

The illustration of leaving school procedure for graduates

- 1) Check the leaving school procedure in the website.
Website : <http://registra.site.nthu.edu.tw/p/404-1211-5155.php> (Chinese)
- 2) Go to the Academic Information System, press the Graduation Process and complete all Steps.

Step 4. Checklist

Student ID: 9634081

Checklist - Status

(• YES Process has been completed • NO Process has not been completed)

Process	Status
Department (Institute) Stamp of the office (Department (Institute) graduation process. Please pay attention to your departments homepage or notice (announcement) for graduation procedure and follow it in order)	<input checked="" type="radio"/> YES <input type="radio"/> NO
Library Reminders office hours: 8:30~12:00, 13:30~17:00 Borrowing and Renewal Status (Ext 42996)	<input checked="" type="radio"/> YES <input type="radio"/> NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	<input checked="" type="radio"/> YES <input type="radio"/> NO
NTHU Alumni Service Center (Ext 31249)	<input checked="" type="radio"/> YES <input type="radio"/> NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System 教育部畢業生流向調查 (註1)	<input checked="" type="radio"/> YES <input type="radio"/> NO
綜合學務組 - 係外生 勞健保費是否已退費	<input checked="" type="radio"/> YES <input type="radio"/> NO
國際事務處綜合事務組 是否已前往國際事務處綜合事務組	<input checked="" type="radio"/> YES <input type="radio"/> NO

※ After all the process has been completed, please bring your student ID to the Registration Office(graduate students please bring a copy of the Thesis) to collect your Diploma.

To finish the leaving school procedures of library, go to the 1F during library office hours (8:30~12:00 ; 13:30~17:00 on Monday to Friday) and submit your thesis. Remember to return all books back before the leaving procedure.

For more information, please visit http://www.lib.nthu.edu.tw/use/before_graduated.html (Chinese)

Submit following documents to the Division of Registration after oral defense. After you finish all leaving school procedures, bring with your thesis and student ID card to the Registration for diploma.

Degree	Requirements	The time to receive Diploma
Master	✓ Original final defense score ✓ Final defense certificate	At end of the month after submitting required documents.
PHD		3 days after submitting required documents

✓ If you lost the student card, come to Division of Registration to apply for a new one and you will get it after 3 days.

Check the following table of the deadline for Oral Defense and leaving school procedure.

Category	Fall	Spring
Deadline for Oral Defense	1/31	7/31
Deadline for leaving school procedure	Before registration day of the next semester (If you haven't finished the procedure before the assigned date, your oral defense score will be invalid.)	

After 3 days of receiving your diploma, check the thesis title and total grade average in your transcript on Academic Information System.

The completion of transcript :

Complete: Print out your transcript with school automatic machine.

Incomplete: If you have to leave Taiwan immediately but do not receive all grades yet, come to the Registration and pay for post offices services.

- If you will further need copies of your transcript, you may inquire with the Division of Registration. Please refer to the website of Registration or Alumni for more information.
- Two Transcript Certificate Automatic Machines are available at the 1F Administration Building.

- ✓ Visit following website for standard thesis format :

<http://registra.web.nthu.edu.tw/files/13-1086-5155.php> (Chinese)

http://registra.web.nthu.edu.tw/ezfiles/86/1086/img/64/share_01.doc (Chinese)

- ✓ Submitting your Thesis to the library and the Registration Office

Submit one original copy to the library	Submit one original copy to the Registration office
<p>Requirements :</p> <ol style="list-style-type: none"> Approval notice Paper thesis with the order as following : <ul style="list-style-type: none"> ✓ The power of attorney from NTHU. (both paper and electronic ones) ✓ National Library full-text electronic file access authorization ✓ Advisor's recommendation ✓ Defense Committee approval letter Hua-I (華藝) power of attorney (For student who wants the Authorization at Hua-I company) <p>* All the powers of attorney need authors' own signature.</p>	<p>✓ Same requirements as for library .</p> <p>✓ If you do NOT want to public your thesis right away, download the application form (http://registra.site.nthu.edu.tw/var/file/211/1211/img/64/graduate-delete.docx) and bind it to your thesis behind the "National Library full-text electronic file access authorization."</p>

- ✓ If correction of the submitted thesis copy is necessary, go to the website for more details.
Application procedure: <http://www.lib.nthu.edu.tw/ETD/faq.htm#18>
Application form: <http://www.lib.nthu.edu.tw/ETD/downloads/downloads.htm>
- ✓ Check with your department whether they need a copy of your thesis.
- ✓ Following website are the principles of degree examination for Master and PHD students.
Master : <http://academic.site.nthu.edu.tw/var/file/7/1007/img/333/170502985.pdf> (Chinese)
PHD : <http://academic.site.nthu.edu.tw/var/file/7/1007/img/333/153432191.pdf> (Chinese)
- ✓ If your final defense is between August 1st and the first day (not included) of the next semester, you will need to download the application form from the website.
Website: http://registra.site.nthu.edu.tw/var/file/211/1211/img/64/phd_09.doc (Chinese)
(Our 1st semester starts from Aug. 1st to Jan. 31; 2nd semester starts from Feb.1st to July 31.)
- ✓ If you finish all procedures before first 6 weeks of the semester, you can get the refund of 2/3 of the school fee; if it is before the 12th week, then 1/3 of tuition. However, once over 12 weeks, there is no more refund. Please apply for the refund in the Division of Registration before you receive the diploma.