

NCHU Department of Business Administration
Leaving Procedures and Documents for PhD students

- When the dissertation revision is completed, submit your electronic thesis through [*NCHU Electronic Theses & Dissertations Services*](#) (for the electronic dissertation format, please refer to the instructions on the website). After approval, print the authorization page and bind it with your dissertation.
- [*Leaving Confirmation for PhD Students \(including Consent to Provide Personal Data\)*](#): Please type the form and print double-sided. Be sure to carefully read the Consent to Provide Personal Data carefully and sign it.
- Library collects:
 - (1) 2 print copies of the approved PDF thesis (with the department's official stamp.)
 - (2) The digital receipt of the Turnitin Similarity Report for your dissertation.
- Clean up the lab and return the lab's keys to the department.
- Please log in to the [*Academic Affairs System*](#) to check your "leave school processing" status. Once all statuses are marked as "Y," bring your student ID card to the Division of Registration to receive your diploma. After your student ID card is marked as invalid, it will be returned to you.
- Before the dissertation defense score is recorded by the Division of Registration, the student may modify the title of the dissertation in the Academic Affairs System based on the suggestions of the thesis defense committee members. After the Division of Registration logs in the oral test results, students cannot change the title.
- Graduate students who have passed the degree examination must complete the graduation procedures within the designated deadline.
- Please confirm the color of the dissertation cover with the department office.