

The deadline for the final thesis/dissertation approval and school-leaving procedure

The illustration of leaving school procedure for graduates

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

Check the following table of the deadline for the Degree Exam (Oral Defense), the final thesis/dissertation approval and leaving school procedure.

Item	Fall	Spring
Deadline for the Degree Exam (Oral Defense), the final thesis/dissertation approval	1/31	7/31
Deadline for leaving school procedure	Before the registration day of the next semester (If you haven't completed the final thesis/dissertation approval before the end of the semester, i.e. 1/31 or 7/31, in which the Degree Exam is held, the Degree Exam will be invalid.)	

Complete the school-leaving procedure

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)	● YES
Library Reminders office hours: 8:30~12:00 · 13:30~17:00 Borrowing and Renewal Status (Ext 42996)	● YES ● NO
Storage (Ext 35262) Reminders If the clothes has been returned (or has not been borrowed)	● YES ● NO
NTHU Alumni Service Center (Ext 31249)	● YES ● NO
Division of General Student Affairs - vocational guidance (Ext 34720) Departure Student Career Intention Investigation System	● YES ● NO
教育部畢業生流向調查 (註1)	● YES ● NO
綜合學務組 - 僑外生 勞健保費是否已退費	● YES ● 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	● YES ● 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.

About the Thesis/Dissertation

The student must submit the “Thesis/Dissertation Affidavit” to the department, graduate institute, or degree program before obtaining the “Final Thesis/Dissertation Review Form” for record.

The service hours for school-leaving at the counter 4 and 5 of Main Library on the first floor are Monday to Friday, 8:00 AM-12:00 PM and 1:00 PM-5:00 PM.

1. Please return all materials borrowed from the Library, the other three institutions of the University System of Taiwan, and reciprocal borrowing institutions, and settle all overdue fines. Ensure that all requested interlibrary loan materials, both domestic and international, as well as document delivery items, have been collected, returned, and all associated fees have been paid.
2. Submit two copies of the thesis/dissertation. One copy will be archived at NTHU and the other at the National Central Library.

Submitting Thesis/Dissertation

1. Please bind the thesis/dissertation in accordance with the "Regulations Governing the Formats of Graduate Thesis/Dissertation at National Tsing Hua University".
2. If you apply for delayed public access (embargo), submit the original Application for Delayed

Public Access and supporting documents together with two printed copies of your thesis/dissertation to the Main Library (no binding required).

3. Submission Hours: Monday to Friday, 8:00–12:00 and 13:00–17:00

Location: Main Library, Counters 4 and 5

Thesis/Dissertation Modification

1. Graduates with approved electronic theses/ dissertations or alumni who have obtained degrees and need to update information, correct thesis/dissertation content, or modify public access dates, must complete the Application for Thesis/Dissertation Modification.
2. For content corrections, submit both the Application for Thesis/Dissertation Modification and the Errata Sheet for Thesis/Dissertation to the library.
3. To apply for Thesis/Dissertation Modification, please complete the required application documents

- After you finish all school-leaving procedures and submit 2 copies to the Library, bring your student ID card to the Division of Registration for collecting your Degree Certificate. The student ID card will be returned to you after being marked "graduation" on the back of the card.
- If you have lost your student ID card, please report the loss in the Academic Information Systems and show us your loss report record.

Degree	Requirements	The time to get the Degree Certificate
Master	✓ Original Score Sheet of Oral Defense including Score Report List	From the end of the month of the Degree Exam after submitting the required documents.
PHD	✓ Copy of Final Thesis/Dissertation Review Form	
		3 days after submitting the required documents

- ✓ Please refer to the National Tsing Hua University Master's/Doctoral Degree Exam Statutes on the website of Division of Registration for more details about Degree Exam.
- ✓ If your Degree Exam 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. <https://registra.site.nthu.edu.tw/p/412-1211-1860.php?Lang=zh-tw> (Chinese)
(The 1st semester starts from Aug. 1st to Jan. 31st of the following year; the 2nd semester starts from Feb.1st to July 31st.)

- ✓ For those who have completed their Degree Exam and are eligible for a refund, please submit your payment receipt to the Division of Registration for a refund while collecting your Degree Certificate.

1. Students who complete school-leaving procedures between the early registration date and 6 weeks after the start of the new semester will receive a 2/3 refund of their tuition and miscellaneous fees.
2. Students who complete school-leaving procedures 7-11 weeks after the start of the semester will receive a 1/3 refund of their tuition and miscellaneous fees.
3. Students who complete school-leaving procedures more than 11 weeks after the start of the semester will not receive a refund.

※ After receiving your Degree Certificate, please check the Academic Information Systems to confirm your graduation average and thesis/dissertation title before applying for a transcript.

※ If you need transcripts in the future, please use the automated application machine on campus or the online application system of the Office of Alumni Service and Resources Development.

※ One automated application machine is located in the lobby on the first floor of the Administration Building, and the other is located next to the Mailroom in the Administration Building. The latter is open 24 hours a day.

Collect the Degree Certificate

Others

Applying for Transcript