

**National Yang Ming Chiao Tung University**  
**Graduate Program of Finance, Department of Information Management and Finance**  
**Guideline for Leaving School Process**

**Step of Process**

<b>A</b>	<p>Upload the final version of your thesis/dissertation to the Theses/Dissertations System through the NYCU portal (For the format of thesis/dissertation, please see the files in download section in department website for reference.)</p> <ol style="list-style-type: none"> <li>1. Revised your thesis/dissertation according to the committee’s opinions. Then, you may upload the final version of your thesis/dissertation to the Theses/Dissertations System after get agreement from your advisor.</li> <li>2. For Authorization to Database vendor, you must get agreement from your advisor beforehand.</li> <li>3. Printout the “Authorization to Copyright of Thesis/Dissertation and ETD (Electronic Thesis/Dissertation)” after received the “Thesis/Dissertation letter of Verification” email from the system.</li> <li>4. Go to the department office to get your <u>Thesis Approval Form and Information and Co-author Contribution Statement of Thesis by Publication.</u></li> <li>5. For the hardcopy of thesis/dissertation:  <b>PhD dissertation:</b> please use a <u>hardcover in black color</u> and <u>the font should be tooled in gold.</u> You need to hand out <u>2 hardcopies to our department.</u> And, <u>you need to handout 1 hardcopy to the library and 1 hardcopy to the Division of Registrar by yourself.</u>  <b>Master thesis:</b> please use a <u>paperback</u> and the font should be in black color. You need to hand out 1 hardcopy to our department. And, <u>you need to handout 1 hardcopy to the library and 1 hardcopy to the Division of Registrar by yourself.</u> [For the color of paperback, please get the Color Card from department office]</li> <li>6. <b><u>Email the full downloaded PDF file of the “Originality Check” of your Thesis/Dissertation to mirandaluo@nycu.edu.tw</u></b></li> <li>7. Please note that the full department name is as follow:  <u>Graduate Program of Finance</u>  <u>Department of Information Management and Finance</u></li> </ol> <p><i><u>All hardcopies hand out our department must have the original signed copies of your “Statement of Academic Ethics and Originality Comparison” and “Information and Co-author Contribution Statement of Thesis by Publication” including inside (at the end of the hardcopies).</u></i></p> <p><i><u>All hardcopies hand out the library and Division of Registrar must have the Photocopy of your signed “Information and Co-author Contribution Statement of Thesis by Publication” including inside (at the end of the hardcopies).</u></i></p>
<b>B</b>	<ol style="list-style-type: none"> <li>1. Startup the online leaving process in the School-leaving system (Graduation Procedures in NYCU Portal). [please remind your advisor to click “Pass” in the system after you send out the process.]</li> <li>2. Fill out the Alumni Directory as indicated in step C.</li> <li>3. <b>PhD:</b> Hand out <u>2 hardcopies of your dissertation to the department office.</u>  <b>Master:</b> Hand out 1 hardcopy of your thesis to the department office.</li> <li>4. Hand out 1 hardcopy of your dissertation/thesis to the library and 1 hardcopy to the Division of Registrar.</li> <li>5. Complete the leaving process and hand out the hardcopies to all required department, then you can get your certificate in the <u>Division of Registrar.</u></li> </ol>
<b>C</b>	<p style="text-align: center;"><b>Please fill out the Alumni Directory in the following Google form.</b>  <a href="https://forms.gle/JGtgD7iNWUMXvYe46">https://forms.gle/JGtgD7iNWUMXvYe46</a></p>