

114-2 Graduation Process

Stage	Process	Link
Before Graduate ---- Submit Graduate Dissertation	● Upload the followings: 1. Graduate Dissertation (with Signed Certificate of Dissertation Acceptance) 2. Originality Report on Graduate Dissertation 3. Signed Declaration of Compliance with Academic Ethics for Graduate Dissertation 4. Signed Dissertation Authorization Form ● After your advisor's approval, you'll get email from the system and you can move on to the leaving school process	Office of Library and Information Services: Electronic Thesis and Dissertation Submission System https://ethesys.lis.nsysu.edu.tw/ETD-qa/login/login.php
Before Graduate (If Needed) ---- Application for Embargo of Dissertation	Application Form for Embargo of Dissertation for National Central Library Use: please <u>attach</u> the application form (<u>do not bind</u>) and submit it to the Office of Academic Affairs Registration Division 1. For students applying for the degree examination <u>in or before the Spring Semester 2025 academic year (Year 113)</u>: The application must be signed by the graduate student and the advisor, and stamped by the department/institute review unit. 2. For students applying for the degree examination from the <u>Fall Semester 2025 academic year (Year 114) onwards</u>: The application must be signed by the graduate student, the advisor, and all thesis/dissertation committee members, and stamped by the department/institute review unit.	National Central Library: Embargo of Dissertation for National Central Library Application Form 1. For students applying for the degree examination in or before the Spring Semester 2025 academic year (Year 113): https://oaa.nsysu.edu.tw/p/412-1003-3285.php?Lang=zh-tw 2. For students applying for the degree examination from the Fall Semester 2025 academic year (Year 114) onwards:

		https://oaa.nsysu.edu.tw/p/406-1003-360219,r780.php?Lang=zh-tw
Department's School Leaving Process	Please follow the procedures on the form.	Department's School Leaving Form: https://moes.nsysu.edu.tw/p/412-1206-20568.php?Lang=en
School Leaving Process	Please log in to the School Leaving System to check and complete the clearance procedures for all relevant units. Once the status for all units (including the Registration Division) shows "Cleared" (可離校), it indicates that the school leaving process is complete, and you may proceed to the Registration Division to collect your degree certificate. Graduate students are also required to submit one copy of their dissertation to the Office of Library and Information Services. Individual departments or institutes shall follow their own respective regulations.	Office of Academic Affairs Registration Division: School Leaving System https://web70.nsysu.edu.tw/graduate/
Collection of Degree Certificate (Office of Academic Affairs Registration Division)	1. Collecting in Person: Please collect your certificate in person at the Registration Division of the Office of Academic Affairs during office hours before September 7. Graduate Students: Please bring your Student ID card and one copy of your dissertation to the Office of Academic Affairs Registration Division Ms. Huang (est. 2127). (Students who wish to embargo their dissertation must attach the Application Form for Embargo of Dissertation for National Central Library Use along with supporting documentation.)	Office of Academic Affairs Registration Division: Ms. Huang (est. 2127)

	2. Entrusting a Proxy: If you wish to authorize someone else to collect the certificate on your behalf, a Letter of Authorization signed by both parties must be provided. 3. Important Notes for Collecting the English Degree Certificate: Please check the spelling of your personal English name on the English degree certificate. If there is an error or if your English name is missing, please present your passport to apply for a correction and reissue. It will take 5 working days to collect the revised English degree certificate. Please note: English degree certificates will no longer be issued after September 7. Students who require one after this deadline must apply for the "English Certificate of Degree Graduation" instead, which carries the equivalent validity. 4. For Students Who Applied for a Program Certificate: Both the Chinese and English versions of your program certificate will be distributed together with your degree certificate.	
Receiving the Chinese Digital Degree Certificate	After graduates of this semester receive their physical degree certificates, the Office of Academic Affairs will email the Chinese digital certificate to the students' primary personal email addresses by the end of the following two months.	Office of Academic Affairs