

- 一、學生欲申請學位考試者，請至 iNCCU/校務系統 Web 版入口/校務資訊系統/學生資訊系統/學術服務/學位考試申請系統/進行個人化檢核

For those who wish to apply for their degree examination, please log in to your iNCCU campus account and click on "Campus Web Info Portal". You will be redirected to another page. Under the "Academics" tab, click on "Degree Examination Application System (學位考試申請系統)". This page will show you the checklist of requirements.

Path [i.nccu.edu.tw → Campus Web Info Portal → 學位考試申請系統].

- 二、進入線上學位考試申請系統之第一要素為：申報當學期須為繳費註冊成功狀態且未逾行事曆所訂休學截止日始得填報。(前述所指之繳費註冊成功，為本校總務處出納組確實收到學生繳費款項，始得進入本系統申請。如您使用信用卡或於超商繳費者，無法於繳費隔日使用，需待數個工作日後，出納組與銀行帳款確實確認後，始得使用。)

The first step for completing your online degree exam application is to ensure that you are successfully enrolled in the semester and have paid the tuition fees. The Degree Examination Application System close on the Deadline for Suspension.

- 三、進入系統後，須先通過個人化檢核作業，始得進行申請步驟。學生可能會有幾個檢核未通過而無法繼續的情況，請參照下列說明：

Before proceeding with the application steps, you must first complete the all the requirements in the checklist. In the event there is any trouble completing a step, please refer to the following instructions:

1. 英文姓名尚未確認 / 論文申報未申報 / 學術倫理課程未通過 以致您不能進行下一步驟，請將資料填寫或補齊程序後，再進入系統進行填報申請。

For errors encountered such as:

- ① 英文姓名 - 待確認 (English name has not been confirmed)
- ② 論文申報 - 未申報 (The thesis application has not yet been applied for)
- ③ 學術倫理課程 -未通過 (The academic ethics course has not been completed yet)

Please fill in the required information or complete these steps before entering the system to apply.

基本資料及申請		
維護日期	2021/07/15	
學年/學期	109/2	
學號/姓名/系級	10 [] / [] /企研所(MBA)碩士班二年級	
聯絡電話/電子郵件帳號	10 [] @.test (若要修改,請按此)	
學籍狀態	註冊	
① 英文姓名	(若要修改,請按此)	待確認
② 論文申報	請先至「研究生申報論文題目」進行申報	未申報
③ 學術倫理課程 (105級起)		未通過

備註：僅通過本檢核者，始得繼續進入學位考試申請流程。

2. 外籍生之中文能力檢定未通過或不合格 以致您不能進行下一步驟，請填寫國立政治大學外國學生中文能力檢定申請書，併同符合學系所中文能力檢定之規定文件送至學系所辦理審核成功，並送至註冊組登錄通過後，再進入系統進行填報申請。

If there is a Chinese proficiency test requirement error(④中文能力檢定 - 未通過) or if you cannot proceed to the next step, please fill in the application form "Chinese Proficiency Test for Foreign Students of National Chengchi University."

Send the filled-in form along with the documents necessary for the Chinese Proficiency Test to your faculty's department for approval. Once approved, log in to the system again to continue with the application.

基本資料及申請		
維護日期	2021/07/12	
學年/學期	109/2	
學號/姓名/系級	108 [] [] 台灣史研究所博士班四年級	
聯絡電話/電子郵件帳號	108 []@test (若要修改, 請按此)	
學籍狀態	註冊	
英文姓名	Ji [] (若要修改, 請按此)	已填寫
論文申報	請先至「研究生申報論文題目」進行申報	未申報
學術倫理課程 (105級起)		通過
④ 中文能力檢定 (外籍生)		不合格

備註：僅通過本校核者，始得繼續進入學位考試申請流程。

四、如已完成個人化檢核者，系統將自動帶出可以輸入學位考試委員名單之畫面，學生可自行輸入委員名單：

If you have completed all of the previous steps, the system will automatically redirect you to a screen where you can type the name of the members of your degree examination committee (students can enter the names of the members themselves) *(ONLY CHINESE VERSION)*

預選校內考試委員			
請選擇教師服務單位	請選擇教師	+ 加入	
姓名	職稱		
預選校外考試委員			
校外考試委員姓名	校外考試委員服務單位	校外考試委員職稱	+ 加入
姓名	服務單位	職稱	
暫時存檔		確認送出	

校內委員請學生依教師聘任單位進行查詢，校外委員請將相關欄位填齊，且碩士班考試委員須達 3-5 名，博士班考試委員須達 5-9 名，則可以進行表單確認以及列印。

The school committee is requesting for students to please fill in the spaces according to the professor's employed department. For external candidates, please fill in the relevant fields. In

addition, there must be 3-5 committee members for the Master's examination, while there must be 5-9 committee members for the Doctoral examination.

※學生所屬系所不開放自行填寫學位考試委員者，則系統將略過前項說明步驟，直接可以列印表單。※

※ If the student's department does not permit manually filling in the degree examination committee by themselves, the system will skip step #4 and will automatically proceed to print the form. ※

列印表單後，請學生與指導教授確認簽名後，將紙本送至學系所辦公室進行審核作業。

After printing out the form, please have your dissertation advisor sign the form and send the signed document to your own respective department offices for review.

五、學生完成前述作業後，如學系所已將表單送至註冊組收件維護後，學生可於數日後，至本系統查詢，畫面將連動呈現註冊組收件日期。

If all the previous steps were successfully completed and your department does not ask for any further information, you can come back to check the system again after a few days - the page will show the registration's date of receipt.

學生若有操作上之問題，請再來電教務處註冊組(02)29393091 分機 63279 詢問。

If you encounter any issues, please feel free to call the Registration Section of the Academic Affairs Office at this number: (02)29393091 ext. 63279.