

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

Step of Process	
A	<ul style="list-style-type: none"> ● 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. https://imf.nycu.edu.tw/imf/ch/app/folder/6025) 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. 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. 3. Go to the department office to get your <u>Thesis Approval Form</u>. 4. For the hardcopy of thesis/dissertation: <ul style="list-style-type: none"> PhD dissertation: please use a <u>hardcover in black color</u> and <u>the font should be tooled in gold</u>. You need to hand out 2 hardcopies 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>. Master thesis: 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] 6. Please note that the full department name is as follow: <ul style="list-style-type: none"> Graduate Program of Finance Department of Information Management and Finance
B	<ul style="list-style-type: none"> 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.] 2. Fill out the Alumni Directory as indicated in step C. 3. PhD: Hand out 2 hardcopies of your dissertation to the department office. Master: Hand out 1 hardcopy of your thesis to the department office. 4. Hand out 1 hardcopy of your dissertation/thesis to the library and Division of Registrar. 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>.
C	<p style="text-align: center;">Please fill out the Alumni Directory in the following Google form.</p> <p style="text-align: center;">https://forms.gle/JGtgD7iNWUMXvYe46</p>