



Notes for University Departure Procedure 2024-08-02 updated

1. Upload the PhD Dissertation to the library system

- ✓ The library system for the Dissertation uploading.
(<https://ethesys.lis.nsysu.edu.tw/ETD-qa/login/login.php>)
Please read the rules and procedures before the submission.
(<https://lis.nsysu.edu.tw/p/412-1001-22345.php?Lang=en>)
If you have any questions about this system, please email etd@mail.nsysu.edu.tw

2. Complete the University Departure Procedure

- ✓ Online Application for Leaving School (<https://web70.nsysu.edu.tw/graduate/>)
Complete all the steps on the system. You can receive your degree certificate with all green lights on the system.
- ✓ Please check your personal information (Name, E-mail, ...) for the digital degree certificate. Please make sure your name and email are correct. If there is anything wrong, please inform the department officer.
- ✓ Print out 3 copies of your Dissertation. The original copy of the original publication authorization letter must be bound with the Dissertation. Submit one to the ICE office, another to the Office of Library and Information Services, and the other to the Office of Academic Affairs.
- ✓ If you would like to request delayed publication of your thesis, you have to submit another application form (with the advisor and the department's stamp) to the academic office with the physical copy of the Dissertation.
- ✓ Submit the physical copy of the Dissertation. Email the digital file of the headshot photo and the digital file of the students' general information Form to the ICE office Ms. Yen. (commaa@mail.nsysu.edu.tw) Then, you will get the green light of the ICE office.
- ✓ Bring your student ID card and submit one physical copy of your Dissertation to the Office of Academic Affairs. Then, you can get your degree certificate. Please make sure your name on the certificate is correct. If the spelling is not correct, you have to bring your passport and apply for the correction. Then, you can get the correct one after 5 working days.