

Graduate reminder

1. The graduate must be approved by proposal and thesis defense before graduates from IPUG. The interval between proposal defense and thesis defense is three months and the examinee must apply one month in advance to the IPUG office. The deadline for **proposal defense is on the 30th of April, and the 30th of July for thesis defense.** (In fall semester: The deadline for proposal defense is on October 31th, and January 31th for thesis defense.)
✂For final defense, please hand in 2 copies of application forms with autograph.
2. After the thesis defense
 - a. Please consult with your supervisor and discuss the thesis revision schedule.
 - b. Make sure the thesis is verified, then the school-leaving procedures can be started. (You are not allowed to return home before finishing your thesis and school-leaving procedures)
 - c. Deadline of school leaving for fall: Early of September, spring: Mid-February, please refer to the official school calendar.
3. School-leaving procedures:
 - a. After the thesis is verified by the supervisor, please upload the thesis to e-Thesis system. Platform for uploading the thesis and dissertation:
<http://cloud.ncl.edu.tw/ntp/>
 - b. Submit 5 hard copies of thesis. 1 copy for library (with original autograph), 1 copy for Registration Section, and 3 copies for IPUG office. If you want, you can give another copies to your supervisor and your committee members.
 - c. After thesis submission please contact IPUG office to confirm administrative departments for other school-leaving procedures. (Ex. Pay health care costs or electricity / network fees if necessary, return books borrowed from library, or update you contact information in the student information system.)
 - d. Clean up and return study room's key (room 618)
 - e. Bring student ID and a copy of thesis to Registration Section and receive certificate of diploma.
 - f. Complete school-leaving procedures.