

National Yang Ming Chiao Tung University
Department of Information Management and Finance
Guideline for Leaving School Process

Step of Process	
A	<ul style="list-style-type: none"> ● Upload the final version of your thesis/dissertation to the Theses/Dissertations System (For the format of thesis/dissertation, please see the files in download section in department website for reference.) 1. Revised your thesis/dissertation according to the committee’s opinions. Then, you may upload the final version of your thesis/dissertation to the Theses/Dissertations System after get agreement from your advisor. 2. For Authorization to Database vendor, you must get agreement from your advisor beforehand. 3. Printout the “Authorization to Copyright of Thesis/Dissertation and ETD (Electronic Thesis/Dissertation)” after received the “Thesis/Dissertation letter of Verification” email from the system. 4. Go to the department office to get your <u>Thesis Approval Form</u>. 5. For the hardcopy of thesis/dissertation: <ul style="list-style-type: none"> PhD dissertation: please use a <u>hardcover in black color</u> and <u>the font should be tooled in gold</u>. You need to hand out 2 hardcopies to our department. And, you need to handout 1 hardcopy to the library and 1 hardcopy to the <u>Division of Registrar by yourself</u>. Master thesis: please use a <u>paperback</u> and the font should be in black color. You need to hand out 1 hardcopy to our department. And, you need to <u>handout 1 hardcopy to the library and 1 hardcopy to the Division of Registrar by yourself</u>. [For the color of paperback, please get the Color Card from department office] 6. Please note that the full department name is as follow: <ul style="list-style-type: none"> Graduate Program of Finance Department of Information Management and Finance
B	<ul style="list-style-type: none"> 1. Startup the online leaving process in the School-leaving system (Graduation Procedures in NYCU Portal). 2. Leaving process through paper sheet will need to be signed by advisor. If you have a co-advisor, then both advisor and co-advisor need to sign in the paper sheet (must be handwritten signature) 3. Fill out the Alumni Directory as indicated in step C. 4. Complete the leaving process and hand out the hardcopies to all required department, then you can get your certificate in the <u>Division of Registrar</u>.
C	<p>Please fill out the Alumni Directory in the following Google form.</p> <p>https://forms.gle/jqSt5vZW53wXr8p18</p>