日間學制【碩士班、博士班】畢業流程日程表

Graduation Procedure/Schedule for Daytime Master's **Degree/Doctoral Programs**

日期 Date	項目 Topic	內容 Content	備註 Notes
113/10/28 **｜** **113/11/22**	【日間學制】 【Daytime Programs】 碩士班、博士班 畢業初審 Preliminary graduation review for students in master's degree/doctoral programs （預計本學期畢業者 才需進行審查） (Only those who plan on *graduating this semester* may apply for the review)	【資格 Requirements】碩士班學生在學學期達 **2 學期**以上、博士班學生在學學期達 **4 學期**以上**且預計本學期畢業者才需進行審查。** Only students in master's degree programs who have studied for 2 or more semesters, and students in doctoral programs who have studied for 4 or more semesters, and who plan on graduating from NTUE this semester, need to apply for the review. 【流程 Procedure】 1. 進入 iNTUE 校務系統–教務資訊–修業進度管制 Log into iNTUE (https://nsa.ntue.edu.tw/) → Education Information → Study progress controls 2. 確認各領域架構是否正確分類，學分總表僅供參考，請依照課程架構計算本系畢業學分。 Confirm whether each field of study's structure is correctly classified or not. The all-credits overview is for reference only. Calculate your department's graduation credits in accordance with the course structure. 3. 進入 iNTUE 校務系統–教務資訊–畢業資格申請 Log into iNTUE (https://nsa.ntue.edu.tw/) → Education Information → Application for graduation requirement 4. 確認上方**基本資料**(英文姓名是否與護照一致，若無護照英文姓名，可上外交部「外文姓名中譯英系統」查詢)，「英文姓名」及「手機」為必填欄位。 Confirm the **basic information** above (your English name must be consistent with that in your passport; if you do not have a passport, use the Ministry of Foreign Affairs Chinese-English transliteration website to get an English spelling of your name). "**English name**" and "**cellphone number**" are required. 5. 跨選學分可拉選他系研究所、跨校研究所課程列為畢業學分，請依各系規定跨選修學分數拉選，不得超過上限。 You may list credits that you've earned from courses in other graduate schools/other universities as graduation credits. Include inter-graduate school/inter-university credits in	* 預計或已於本學期完成論文口試，且將於本學期畢業離校者，才需進行畢業初審，登錄畢業。 * You only need to apply for the preliminary graduation review and register for graduation if you are planning to complete your graduate thesis oral examination or have completed the oral examination this semester *and are planning on graduating from NTUE this semester*. * 如對科目分類有所疑問，請先查詢所屬學年度課程架構是否有該科目，如仍對科目屬性有所疑問請洽各系所助教。 * If you have any question regarding a subject's classification, check the

| | | accordance with the guidelines and regulations of your specific department. **Do not exceed the limits**.

6. 確認各領域學分數無誤後，請按「**送出申請**」則立即送出，並列印學分審核表，簽名後送至各系所助教。
After you confirm your number of credits in each field of study, click on "Submit application" to immediately send the application. Then, print out the credit review form. Sign your name, then deliver it to your department/graduate school's teaching assistant. | course structure for the academic year to see if the subject is included. If you still have any question regarding the subject's attributes, contact your department's teaching assistant. |