

Graduate Degree Examination Application

Step 1. Log in iNCCU, click “校務系統 Web 入口 [Campus Web Info. Portal]”



Step 2. Choose 學位考試申請系統 under the 學術服務 [Academics]



Step 3. Double-check the information under the “基本資料及申請

基本資料及申請		
維護日期	Application Date	
學年/學期	Academic Year/ Academic Semester	
學號/姓名/系級	Student ID Number/Name/Department	
聯絡電話/電子郵件帳號	Contact Number or Email Address	
學籍狀態	Enrollment Status	Status
英文姓名	English Name	已填寫
論文申報	Thesis Title (English & Chinese)	通過
學術倫理課程 (105級起)	Academic Ethics Course (Waived)	免修

Note:

- Students need to be enrolled in the current academic semester in order to proceed to the next step

Step 4. Type in the committee members information

- After the previous step is completed, students will be directed to the committee members information page
- Now fill in the information regarding committee members
- Select submit to complete or save temporarily to go back later

The screenshot displays a web interface for selecting committee members. It is divided into two main sections:

- 預選校內考試委員 (Select committee members from NCCU):** This section includes a dropdown menu for '請選擇教師服務單位' (Select the Affiliated Department), another dropdown for '請選擇教師' (Select the professor), and a blue '+ 加入' (Add) button.
- 預選校外考試委員 (Select committee members from outside NCCU):** This section features three input fields: '校外考試委員姓名' (Committee member name), '校外考試委員服務單位' (Affiliated Department), and '校外考試委員職稱' (Academic Rank). A blue '+ 加入' (Add) button is positioned to the right of these fields.

Below the input fields, there are two green buttons: '暫時存檔' (Save Temporarily) and '確認送出' (Submit).

Note:

- Please insert the committee members name in Chinese
- Students should have **at least 1** committee member from outside of NCCU

Step 5. Submit the application form to the IMICS office

- Please print out the application form, have it signed by the thesis advisor, and submit it to the IMICS office
- Shall students need to change their thesis title, please make corrections in handwriting on the application form → have it signed by the thesis advisor → submit it to the IMICS office