

Leaving Process

To complete the graduation process, follow these steps:

- 1. Get the Forms:** Print out the "Departmental Leaving Procedures Form" from the department website under "Documents" for either undergraduates or graduate students. You must also print the "Graduate Student Departure Procedure Inquiry System" form from the school website. You can find it by going to the NCKU homepage, selecting "Student Portal," then "E-Services," and finally "Graduate Student Departure Procedure Inquiry" <https://nckustory.ncku.edu.tw/lou/leave/>
 - 2. Complete Departmental Procedures:** Take the "Departmental Leaving Procedures Form" to the department office to submit all required documents and return your access card. Have your advisor and the staff sign the form.
 - 3. Complete School Procedures:** Once the departmental form is complete, take the "School Departure Procedures Form" to Ms. Tsai in the Chairman's office to get the departmental stamp. Then, go to the Library and the Registrar's Office to get your diploma.
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Department Office Checklist

For Mr. Lin or Mr. Tang:

- Undergraduate Students:
 - Return your access card.
 - Fill out the graduate contact information form and upload an electronic file of your graduation photo. The link is:
<https://docs.google.com/forms/d/e/1FAIpQLSciKnl6kpUiTSn-vm4oVeGvXdHW8YjNI7SHW7OgLSTlxec1YA/viewform>



- Graduate Students:

(To Mr. Lin)

 - Submit one physical copy of your thesis, which will be sent to the National Central Library. Master's theses should be softcover, and Ph.D. dissertations should be hardcover.
 - If you need to delay the public release of your thesis, submit the "National Central Library Thesis Delayed Release Application Form".

- c. Fill out the graduate contact information form and upload an electronic file of your graduation photo. The link is:

<https://docs.google.com/forms/d/e/1FAIpQLSciKnl6kpUiTSn-vm4oVeGvXdHW8YjNI7SHW7OgLSTlxec1YA/viewform>



(To *Mr. Tang*)

- d. Return your access card
- e. If you have applied for an internet IP, cancel the IP with Mr. Tang.

For Ms. Huang Guanhua:

1. After your oral defense is approved, revise the draft of your thesis and print out the “**Turnitin plagiarism report**”. The similarity rate must be below 20%. The report must also have your and your advisor's original handwritten signatures (not stamps).
2. If you did not pass the English proficiency test, submit a photocopy of your score report. If you passed, you must upload the results to the NCKU "[English Course Waiver/ Exemption and Confirmation of Foreign Language Competence System](#)".

For Mr. Chen:

Undergraduate Students:

1. Fill out the "Graduate Student Teaching Satisfaction Survey". The link is:
https://docs.google.com/forms/d/e/1FAIpQLSfdml4kRlzz0INW-h1_u_Cq-H-mPdVvCHqJbUiWgGvwa3uwIA/viewform .



2. Fill out the "English Proficiency Survey". The link is:
<https://docs.google.com/forms/d/e/1FAIpQLScf9gIdjLi9VWwtiaDeahJtL1deOtP2Qfx1qBDJ87trso2fMg/viewform>.



Graduate Students:

1. Fill out the "Graduate Student Teaching Satisfaction Survey". The link is:

<https://docs.google.com/forms/d/e/1FAIpQLSd0FB8-vLIwFLW6p-Ga7txSQOmidzydT5bi1tflhzBPPI7IQ/viewform>



2. Fill out the "English Proficiency Survey". The link is:

<https://docs.google.com/forms/d/e/1FAIpQLScf9gIdjLi9VWwtiaDeahJtL1deOtP2Qfx1qBDJ87trso2fMg/viewform>.

