

9. Leaving Campus

9.1 Upload the Master Thesis

9.1.1 Please consult NCKU library for the regulation and manual for their uploading system.

9.1.2 Thesis upload log in: <http://etds.lib.ncku.edu.tw/en/etdsystem/submit/submitLogin>

■ Use your NCKU email account to upload. (If you have not yet activated your NCKU email account, please go to the Computer and Network Center to apply for your NCKU email with your student ID card before uploading your thesis; NCKU computer center is located next to the Main NCKU library in Cheng Kung Campus.)

■ Watermark should be added to all pages of e-thesis (Do not change the size and color of the watermark).

■ The Graduation Examination Report should be placed on the first page of the thesis.

■ The uploading process as <http://etds.lib.ncku.edu.tw/files/2009110001.pdf>

■ This process will take approximately 3-5 days for approval.

9.2 Leaving process

9.2.1 After successfully uploading the thesis, you will get a link for the authorization form the library website to your email. Print “Digital Thesis On-Line Authorization Form” out. It must be signed by your advisor and you.

9.2.2 Graduation Procedure System <http://campus1.ncku.edu.tw/leave/>. Enter Student ID & Password → Student Search Result OK → Print out Graduation Procedure Form to start school leaving process (Please proceed according to the procedure on the form).

9.2.3 The clearance form needs 4 stamps by the following, and for you to submit thesis copies:

■ International Office:

✓ Return the building access card and Submit **2 paperback**, with orange cover page (Reference color number CMYK:C0,M40,Y80,K0 or RGB:R247,G181,B115); black font color (We will hand your thesis to (1) Registrar Division (2) Nursing Department).

✓ Please fill in online survey “Evaluation of graduating students’ education outcome”, “Evaluation of learning environment and resources at the department” and “IAPN alumni”

Appendix 8: <https://goo.gl/forms/ubOKSZUKI5RshBon1>

Appendix 9: <https://goo.gl/forms/OmMkSBbqEuHwksgh1>

Appendix 10: <https://goo.gl/forms/tjCS1a24THMAz86h1>

✓ Application for delayed public release of thesis/dissertation (**if needed**)

Please discuss with your advisor if you need to apply for delayed public release of thesis/ dissertation→ If you need this application, please complete application form, receive your advisor’s signature and hand in application form to international office in advance. → For Director’s Signature and stamp of department of nursing→ Hand in application form to NCKU library by yourselves.

■ **NCKU Library:** return books, hand in **1 paperback**, with orange cover page; black font color to the library and the signed copyright form of your thesis.

(*The copy for library should have waterproof film on the cover page.)

■ **Registrar Division:** hand in 1 graduation photo, student ID card and receive Certificate of Graduation →Office of General Affairs for University Stamp→ completed.

*Graduates have to complete the “School Leaving Procedure” before starting day of next semester.

Otherwise, it is required to pay the tuition fee of next semester.