

Graduation Procedures for Graduate Students & Procedures for Thesis Submissions at National Tsing Hua University

I. Graduation Procedures

1. Completion of core subjects & credits
2. After passing the thesis defense (oral exam):

Please go to the link of the university library at <http://www.lib.nthu.edu.tw/>) to establish info regarding the thesis and upload the complete electronic file of the thesis. Please read carefully the “Information Regarding Post Graduate Thesis” on university library website. The Chinese abstract must have more than 500 characters.

3. Upon leaving the school, students can choose either of the two following procedures (all the leaving procedures shall be completed no later than the registration date of the next semester; otherwise the thesis proposal defense is invalid) :

(1) Via the Internet at <http://student.et.nthu.edu.tw/atlantis/login.php>

- Please present your campus card and a copy of the thesis to proceed with your departure at the library.
- Please return any graduation gowns you have borrowed to the assigned premises at the assigned times.
- You may simply click through other administration offices via the Internet to proceed with your departure.

(2) The departure procedures can be completed with visits to department office.

4. To pick-up the diploma: The grades and the score of the thesis defense must be submitted to the Registration Division Office beforehand.

Procedures: 1. Complete the departure procedures, 2. Return the student ID, 3. Submit the thesis, and 4. Pick-up the diploma.

Time: [Master] The diploma is available at the end of the month when the thesis defense is completed. The diploma is ready for pick-up at 14:00 from the last day of the final examinations in June.

[Ph.D.] The diploma is available after three days when the original copy of the thesis defense score and a photocopy of the Review and Approval Letter from the Examination Committee are submitted to the Registration Division Section.

Location: Registration Division Office, on the first floor of the Administration Building.

II. Information Regarding the Thesis

1. The formats of the thesis should following the rules set out in the Regulations Governing the Formats of Graduate Theses, so that the library can bind the documents properly.
2. Three copies of the thesis (paperback).
 - (1) One copy goes to the main library of the school. The document should be stapled page by page. Should include Original copies of [Authorization Letter to National Tsing Hua University], [Authorization Letter to National Central Library], [Authorization Letter to National Science Council for Graduate Thesis], [Letter of Recommendation from Thesis Advisor], [Review and Approval Letter from the Examination Committee].
 - (2) One copy goes to the Registration Division Office, which will forward the thesis to the

National Central Library. (The content of the inner pages and stapling should be the same as the copy that is submitted to the library).

Note : In the cases where the thesis is involved with intellectual property rights, please make an extra photocopy of [Authorization Letter to National Tsing Hua University] , and indicate the student number before submitting to the Registration Division Office so that appropriate notices will be made to the thesis collection organizations. In the cases where no appropriate notices are made and your rights are affected, you shall take the full responsibility.

(3) One copy goes to the Physics Library.

III. The forms for graduation, such as letter of recommendation, review and approval letter from the examination committee, and report card of the thesis defense, please download them from the link <http://academic.ad.nthu.edu.tw/registra>.

IV. At the end of the semester, due to a large volume of request, it is difficult to provide copies of transcripts within two days. It is suggested that you leave a returned envelope with your address, and the Registration Division Office will sent out the printed transcript to you. You may also request for your transcript after graduation, the application form can be downloaded from the webpage of the Registration Division Office.