

Stage 1

Step 1

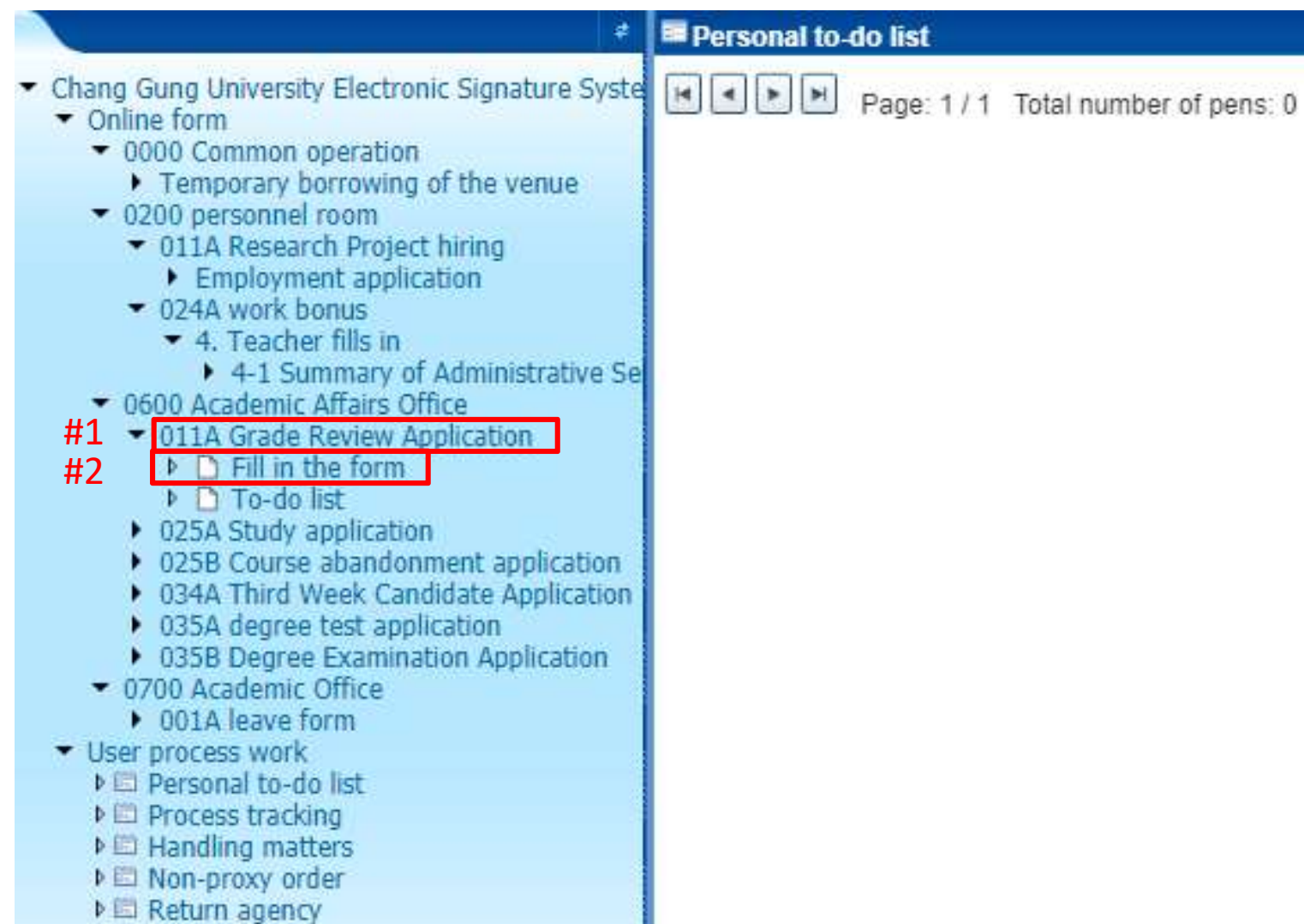
Click the link and log in with your
student ID and password

<https://flow.cgu.edu.tw/bpm>

Step 2

(1) Click **#1** 011A Grade Review Application(成績審核申請)

(2) Click **#2** Fill in the form (填單) to apply for the stage 1.



Step 3

- (1) Fill in your name which appears on official certificate in #3.
- (2) Fill in your phone number in #4.
- (3) Fill in your Email address by which you are used to receive mail in #5.
- (4) Click #6 to get an advisor check list .

成績審核申請表				
申請學年/期 Academic Year	<input type="text"/> / <input type="text"/>		申請表單號 Form No.	<input type="text"/>
系所 Department	<input type="text"/>		年級 Grade	1 <input type="text"/> 年 甲 <input type="text"/> 碩士 <input type="text"/> 班
姓名 Name	<input type="text"/>		英文姓名 English Name	<input type="text" value="#3"/> *請與校務資訊系統一致
手機 Phone	<input type="text" value="#4"/>		信箱 Email	<input type="text" value="#5"/>
指導教授 Advisor	<input type="text"/> <input type="text"/> <input type="text" value="..."/>		← #6	
共同指導教授(一) Co-Advisor(1)	<input type="text"/> <input type="text"/> <input type="text" value="..."/> (校外請直接輸入姓名)		共同指導教授(二) Co-Advisor(2)	<input type="text"/> <input type="text"/> <input type="text" value="..."/> (校外請直接輸入姓名)
填表說明	1. 填寫本表時，請同學參照入學當學年度「必修科目表」及歷年成績單。 2. 本學期應屆畢業研究生須完成本表審核後，才能申請學位考試，請務必慎重填寫。 3. 非必修科目表所列科目，請填入「不列入畢業學分欄位」。 4. 英文姓名欄位若為空白者，請自行填寫。 5. 英文姓名填寫範例，請務必與護照上的翻譯相同。無護照者，請至外交部領事事務局【 http://www.boca.gov.tw/ 】查詢。			

Step 3-1

Click #7 Search title (搜尋標題) to open a drop down list

Choose #8 (Name)

Grade review application form

Apply for the academic year/phase AcademicYear	108 / 1	Application form number Form No.	
Department Department		Grade Grade	2 year 甲 碩士 class
Name Name		English name English Name	※Please be consistent with the school information system
Mobile Phone		Mailbox Email	
Guidance Professor Advisor			
Co-advisor (a) Co-Advisor (1)			
name directly outside the school)			
Fill in the form	1. When filling out this form, please... 2. Graduates of this semester must... 3. For subjects listed in the optional... 4. If the English name field is blank... 5. Fill in the English name example... the Consular Affairs Bureau of the		
If the student still has the subject and academic scores to be			
Numbering	school year	semester	Compu
01	106	Last semester	
02	107	Last semester	
03	抵免	Last semester	
Total credits : compulsory		21	Credits 9
Department (scheduled) graduation score: compulsory			

Choice Data from DB (Return Multi Field)

Make sure clear and leave

Search title: Name #7

Keywords: Select condition / show all

College	Department code	Employee	Name	highest education	Bachelor of Science
College of Engineering	2700	0000037	Xiao Liding	University of Michigan	Doctor
College of Engineering	2700	000000043	Chen Siwen	Ohio State University	Doctor
Medical school	1500	000000058	Meng Lingfu	Normal university	Doctor

#8 Name

Step 3-2

- (1) Find your advisor's Chinese name in **Appendix 1**, then copy and paste it in **#9**.
- (2) Click **#10** to search.

Choice Data from DB (Return Multi Field)

Make sure clear and leave

Search title: Name

Keywords: **#9** **#10**

College	Department code	Department name	Employee code	Name	highest education	Bachelor of Science
College of Engineering	2300	Department of Chemical Engineering and Materials Engineering	D000000037	Xiao Liding	University of Michigan	Doctor
College of Engineering	2700	Department of Electronic Engineering	D000000043	Chen Siwen	Ohio State University	Doctor
Medical school	1500	Department of Functional Therapeutics	D000000058	Meng Lingfu	Normal university	Doctor

1 Credits 9

Step 3-3

- (1) Tick #11
- (2) Click #12 to confirm

Choice Data from DB (Return Multi Field)

Make sure clear and leave

搜尋標題: 姓名

#11
關鍵字: 張恆瑜 搜尋

學院	系所代號	系所名稱	員工代號	姓名	最高學歷	學位
<input checked="" type="checkbox"/> 管理學院	3900	商管專業學院碩士學位學程在職專班	D000011008	張恆瑜	成功大學	博士

#12
Make sure clear and leave

It will look like this.

指導教授
Advisor

D000011008 張恆瑜 ...

共同指導教授(一)
Co-Advisor(1)

... (校外請直接輸入姓名)

If you have a co-advisor, please refer to Step 3-1 to 3-3.

Step 4

To fill in #13:

- (1) See the **Note**
- (2) Download your Curriculum Form (Click link to see your Curriculum Form: <https://is.gd/7AA1As>)
- (3) You will see your required/elective credits in your Curriculum Form.

For example: 106 Curriculum Form↓

Note

Q. How to know which Curriculum Form I need?

A. See the first NUMBER.

1. 畢業門檻為學分數須達到40學分，其中包括論文6學分、**必修課程19學分**，及**選修課程15學分**。選修課程除表列外，亦可至管理學院其他系所之碩、博士班選修(在職專班課程除外)，且所修課程不得重複。華語相關課程不列入畢業學分。

To fulfill the graduation requirement, a minimum of 40 credits is required, including thesis (6 credits), **required courses (19 credits)** and **elective courses (15 credits)**. Concerning elective courses, in addition to those listed above, students can take other graduate courses offered in the College of Management (except EMBA program). Courses with the same title offered in different languages or departments cannot be taken twice. Chinese Class credits do not go towards graduation requirements.

2. 若已在大學或研究所修習過會計、經濟、統計等相關課程，即可申請免修先修課程。

Prerequisite courses can be waived if already taken courses related to Accounting, Economics and Statistics at the collegiate level.

Numbering	school year	semester	Compulsory credits		Elective credits		Not included in graduation credits	
01	10	Last semester	0	8	0	3		
02	10	Last semester	11	2	3	3		
03	抵免	Last semester						
Total credits : compulsory			21	Credits	9	credit.	#13	
Department (scheduled) graduation score: compulsory			19	Credits	15	Credits	refer to the graduation scores specified in the "Required Subjects" for the academic year of admission.)	

Fill in your required courses credits, which can be seen from the Curriculum Form

Fill in your elective courses credits, which can be seen from the Curriculum Form

Step 4-1

In this step, fill in credits that you got from each semester separately in #14.

Fill in your total
required credits that you got

Fill in your total
elective credits that you got

Numbering	school year	semester	Compulsory credits		Elective credits	
01	10	Last semester	#14	0 in 1 st year 1 st semester	0 in 1 st year 2 nd semester	
				8 in 1 st year 2 nd semester	3 in 1 st year 2 nd semester	
02	10	Last semester		11 in 2 nd year 1 st semester	3 in 2 nd year 1 st semester	
				2 in 2 nd year 2 nd semester	3 in 2 nd year 2 nd semester	
03	抵免	Last semester				
Total credits : compulsory			21	Credits	9	credit.
Department (scheduled) graduation score: compulsory				Credits		Credits (refer to
"Required Subjects" for the academic year of admission.)						

The required total credits in 1 column should be greater or equal to the total credits in 2 column.

The elective total credits in 3 column should be greater or equal to the total credits in 4 column.

Step 5

Important!!!

Click #15 to save your stage 1 application.

#15

Grade review application form			
Apply for the academic year/phase AcademicYear	108 / 1	Application form number Form No.	

Note:

If Appendix 2 shows up after you click #15, that means you may make mistake(s) in Step 1 to Step 4-1. Click #15-1 to rectify your application.

Appendix 2

flow.cgu.edu.tw 顯示

[英文姓名][指導教授][畢業必修][畢業必修]
不可空白!!

#15-1

確定

Step 6

Click #16 to attach files

The temporarytransferrevocationleave

Priority : general ▾ Subject :

Formannex

Fill in the date: 2019/10/31

Grade review application form			
Apply for the academic year/phase AcademicYear	108 / 1	Application form number Form No.	

#16



Step 7

- (1) Click #17 to choose requested file(s), and click #18 to add requested file(s).
- (2) Click #19 to submit your stage 1 application.
- (3) Inform your advisor that you have sent your online application to him/her.

#19

The temporary transfer revocation leave

Priority : general ▼ Subject :

#17 選擇檔案 未選擇任何檔案

#18 Add attachment to remove attachment to download attachment

Requested files:

- (i) → "English Proficiency_Your name"
- (ii) → "Course Selection_Your name"
- (iii) → "Academic Research Ethics Education Course_Your name"
- (iv) → "Transcript_Your name"
- (v) → "Declaration of Academic Integrity for Master Thesis_Your name"

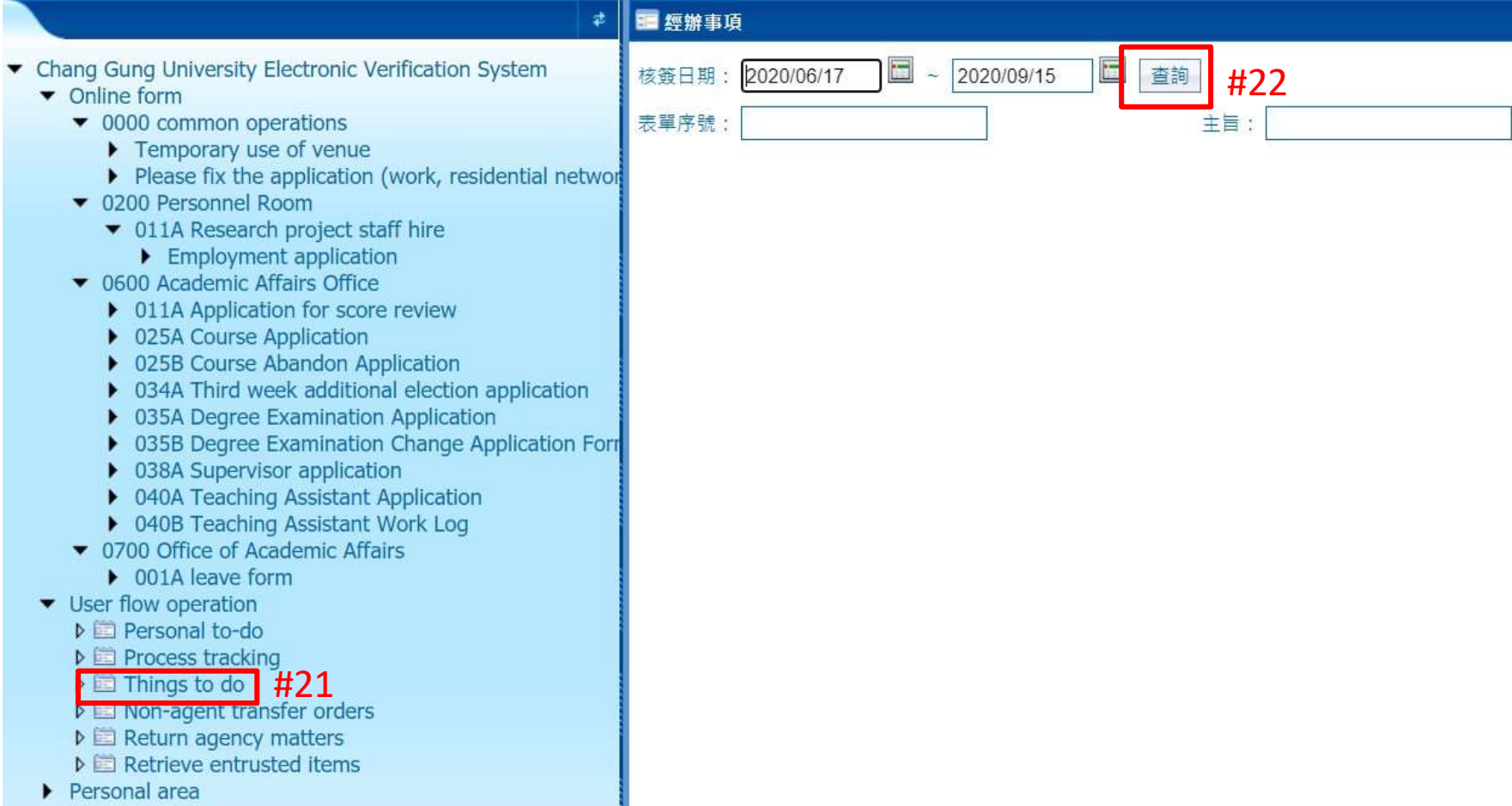
Step 8

Click #20 to confirm



Step 9

Click **#21** Things to do (經辦事項) and **#22** (查詢) respectively, you will see stage 1 application you submitted.



The screenshot displays the 'Chang Gung University Electronic Verification System' interface. On the left, a sidebar lists various system functions under the heading 'Online form'. The 'Things to do' (經辦事項) option is highlighted with a red box and labeled **#21**. On the right, the '經辦事項' (Things to do) section is active, showing a search form. The '查詢' (Search) button is highlighted with a red box and labeled **#22**. The search form includes fields for '核簽日期' (Signature Date) with a date range from 2020/06/17 to 2020/09/15, and '表單序號' (Form Number) and '主旨' (Subject) fields.

- Chang Gung University Electronic Verification System
 - Online form
 - 0000 common operations
 - Temporary use of venue
 - Please fix the application (work, residential network)
 - 0200 Personnel Room
 - 011A Research project staff hire
 - Employment application
 - 0600 Academic Affairs Office
 - 011A Application for score review
 - 025A Course Application
 - 025B Course Abandon Application
 - 034A Third week additional election application
 - 035A Degree Examination Application
 - 035B Degree Examination Change Application Form
 - 038A Supervisor application
 - 040A Teaching Assistant Application
 - 040B Teaching Assistant Work Log
 - 0700 Office of Academic Affairs
 - 001A leave form
 - User flow operation
 - Personal to-do
 - Process tracking
 - Things to do #21**
 - Non-agent transfer orders
 - Return agency matters
 - Retrieve entrusted items
 - Personal area

經辦事項

核簽日期：2020/06/17 ~ 2020/09/15 查詢 **#22**

表單序號： 主旨：

Step 10

You can check the status of your application in red column.
If the #23 column is blank, that means you can apply for stage 2.

經辦事項

核發日期：2019/01/11 ~ 2019/04/11 查詢

表單序號： 主旨：

頁次：1 / 1 總筆數：1

搜尋標題：表單序號 關鍵字：

表單序號	作業	主旨	填單日期	異動日期	填單者	目前處理者
CGUD00000027004			2019-03-25 16:28	2019-04-10 20:35		[系所主管] (處理中)

#23

Only after your stage 1 is approved,
you can apply for stage 2.

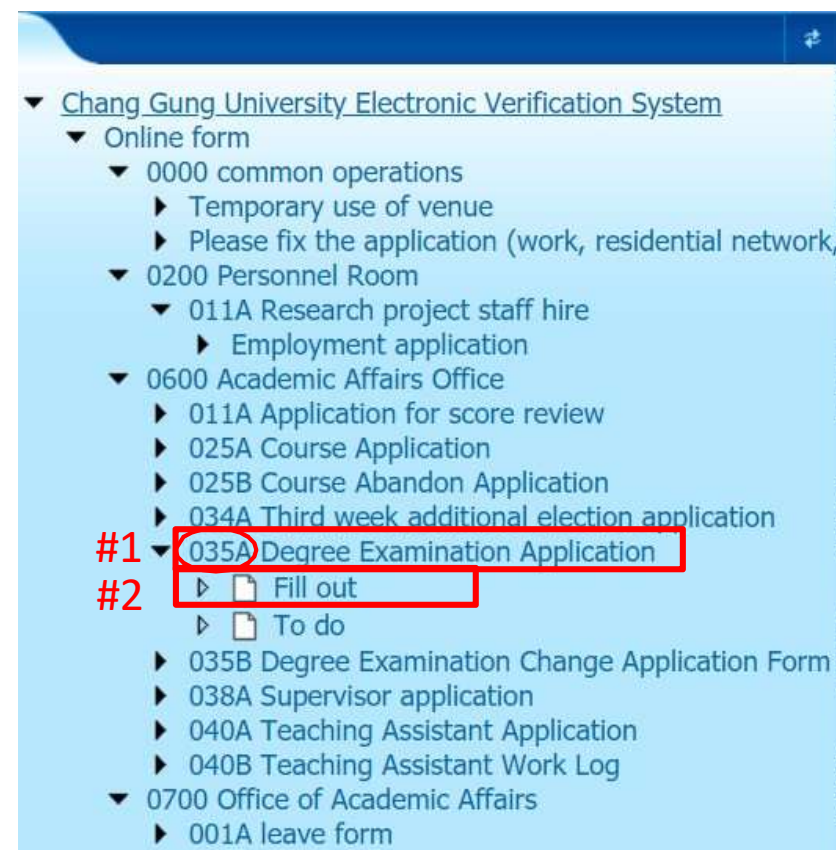
Stage 2

Click the link and log in with your
student ID and password

<https://flow.cgu.edu.tw/bpm>

Step 1

- (1) Click #1 035A Degree Examination Application (學位考試申請)
- (2) Click #2 Fill out (填單) to start applying stage 2.



Step 2

- (1) Confirm who your committee members and convener(召集人) are.
- (2) Bring your laptop to your department office to fill out stage 2 application.
(If you know how to do **Step 3** – **Step 6**, you can do it by yourself.)

Step 3

- (1) Fill in your phone number in #3.
- (2) Fill in your Email which you used to using in #4.
- (3) Fill in your Chinese and English Thesis Title in #5 and #6.

填單日期：2019/04/02			
學位考試申請			
※個人基本資料			
申請學年 AcademicYear	<input type="text"/> / <input type="text"/>	申請單單號 SeqNo	<input type="text"/>
系所 Department	39203甲_管理學院商管專業學院碩士學位學程_3甲	年級 Grade	3 年 甲 班 碩士
姓名 Name	<input type="text"/>	英文姓名 English Name	<input type="text"/> ※請與校務資訊系統一致
手機 Phone	<input type="text"/> #3	信箱 Email	<input type="text"/> #4
※考試資料			
指導教授 Advisor	<input type="text"/>	成績審核申請表單號 Achievement Form No.	CGUD000 狀態 永久有效
共同指導教授(一) Co-Advisor(1)	<input type="text"/>	共同指導教授(二) Co-Advisor(2)	<input type="text"/>
論文中文題目 Chinese Thesis Title	<input type="text"/> #5		
論文英文題目 English Thesis Title	<input type="text"/> #6		
備註 Remark	<input type="text"/>		

Step 4

Click #7 to choose name of committee members

Tick #8 on who the chairman of committee is

														#7	#8
編號	選取 Select	類別 Cate.	姓名 Name		服務單位 Department			職稱 Position		最高學歷 Highest Education Level			學位名稱 EduNm	召集人 Convener	
01	<input type="checkbox"/>	--- 選項 --- ▼		<div>...</div>										<input type="checkbox"/>	
02	<input type="checkbox"/>	--- 選項 --- ▼		<div>...</div>										<input type="checkbox"/>	
03	<input type="checkbox"/>	--- 選項 --- ▼		<div>...</div>										<input type="checkbox"/>	
茲檢附該生學位論文考試委員名單如上，經查所聘各委員符合本校碩、博士學位考試辦法第四條規定。															

Step 5

Click #9 Send (傳送) to submit your stage 2 application.

#9

035A Degree Examination Application

Save Send Cancel Leave  

Priority : **general** ▼ Subject :

Form annex

Step 6

1. Click **#10** (確定) to confirm
2. Inform your advisor that you have sent your online application to him/her, and discuss with him/her **when** your oral defense is.



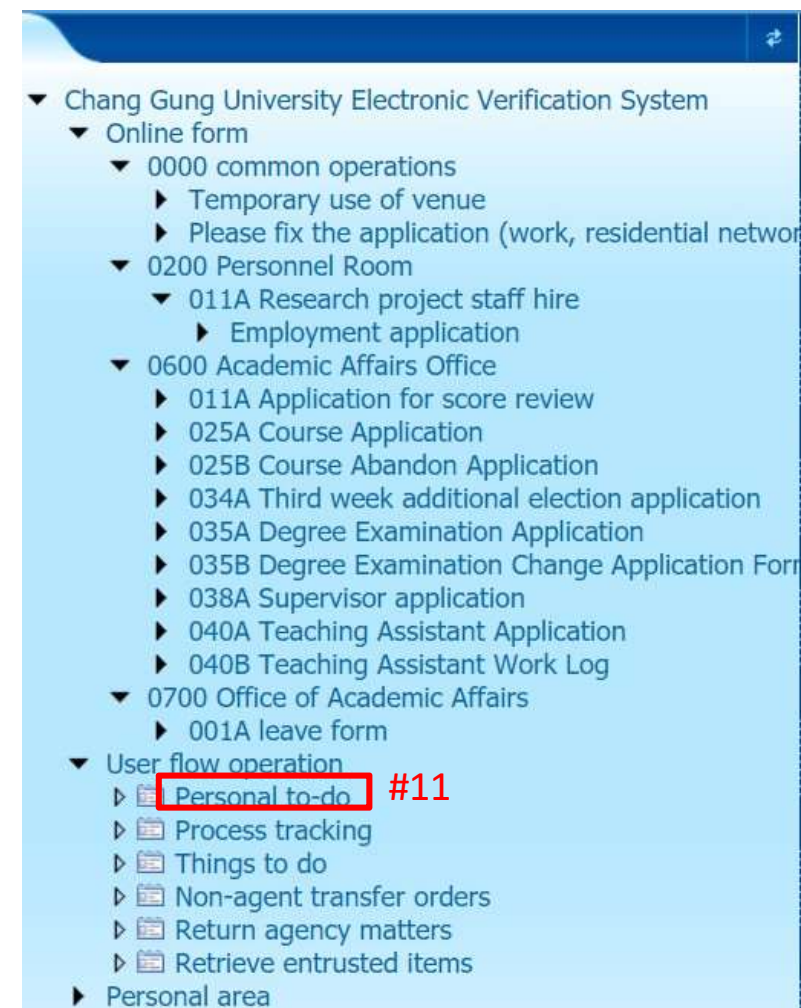
Step 7

- (1) Tell your department assistant the date and time of your oral defense **at least 2 weeks earlier** than your oral defense date.
- (2) Wait for department secretary to tell you where your oral defense place is.

After you know where the oral defense place is, and the stage 2 application is approved, you can then click to begin **Step 8**.

Step 8

Click **#11** Personal to-do(個人待辦事項), you will see your stage 2 application.



Step 9

You can check the status of your application in #12 column.
If #12 column is blank, that means you can click #13 and go on to Step 10.

經辦事項

核發日期：2019/01/11 ~ 2019/04/11 查詢

表單序號： 主旨：

頁次：1 / 1 總筆數：1

搜尋標題：表單序號 關鍵字：

表單序號	作業	主旨	填單日期	異動日期	填單者	目前處理者
CGUD00000027004			2019-03-25 16:28	2019-04-10 20:35		[系所主管] (處理中)

#13

#12

Step 10

- (1) Click #14 to select the date of your oral defense.
- (2) Select the starting and ending time in #15 and #16 respectively (※ Please fill in 2 hours).
- (3) Click #17 to fill in the place of your oral defense.
- (4) Click #18 to submit.

#18

儲存 傳送 離開 列印總評分表 列印評分表

優先權： 一般 ▼ 主旨：




	#14	#15	#16
日期	<input type="text"/>	時間	— 選項 — ▼
地點	<input type="text"/>		

→ #17

Step 11

- (1) Click #19 to print 1 copy.
- (2) Click #20 to print N copies. (Each committee member needs 1 copy)

F02 學位考試申請 流程未完成

#19 **列印總評分表** **列印評分表** [回上一頁](#)   

優先權： 主旨：

※口試時間地點登錄

日期	2019/04/12	...	時間	<input type="button" value="▼"/> ~ 13:00 <input type="button" value="▼"/>
地點	管理學院7樓院務會議室			