

Check list of thesis submission and graduation process

- ☐ Oral defense (in campus / online)
- ☐ Finish thesis revision
- ☐ Get approval letter from thesis advisor, put it with your thesis and convert it into one PDF file.
- ☐ Uploading final version of thesis online (you may get guideline from “download” area).Following is the link for uploading and guideline information:
<https://cloud.ncl.edu.tw/pu/index.php>
**** Please note the deadline for uploading thesis, otherwise you cannot graduate in time.****
- ☐ Waiting for the approval email from library.
- ☐ When you get the approval email from library, please inform program secretary the date you’re going to take your diploma (please inform secretary at least 5 working days before, school needs time to prepare your diploma).
- ☐ Making 5 copies of your thesis (If you’re not in Taiwan, please provide e-file of your thesis, and authorize program secretary to help you, but you’ll need to pay the **administration fee***)
- ☐ Print out 2 copies of the authorization letter (from thesis uploading system) and sign your name on it. (If you cannot submit the thesis by yourself, please scan the file and send it to program secretary.)
- ☐ Please go to e-campus system to finish a questionnaire online (please see the guideline from our website: <https://gmba.pu.edu.tw/p/406-1031-14722,r226.php?Lang=en>)
- ☐ Print out the leaving school process document and get stamps as following sequence :
(If you’re not in Taiwan, please provide your account and password for program secretary, thus we can help you to print out the document and finish following procedure)
 1. Program department (submit 2 copies of your thesis)
 2. Please find Ms. Chiao or Ms. Kay at OIA to get the stamps on the document
 3. Library (submit 2 copies of your thesis)
 4. Cashier division (make sure you don’t have unpaid tuition fee or others)
 5. Registration and Curriculum office (submit 1 copy of your thesis and **GET the DIPLOMA**)

Oral defense

Thesis uploading

Making copies

Online questionnaire

Leaving school

CONGRATUATIONS!