The electronic files of signed copies should be sent to the thesis advisor for compilation. Each of the methods mentioned above takes a different amount of time. Please carefully plan for the procedure beforehand.b. The methods mentioned above are only for reference. If you come up with other measures, they still should be under the principles of being fair, just, and public and should be supervised by your thesis advisor and your department/institute. <p>4. On-site oral examination:</p> <p>(1) Sound arrangements of environmental safety and pandemic prevention should be planed per the latest regulations promulgated by the Central Epidemic Command Center, local epidemic command centers, and the Ministry of</p>

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		<p>Education.</p> <p>(2) All participants of the examination should wear face masks throughout the examination.</p> <p>(3) Socially distant seating arrangements or partitions should be applied to the examination to maintain a social distance. The examination is not open for auditing. The number of people in the room should be no more than five.</p> <p>(4) Eating and drinking are not allowed.</p>
3	<p>在學證明、成績單及其他文件申請</p> <p>Applications for Student Status Certifications, Transcripts, and Other Documents</p>	<p>1. 【到校申請取件】 請於星期一～五，08:30-17:00 申請，12:00-13:00 為休息時間不受理。</p> <p>2. 【Email 申請，郵寄紙本文件】 (1) 請詳閱申請流程，申請表格在第 8 頁。 (2) 填妥申請表存檔後 email 回傳至 ncu7121@ncu.edu.tw。 (3) 註冊組會再以 email 通知您繳款帳號與應繳金額。 (4) 待您完成繳費後，會儘速為您寄出文件。</p> <p>1. Retrieve documents at NCU: (1) Please apply from 8:30 to 17:00, Monday to Friday. (Lunch break: 12:00-13:00)</p> <p>2. Apply for documents by email and receive them at home: (1) Please thoroughly read the application procedure. The application form is on page 8. (2) Fill out the form, save the file, and email it to ncu7121@ncu.edu.tw. (3) The Division will email you the account number and the amount of the payment. (4) After you complete the payment, the Division will send you the documents as soon as possible.</p>
4	<p>休學、退學、復學、保留學籍復學申請</p> <p>Suspension of Schooling, Withdrawal from School, Resumption of Schooling, and Resumption of Schooling for Students with Retained Student Status</p>	<p>1. 【E-mail 申請】 (1) 請學生填妥申請表，以 email 將申請表通知系辦或國際處(非本國生)協助辦理。 (2) 請學生再向所屬系辦詢問申請進度。</p> <p>2. 本學期休學截止日：6/10(五)。</p> <p>3. 復學、保留復學截止日：7/29(五)。</p> <p>1. Apply by email (1) Fill out the application form and email it to your department office to have the staff assist you. (2) Ask the department office about the application progress later.</p> <p>2. Deadline for the application for suspension of schooling: June. 10 (Friday)</p> <p>3. Deadline for the application for resumption of schooling and resumption of schooling for students with retained student status: July 29 (Friday)</p>
5	<p>課程抵免修</p> <p>Waiver and Transfer of Courses</p>	<p>1. 時程：6/30(四)前。</p> <p>2. 【E-mail 申請】(建議) (1) 申請表填寫方式(二擇一): a. 登入Portal→服務櫃台iNCU→教務專區→學籍／註冊→課程抵免修申請，填妥記得按「送審」後，並將申請表存檔以PDF檔或圖檔傳送。</p>

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		<p>b. 請填寫 申請表，拍照、掃描成圖檔或以PDF檔傳送</p> <p>(2) 請學生填妥申請表，以 email 將申請表通知系辦協助辦理。</p> <p>1. Deadline: June 30 (Thursday)</p> <p>2. Apply by email (advised)</p> <p>(1) Choose one of the following methods to fill out the application form:</p> <p>a. Log in Portal → Service Deck (iNCU) → Academic → Register → Course Transfer Application. Fill out the application form and click on the “Submission” button. Save the file of the form as a PDF file or an image file.</p> <p>b. Fill out the printed application form, photograph or scan it and save it as a PDF file or an image file.</p> <p>(2) Email the file of the application form to your department office to have the staff assist you.</p>
6	<p>畢業離校 Graduation and School-leaving Procedures</p>	<p>1. 研究生：離校手續及領取學位證書說明如下。</p> <p>(1) 離校手續及領取學位證書截止日原訂 7/29(五)中午 12 時止，延長至 9/30(五)中午前領取。</p> <p>(2) 未能於 9/30(五)中午前辦妥離校手續，如修業年限未屆滿者，次學期仍應註冊繳費；如已達修業年限屆滿者，應予退學(學位考試細則第 12 條)。</p> <p>2. 大學部學生：自 7/4(一)~7/29(五)中午 12 時止，完成離校手續及領取學位證書。</p> <p>(1) 英文畢業門檻：依語言中心規定期限前，提出畢業門檻審核申請。</p> <p>(2) 學習護照時數：依服務學習發展中心規定期限前，完成中大學習護照 100 基本時數認證。</p> <p>(3) 暑修：暑修課程結束、成績完成評定並登錄成績系統後，經畢業審查合格者。</p> <p>(4) 交換生校際選課成績登錄：請於 6/30(四)前主動 email 連繫註冊組承辦人(或寄公務信箱 ncu7121@ncu.edu.tw)確認畢業時程。</p> <p>1. For postgraduates: Instructions on the deferment of the school-leaving procedure and the receiving of diplomas:</p> <p>(1) Deadline: September 30 (Friday) 12:00 PM.</p> <p>(2) Students who have not yet reached the maximum term of their study periods by the end of this semester but fail to complete the process before 12:00 PM, Friday, September 30, 2022, will still be required to pay for the tuition fee of next Semester. Students who have reached the maximum term of their study periods will be dismissed from the university according to the university regulations.</p> <p>2. For undergraduates: The time limit for completing the school-leaving procedure and receiving diplomas is from July 4 (Monday) to 12:00 (noon) on July 29 (Friday).</p> <p>(1) Graduation threshold for English proficiency tests: You should submit the ORIGINAL COPY of your English proficiency test to the Language Center not later than the date language center announced to apply for the graduation threshold review.</p> <p>(2) The number of hours for learning passports: You should complete the application for the number of hours to be logged in your learning passport</p>

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		<p>not later than the date Service-Learning Division announced to facilitate the certification of 100 basic hours in the NCU learning passport.</p> <p>(3) Summer program: Students have to complete the summer program, receive all grades, and have the grades submitted to the grade submission system, and be deemed qualified by the graduation review.</p> <p>(4) Grade submission for exchange students' cross-campus courses: Please actively contact a coordinator at the Division of Registrar by email (or send an email to the business mailbox of the Division at ncu7121@ncu.edu.tw) by June 30 (Thursday) to confirm the graduation progress.</p>
7.	修業年限 Duration for Study	<p>修業年限將於 110 學年度第 2 學期屆滿，且確受疫情影響研究之研究生，得於 111 年 7 月 29 日(五)前，檢具學生報告，經指導教授、系所主管及教務長同意者，專案申請額外再延長修業一學期。</p> <p>The postgraduates whose period of study expires in the second semester of the 110th academic year (Spring Semester 2022) and who have been actually affected by the pandemic of Covid-19 may apply for extending their period of study for one more semester by Jul. 29, 2022. The required document is a student report ratified by the applicant's thesis advisor, director of the department/institute, and the vice president of academic affairs.</p>
8.	其他 Others	<p>如碩士班學生已獲本校或他校博士班錄取者，得出具切結書後先行註冊入學，如未能於 9 月 30 日(五)前繳交學歷證明文件者，則依學校規定撤銷其入學資格，學雜費全額退費。</p> <p>The master's students in question who have been admitted by a PhD program at NCU or any other university/college should first submit an affidavit to NCU and then enroll at NCU. If they fail to submit the documentation of their academic credentials by Sep. 30 (Friday), 2022, their qualifications to enroll at NCU will be canceled, and the full amount of the tuition and incidental fees paid by them will be returned to them.</p>