中原大學研究生離校注意事項(115 學年度第 1 學期)

CYCU Information about the Graduation Procedures for Postgraduate (Fall, 2026)

線上建檔：Online Filing

一、 論文摘要線上建檔及繳交論文全文電子檔：請至中原大學電子學位論文服務系統線上填寫論文摘要及相關欄位，並將預先轉為 PDF 檔的論文全文電子檔上傳。

Online uploading of Abstracts and Electronic Files of Full text:

Go to the website of "CYCU Electronic Theses & Dissertations Service" Upload the abstract and all related sections online and convert the full text of the papers into PDF in advance.

線上建檔作業相關說明及論文範本電子檔，請參考中原大學電子學位論文服務網頁，以免遭退件。

Please follow the instructions and samples provided to avoid being rejected.

二、 論文將依提交審核的順序審核，最遲 2 個工作天內會通知結果。

因審核處理人力有限，如有個人緊急因素請提早作業，請勿來電以任何理由要求優先審核，謝謝您的配合！

All thesis/dissertations will be reviewed in the order they are uploaded. Results will be sent to you in at most 2 working days.

Due to limited manpower, we do not accept any requests for priority review. Please submit it as early as possible. Thanks for your cooperation.

繳交授權書：Power of Attorney

一、 關於授權書 About the Power of Attorney

1. 研究生將學位論文紙本，無償授權中原大學張靜愚紀念圖書館及國家圖書館之讀者，為學術、研究之目的，於圖書館內重製部分或全部著作。

   Graduate students should authorize the CYCU Chang Ching Yu Memorial Library and the National Central Library without asking for pay to use their Thesis or academic dissertations for academic studies, allowing partial or complete duplication inside the libraries.

2. 研究生必須同意無償授權中原大學張靜愚紀念圖書館將其論文全文之數位檔案作為數位典藏之用，不提供其他營利服務。

   Graduate students should authorize the CYCU Chang Ching Yu Memorial Library without asking for pay to store the digital files of their Thesis or academic dissertations without making any profit from them.

3. 研究生可以選擇同意有償授權或不同意授權中原大學張靜愚紀念圖書館，將其論文全文資料進行微縮、光碟或數位化加值後收錄於廠商資料庫。(有償授權指有權利金回饋，研究生可以選擇本人領取或捐贈學校校務發展基金指定用於圖書館館務使用。)

   Graduate students can choose to authorize the CYCU Chang Ching Yu Memorial Library with pay or not to authorize the CYCU Library to miniaturize the Thesis or academic dissertations, make a CD of them or store them after digitalization into the database of

buyers. (Authorization with pay means the students themselves can get paid for the use of their Thesis and academic dissertations or donate the pay to the School Development Fund for the CYCU library to use.)

4. 如有共同指導教授，則授權書上指導教授皆需簽名。
   In case there are co-advisors, all of the co-advisors have to sign their names on the power of attorney in person.

二、 繳交本校學位論文授權書：於辦理離校手續時，授權書正本連同論文精裝本紙本繳交至張靜愚紀念圖書館諮詢服務台。
Collection of the power of attorney of the thesis: When leaving school, turn in the formal power of attorney as well as the hardcover copy of the thesis to the consulting service table of the CYCU Chang Ching Yu Memorial library to finish the departure procedure.

三、 中原大學暨國家圖書館學位論文延後公開申請書：
申請延後公開者，應於「研究生學位考試申請書」勾選，並填寫「中原大學暨國家圖書館學位論文延後公開申請書」（請參照樣本一），檢附證明文件送交課註組，若是立即公開者，則毋需附此申請書。
If you need to apply for a delayed publication of your thesis/dissertation, you **must** complete both the "Degree Exam Application Form for Postgraduate" and "Application for Embargo of Thesis/Dissertation". (Refer Sample 1) Make sure to attach the application form with extra original relevant supporting documents to the thesis, and sent it to the Curriculum and Registration Division together. This application is not required, if the Thesis/Dissertation is released immediately.

電子論文上傳之學年期：
The presentation of the semester for uploading electronic thesis files

一、 99 學年度(含)前入學者，除應修課程及學分數未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，視為畢業，但電子論文上傳之學年期需以辦理離校手續及領取畢業證書之學年期做為判定基準。
Before 100 academic years, in addition to those whose required courses and credit requirements stipulated have not been passed and the study of Educational program, when the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs, the student shall be considered as having graduated. But the academic period for the soft copy upload shall be based on the period of school departure procedures and the academic period for which the diploma is obtained.

二、 100 學年度起入學者，於學位考試成績、審定書送交教務處及辦妥離校手續，並領到畢業證書時，始為畢業。
100 academic years and above, when the degree examination results and the thesis validation papers are submitted to the Office of Academic Affairs, meanwhile completing the school departure procedures and receiving the diploma, the student will be considered as graduated.

辦理離校手續：Finish and Submit the Graduation Clearance Form

一、 提繳期限：依學位考試進度通知辦理。凡學位考試通過者，論文限於當學期繳交。本學期學位考試截止日為 116 年 1 月 31 日，學位考試成績及審定書正本繳交至課註組截止日為 116 年 2 月 12 日。

Deadline for Thesis: It varies with the date set for the Degree Examination of the year. Those who have passed the Degree Examination should turn in their theses in that very semester. The last Degree Examination day of this semester is on Jan. 31, 2027. Both the last Degree Examination scores and the Degree Approval Form for this semester must be turned in to the Academic Affairs Office on Feb. 12, 2027.

✍ 99 學年度(含)前入學者，除應修課程及學分數未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，視為畢業。畢業生應依本校規定辦理離校手續，未依規定者，不得領取畢業證書，亦不得作為延緩畢業之理由。

Before 100 academic years, in addition to those who have not met the required courses and credits requirements stipulated, have not passed, and the study of Educational program, when the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs, the student is considered for graduation status/may be considered as having graduated. Graduates shall go through the procedures for leaving school in accordance with the provisions of the school, and those who fail to comply with the provisions shall not receive their diplomas or be used as reasons for delaying graduation.

✍ 100 學年度起入學者，除應修課程及學分數未通過及修習教育學程者外，於學位考試成績、審定書送交教務處及辦妥離校手續至教務處領取畢業證書時，始為畢業。通過學位考試研究生如未能於當學期離校截止日前辦妥離校手續，必須於次學期辦理註冊。

100 academic years and above, apart from those who have failed in their academic achievements and who are taking their educational courses, the student will be considered as graduated, when they have completed the degree examination results, the Degree Approval, and the completion of the school leaving procedures to obtain their diplomas at Office Of Academic Affairs. Postgraduate students who passed the degree examination have to register for the next semester if they fail to complete the school leaving procedures before the expiry date of the school leaving procedure for this semester.

二、 辦理離校手續要件：完成離校手續單程序、精裝畢業論文一本(張靜愚紀念圖書館)、平裝論文一本(課註組彙轉教育部規定之國家圖書館)、學生證、操行成績 (生輔組)、所屬系所另行規定論文份數。

The most important procedures for leaving school: Finish the Graduation Clearance Form, one hardback copy (the CYCU Chang Ching Yu Memorial library), one paperback copy (the Curriculum and Registration Division 408 to collect and send to the National Library which is limited by the Ministry of Education.), Student card, Conduct Grade (the Student Advising Division) and turn in as many copies as required by your department office.

三、 領取畢業證書地點&時間：Receive diploma place & time

請參照附件一 Please see the **Annex 1**

附件一　Annex1

適用對象 Applicable Students	博士班及碩士班(僅限前學期完成口試者) Ph.D. degree & Master's degree (Limited to students who completed their oral defense last semester)	所有研究生 All graduate students
領證日程 Date of issuance	10-12 月：每月 20 日前辦妥離校手續者，於當月 30 日起，可領取畢業證書。 For those who have completed leaving school procedures before the 20th of each month, please receive your degree certificate after the 30th of the same month according to the following instructions.	115 年 12 月 21 日- 116 年 2 月 26 日 (Dec. 21, 2026 ~ Feb. 26, 2027) (116 年春節年假不受理離校手續和發放畢業證書) (During the Chinese New Year Festival holiday, the school will not accept school leaving procedures and issue graduation certificates.)
時間和地點 Time & Place	上班時間至維澈樓 408 室課務與註冊組領取畢業證書 Time: Office hours Location: Academic Affairs Office 408（Dickson Lee Hall）	

115 學年度第 1 學期離校截止日為 116 年 2 月 26 日

The expiry date of the school leaving procedure for the first semester of the 115 academic year is on Feb. 26, 2027

☺如果您仍有疑問：If any inquiry, please contact us.

問 題 類 別 Inquiry Type	洽 詢 單 位 Contact Office	連 絡 分 機 Telephone Extension
畢業論文撰寫格式 Thesis Format	課註組各系承辦人或各學系(所)助理 Department Undertaker in Curriculum & Registration Division or Department Assistant(s)	課註組各系承辦人或各學系(所)助理分機 Ext. number of Department Undertaker in Curriculum & Registration Division or Ext. number of Department Assistant(s)
離校程序 Graduation Procedure		
本校論文摘要線上建檔 Thesis Abstract Online Filing	張靜愚紀念圖書館系統組 CYCU Chang Ching Yu Memorial Library - Information Systems Division	校內分機 2855 或 2851 Ext. 2855 or 2851
繳交論文全文電子檔 Thesis Electronic Full Text Submission		
論文轉 PDF 檔 Thesis Conversion to PDF		

中原大學暨國家圖書館學位論文延後公開申請書
Application for Embargo of Thesis/Dissertation

申 請 日 期 Application Date：民國_____年_____月_____日 _____/_____/_____ (YYYY/MM/DD)

樣本一

申請人姓名 Applicant Name		**學位類別** Graduate Degree	☐碩士 Master ☐博士 Doctor
系所名稱 School / Department		**畢業年月** Graduation Date (YYYY/MM)	民國_____年_____月 _____ / ____
論文名稱 Thesis / Dissertation Title			
申請項目 Application Items	☐紙本論文及電子全文延後公開 Delay public access to the printed and electronic copies of my thesis/dissertation, but leave the online bibliographic record open to the public. ☐書目資料延後公開 Delay public access to online bibliographic record of my thesis/dissertation.		
延後公開原因 Reasons for Embargo	**請勾選原因並檢附相關證明文件 Please select and attach relevant supporting documentation.** ☐涉及機密 Confidential information ☐專利事項 Patent matters ☐依法不得提供 Not permitted to be provided on statutory grounds		
公開日期 Delayed Until	延後公開日期（自申請日期起至多5年）Delayed until up to 5 years starting from application date. 民國_____年____月____日 _____/____/____ （YYYY/MM/DD）		

申請論文延後公開，皆須檢附符合選項之證明文件，連同申請書夾附紙本論文

申請人簽名：
Applicant Signature: _____

考試委員簽名：
Committee Signature: _____

指導教授簽名：
Advisor Signature: _____ _____

(學校認定/審議單位)系所主管簽名與蓋章：
Department/Institute Director Signature: _____ **(＊教育部於109年起將揭露各系所論文不公開之比率)**

【說明】

1. 根據教育部學位授予法，國家圖書館保存之博士、碩士論文、書面報告、技術報告或專業實務報告，應提供公眾於館內閱覽紙本，或透過獨立設備讀取電子資料檔；經依著作權法規定授權，得為重製、透過網路於館內或館外公開傳輸，或其他涉及著作權之行為。但涉及機密、專利事項或依法不得提供，並經學校認定者，得不予提供或於一定期間內不為提供。
   Article 16 of the Degree Conferral Act, Ministry of Education. (https://law.moj.gov.tw/ENG/LawClass/LawAll.aspx?pcode=H0030010)
2. 學位論文延後公開之申請，請依中原大學研究生學位考試作業規章辦理。
   Applications for Embargo of Thesis/Dissertation shall be processed in accordance with the Chung Yuan Christian University (CYCU) Regulations on Graduate Student Degree Examinations.
3. 以上所有欄位請據實填寫並檢附證明文件，缺項或簽章不全者，恕不受理。
   Please ensure that all supporting documents have been correctly completed and signed. Incomplete or unsigned documents will not be accepted.