

# Graduate Thesis/Dissertation Defense and School-Leaving

## Procedures (forms available for download on the Department website)

### 1. Preparing for thesis/dissertation defense:

- ① Log into the Graduate Institute Examination and Thesis/Dissertation Review System to request a thesis/dissertation defense.

(Please refer to the user manual on the Registration Division website.)

- ② Print the following documents from the system: 1. Thesis/dissertation Defense Application Form (system-generated); and 2. Thesis/Dissertation Defense Committee Member Appointment Letter. Please submit the letter to teaching assistant Huang at the Department office. After obtaining the University's official seal, the appointment letter will be returned to the applicant to be forwarded to the committee members.
- ③ For applicant who is unable to attend their thesis/dissertation defense after their application has been approved, please submit a Thesis/Dissertation Defense Cancellation Form.
- ④ **Please refer to the academic calendar** for the final school-leaving date. Students who wish to postpone their school-leaving dates must submit the Thesis/Dissertation Defense Result Notice and the School-leaving Date Postponement Form before the specified deadlines.

### ★ Documents to be submitted to the teaching assistant for thesis/dissertation defense application:

1. Thesis/Dissertation Defense Application Form (system-generated).
2. Doctoral Degree Examination Committee Member List (system-generated).
3. Thesis/Dissertation Defense Committee Member Appointment Letter (system-generated).
4. One week before the thesis/dissertation defense, applicant shall email a PDF copy of their thesis/dissertation to Ms. Yu-tzu Chen ([library\\_amath@nchu.edu.tw](mailto:library_amath@nchu.edu.tw)) for an originality comparison. Please type in the following subject line:  
“Thesis/Dissertation Originality Comparison–[Name] ([Student ID]).” The result and an electronic receipt will be returned to the applicant upon completion.

## **2. Documents to brought on the day of the thesis/dissertation defense:**

- ❶ Thesis/Dissertation Defense Scoring Sheet (system-generated).
- ❷ Thesis/Dissertation Defense Result Notice (system-generated).
- ❸ Thesis/Dissertation Defense Record Form (downloadable from the Department website).
- ❹ Thesis/dissertation defense review page (downloadable from the Registration Division).

## **3. After passing the thesis/dissertation defense:**

1. Submit documents ❶, ❷, and ❸ to teaching assistant Huang at the Department office.
2. Include ❹ in the thesis/dissertation. Upload the electronic version of the thesis/dissertation to the University Library for review before leaving the school. Once approved, applicant may print their thesis/dissertation.

## **4. The school-leaving procedure:**

Step 1: Confirm that all your course grades have been posted.

Step 2: Complete the School-leaving Procedural Form (downloadable from the Department website) and Graduation Survey Form (via Google Forms):

<https://forms.gle/rDdgmRm8WM1xzb2n8>

Step 3:

1. Submit three copies of your thesis/dissertation to the Department office for stamping. Once stamped, submit one copy to the Department Library and two copies to the University Library.
2. Have your School-leaving Procedural Form stamped by your advisor, the Department Library, and teaching assistant Hsu (ext. 409, Inspection Lab). Submit the stamped form to teaching assistant Huang in the Department office to finalize the school-leaving process.
3. Submit your thesis/dissertation related documents to the University Library (for details, please refer to the graduation instructions on the University Library website.)
4. Log into the Academic Affairs System and select “graduation/school-leaving status inquiry” to check your school-leaving status. Any item marked with an “N” means that it is incomplete; contact the respective unit by phone or in person for resolution. The school-leaving procedure is as follows: log into the system → check school-leaving status → make sure that all items are marked with “OK” → visit the Registration Division to pick up your diploma.
5. Step 4: If desired, apply for an alumni card at the Alumni Center.



Graduation and school-leaving  
Google survey of the  
department/graduate institute



Related documents to  
be submitted to the  
University Library