

Procedures for Leaving Campus (PhD and Master's Students)

1. Upload thesis to 'NCKU Electronic Theses Service System'

- (1) Please submit the original 'Qualification Certificate of Oral Defense' to chairman for asking for signature.
- (2) Insert NCKU watermark and the certificate into the thesis after chairman signs, and then convert it to PDF format file.
- (3) Upload thesis to online system (<http://etds.lib.ncku.edu.tw/html/index-en.html>)

Notes

- (1) Please refer to 'Guide to ETDS File Conversion and Service Workflow' and 'Checking Note before Submission to ETDS ' for procedure for uploading.
- (2) It will take about 3 working days for the ETDS Groups to complete the verification process. Library will notify you about the result via email which you fill out in the ETDS System. The Copyright License Agreement will be attached to the approval notification email. After printing out and signing the Agreement by you and your advisor, please print "Graduation Procedure Form", and then bring the signed Agreement and printed thesis/dissertation to the library for the graduation process.
- (3) Attach authorization forms to print thesis when you undertake procedure for leaving campus at department and library. (please see FAQ at ETD website)
 - Please bring the 'Digital Thesis & Dissertation Copyright License Agreement' and 'NCKU Print Thesis & Dissertation Copyright License Agreement' signed by you and your advisor with a print copy of thesis/dissertation to the Circulation Desk at the first floor of the library when applying for the graduation procedure.
 - If you need to delay the release date of the print thesis which delivered to National Central Library for the reason of applying for the patent or submitting to journals. Please fill in 'Application for delayed public release of thesis/dissertation' (<http://eserver.lib.ncku.edu.tw/fpdf/index.php>) when you submit print thesis to department office. (Optional)
 - Please log in <http://eserver.lib.ncku.edu.tw/fpdf/index.php> to fill in the form then hand in the 'Authorization for Public Access of Thesis/ Dissertation' signed by you and your advisor to the Circulation Desk at first floor of the library when applying for the leaving school procedure. (Optional)
 - Please discuss with your advisor about the thesis authorization before you authorize library for archiving and open access to your electronic thesis and print thesis.
 - Print thesis after you receive the approval email from the ETDS system.

2. Download and print Leaving Campus Procedures Sheet

Login Online Application System for Graduation from NCKU (<http://140.116.165.83/~lou/leave/>)

- (1) Complete the NCKU Questionnaire on the Core Abilities for Graduates.
- (2) Complete the NCKU Questionnaire of Career Development for Graduates
- (3) Print the sheet

National Cheng Kung University					
Leaving Campus Procedures Sheet (International Students)					
Note: 1. Every student must complete the whole procedures of the form and submit it to the Registrar Division. 2. If one of the procedures mentioned on the form is incomplete, the diploma or the graduation certificate will not be issued.	4	3	2	1	No.
	Dept. Officer in the Registrar Division	International Student Affairs Division	Library	Dept./Inst.	Office
	Submit 1 thesis with polishing film				
	Obtain the Diploma (Chinese version)				
					Stamp
					Remark
Please submit the following items: 1. Student ID card 2. One 2-inch photo (dress on graduation gown)	Check the ARC status (only for international students)	The library must check: 1. Status of the students' books' returning/borrowing 2. Thesis submission verification 3. Cancellation of the library privileges	Every department has specific rules for graduation, please inquiry at the department office. The department must stamp on the form for the record after checking student's qualification for graduation.	1. Completion of returning school books, school equipments, and other school properties before graduation. 2. If you borrow another books from the library after printing out this form, the school will not issue the diploma until you return the books.	
				Printing Date : 1060629.0 Printing Time : 12:04:26	

1. Advisor's Signature
 2. Mr. Ni (7F) - one thesis
 3. Mr. Chang (1F: Soil Mechanics Lab) - check equipment borrowing
 4. Mr. Her (dept. office) - return gate sensor
 5. Ms. Wang (dept. office) - one thesis

3. Please ask advisor to sign leaving campus procedures sheet for approving your application, and bring the sheet to department staff as following:

- (1) Submit 1 thesis (PhD: hardback, Master: paperback) to Mr. Ni at the 7th floor at Geotechnical Engineering Building. (Thesis will be reserved by department, and it will be open to the public.)
- (2) To Mr. Chang's office (Soil Mechanics Lab at the 1st floor at main building) for confirming situation of equipment borrowing
- (3) To Mr. Ho at department office to return gate sensor (key card)
- (4) Submit 1 thesis (PhD: hardback, Master: paperback) to Ms. Wang at department office

4. Please bring the sheet and print thesis to the first floor of the library

- (1) 1 thesis: PhD: hardback, Master: paperback
- (2) Authorization forms of digital thesis and print thesis (see notes at article 1)

5. Please bring the sheet to Registrar Division after completing procedures above for receiving the diploma.

If you haven't submitted graduation photo yet, please bring 2 inch photo when going to Registrar Division.

Notes:

1. Color of cover
 - (1) Master: paperback, color is (reference: CMYK:C0,M40,Y80,K0 or RGB:R247,G181,B115)
 - (2) PhD: hardback, cover color is black, printed character are in white.
2. Oral Defense Certificate can be inserted by photocopy. Please reserve the original certificate by yourself.