

National Pingtung University Steps for Application to Leave school

Those who have passed the thesis defense for master's/doctoral students.

Within seven working days after passing the thesis defense, the department office should submit the defense results to the registration office.

1. Submit graduation application

- 1) Graduate students should fill out the "Graduation Application Form" and submit it to their department office.
- 2) Each department will attach the defense results to the graduation application and submit it to the registration office.

2, 3, and 4 can be carried out simultaneously.

2. Revision and Uploading of Thesis

- 1) Graduate students must revise their thesis and obtain approval from their advisor before uploading.
- 2) Before uploading, the thesis must be checked using the plagiarism detection system and signed by the advisor.
- 3) Complete the upload process in the university library's master's and doctoral thesis system.

3. Graduate Students' Online Departure Application

- 1) Graduate students should apply for departure through the university administrative system.
- 2) Various units (advisor, teacher training center, accounting office) will review the student's eligibility for departure online.
- 3) Students must personally deliver their graduation thesis (with advisor approval) to their department office (department chair) and the library to complete the departure process.

4. Graduation Eligibility Review by Departments

- 1) After receiving the graduation application from the departments, the registration office will send the students' academic transcripts to each department for graduation eligibility review.
- 2) Each department must return the approved graduation eligibility information to the registration office within three days.

5. Issuance of Degree Certificates

- 1) After the registration office receives the approved graduation eligibility information from the departments, it will take approximately five working days to complete the production, review, and stamping of the degree certificates (the entire process from submitting the graduation application to receiving the degree certificate requires at least 14 working days).
- 2) Once the graduate confirms that their online departure status is approved and all necessary procedures with the aforementioned units are completed, they can take one copy of their thesis, the originality report checklist, the signed original of the plagiarism report, and their student ID to the registration office to collect their degree certificate.