

SUBMISSION OF THESIS & GRADUATION PROCEDURES

After passing the degree examination defense, students are required to complete Step 1 to 4 **by March 1st** (defense passed in Fall semester) or **by September 1st** (defense passed in Spring semester). You are strongly recommended to start it as early as possible; **spare at least two weeks for Step 2 to 4.**

Step 1 Continue revising your thesis

- a. Confirm with the advisor if the revision is complete or not. If it is done, please ask the advisor to sign on “[Advisor’s Consent Form for the Academic Quality of NCCU Master/Doctoral Electronic Thesis/Dissertation](#)” digitally or in person.
- b. Upon receiving your advisor’s reply, forward the consent form to IMICS office **via email** to receive “**Approval Page**” in PDF file. The original copy of the advisor’s consent form is to be handed in to the registration office to obtain the diploma (See Step 4).
- c. Print **four** copies of the Approval Page, which are to be bound with paper theses, with one for each copy (See Step 3).

Step 2 Submit your e-Thesis on ETDS

- a. Make a [title page](#) and [secondary title page](#) for your thesis.
- b. Arrange your e-thesis in the following order and convert it into **one single PDF file**. **The order is: title page, secondary title page, acknowledgement, Chinese/English abstract with keywords, table of contents, body text, and references.** (**DO NOT watermark** the thesis yourself. The system will do it for you after you complete uploading.)
- c. Follow [ETDS User’s Guide](#) to [login ETDS](#) (switch to English and click “Upload Papers” to begin), create your thesis profile, upload your e-Thesis, make authorization form of copyright, and submit it online for librarian’s review.
- d. Print **four** copies of the “**Authorization Form for Electronic Thesis/Dissertation**” and the author of the thesis shall **sign** on them. (**DO NOT** include the “Approval Page” and “Authorization Form for Electronic Thesis/Dissertation” in the e-thesis during this stage.)

Step 3 Bind the thesis in hardback/paperback

- a. The library will need one to three working days to examine the uploaded file. If the content and format comply with all requirements, you’ll receive a “**Thesis and Dissertations Approved Notification**” via email that proves you have completed the file creation on ETDS. Print **one** copy of the notification. (This is to be handed to the library during Step 4. **DO NOT** bind it with the thesis.)
- b. Login ETDS once again to download the watermarked and encrypted thesis in PDF file, which contains a DOI number in the bottom right corner. Bring this version to a copy shop and print **four** copies of it.
- c. Arrange the paper thesis in the order mentioned in [IMICS Thesis Layout and Format Recommendations](#), with the “**Authorization Form for Electronic Thesis/Dissertation**” and the “**Approval page**” being included.
- d. Make a watermark-free version of the [thesis cover](#) and [thesis spine](#). And bind these four copies of theses in hardback/paperback.

Step 4 Run through the Graduation Procedure in person

- a. Login i-NCCU to find the “Graduation Procedure Checklist (畢業生離校檢核).” Click it to maintain your alumnus information, among others, and save the change you’ve made. Last, print out the checklist. (The correct way to print the checklist is to print it from a pop-up window. If it doesn’t pop up, find the icon for blocked pop-ups at the right end of the address bar and enable it.)
- b. Bring student ID with you and visit every office in the order you see on the checklist, unless it says “免辦 (waived).” The office staff will check the eligibility of leaving school for you and if it is affirmed, they will give a stamp on the checklist. Students are required to submit **two** copies of

thesis to IMICS office and another **two** copies to the library. (To speed up the procedure, make sure you have returned every item you borrowed from the university, such as the graduation gown, books, software disk, etc., and have cleared fine or fees.)

- c. The last stop shall be the registration office, to which you should turn in the “**Advisor’s Consent Form for the Academic Quality of NCCU Master/Doctoral Electronic Thesis/Dissertation**” as well as the **Graduation Procedures Checklist** with complete stamps to receive the diploma.
- d. If you are not able to run through the graduation procedure in person, ask a person to do it for you. You shall leave the following items to this person: **four copies of theses, Advisor’s Consent Form for the Academic Quality of NCCU Master/Doctoral Electronic Thesis/Dissertation, Thesis/Dissertations Approved Notification** acquired from the library, **Graduation Procedure Checklist, student ID**, and a **power of attorney** (signed by both parties and followed by **photocopies of both parties’ ARC**). And the person who runs through the procedure on your behalf should bring his/her original copy of ARC in preparation for inspection when required. This person will also collect the diploma for you and mail it to you.

Note:

- The Library privileges and the right to use e-resources will be terminated upon the completion of graduation procedure. To keep your borrowing privileges, please apply for a NCCU Alumni Card at NCCU Alumni Service Center.
- Once the thesis has been submitted to NCCU Library, any alteration or replacement of the thesis will be no longer possible.