

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

| <b>Step of Process</b> |   |
|------------------------|---|
| <b>A</b>               | <ul style="list-style-type: none"> <li>● Upload the final version of your thesis/dissertation to the Theses/Dissertations System (For the format of thesis/dissertation, please see the files in download section in department website for reference. <a href="https://imf.nycu.edu.tw/zh_tw/700">https://imf.nycu.edu.tw/zh_tw/700</a>)</li> <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. 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>3. Go to the department office to get your <u>Thesis Approval Form</u>.</li> <li>4. For the hardcopy of thesis/dissertation: <ul style="list-style-type: none"> <li><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 <b>2 hardcopies</b> 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>.</li> <li><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> </ul> </li> <li>6. Please note that the full department name is as follow: <ul style="list-style-type: none"> <li><b>Graduate Program of Finance</b></li> <li><b>Department of Information Management and Finance</b></li> </ul> </li> </ul> |
| <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 <b>2 hardcopies</b> of your dissertation to the department office.<br/> <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 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><b>Please fill out the Alumni Directory in the following Google form.</b></p> <p><a href="https://forms.gle/JGtgD7iNWUMXvYe46">https://forms.gle/JGtgD7iNWUMXvYe46</a></p>   |