

How to apply for the thesis oral test (Spring semester)

IMTH

Three Phases of the Examination Process

To avoid errors, please type the information on the computer before printing and submitting it.

1

**Thesis Writing Proposal
and Oral Exam
(Initial Defense)**

2

**Degree Examination,
Preparatory Work,
and Final Defense**

3

**Completion and
Departure Procedures**



Thesis Proposal and Oral Exam (Initial Defense)

step 1 Graduation Threshold Review - Academic Activities Points Tracking

- Each student is required to accumulate a total of 6 points. This total will be divided over three evaluation periods.
- Please ensure that your information is submitted to the IMTH office before each deadline. Should there be instances where you have no information to report, notify the IMTH office accordingly.
- Deadlines for Submission:
 - 1. First Review: By June 30th**
 - 2. Second Review: By January 31st**
 - 3. Third Review: By November 30th**
- Submission Requirements: Include your Academic Activities Points Tracking List and a copy of any relevant certificates.

Notice: If a student applies for a delay in meeting the 6 points requirement citing valid reasons, the program may convene a faculty meeting to discuss the validity of these reasons. The decision to accept or reject the reason will be made collectively, and the student will be informed of the decision accordingly.

國立高雄餐旅大學 國際觀光餐旅全英文碩士學位學程 學術活動積分(畢業門檻)追蹤表
 National Kaohsiung University of Hospitality and Tourism
 The International Master's Program of Tourism and Hospitality
 Academic activities points tracking list

姓名： Name:	學號： Student Number:			
點數 Points	學術活動 Academic Activities	項目名稱 Item Name	日期 Date	指導教授 (或學程主任)簽名
6	發表英文論文於WOS (Web of Science)資料庫收錄之學術期刊。 Publish research papers in English in academic journals which are included in the Web of Science(WOS).			
5	發表英文論文於具審查制度之學術性期刊。 Publish their research papers in English in peer-reviewed journals.			
4	於國際學術研討會以英語口頭發表論文。 Give an oral presentation in English at an international symposium or conference.			
4	參與公部門合作案或產學合作案，並由指導教授提出證明。 Participate in a public sector cooperation project or industry-academia cooperation project and be proofed by the thesis advisor.			
3	於國際學術研討會以英語發表海報論文。 Give a poster presentation in English at an international academic symposium or conference.			
3	於國際學術研討會或餐旅相關國際競賽得獎。 Be awarded in an international academic symposium, conference, or competition related to hospitality and tourism.			
2	參與國際學術研討會並提出證明。 Provide an attendance certificate proving participation in an international academic symposium or conference.			
2	考取國際級餐旅觀光類相關證照。 Obtain a relevant international certification related to hospitality and tourism.			
2	通過多益 785 分或等同之英語能力測驗。 Pass TOEIC 785 or an equivalent English proficiency test.			
*Please submit the form before the end of each semester.				
*Please provide relevant certificates.				




CERTIFICATE

**TOURISM DEPARTMENT, FACULTY OF TOURISM AND HOSPITALITY
UNIVERSITAS NEGERI PADANG**
147/UN35.8.4/AK/2022

This is to certify that:

Trisna Putra, S.S., M.Sc.

Has participated in Hybrid Conference - The 1st Annual Conference of Sustainable Tourism and Hospitality Business (ACSTHB-1) "Sustainable Tourism and Hospitality Business Recovery on Post Pandemic" on 5th - 6th of October 2022

AS
PARTICIPANT



DEAN
[Signature]
Dr. F. Hawati, M.Pd., Ph.D
NIP. 19610618 198903 2 002

HEAD OF DEPARTMENT



Trisna Putra, SS., M.Sc.
NIP. 19761223 199803 1 001

step 2 Supervisor Agreement & Thesis Title Declaration

Deadline: Submit File 1.1 to the Program Office before **January 31st**.

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

學年度 第 學期
Academic Year Semester

指導教授同意書
Advisor Agreement

研究生 Student: _____ (簽名 Signature)
學號 Student ID: _____
擬撰論文題目 Thesis topic: _____

本人同意指導之
In accordance with all agreements above, I give my consent to this proposal of thesis.

此致

指導教授 Advisor _____ (簽章 Signature)
年 YYYY 月 MM 日 DD

本所審核 Assessment by IMTH

該生已符合本所及學校之相關規定
Approved to proceed the examination.
(知: 是否修習論文或技術報告、學分數...等 For example: do research thesis or technical reports, academic credits, etc.)

承辦人員 Staff _____ (簽章 Signature)
年 YYYY 月 MM 日 DD

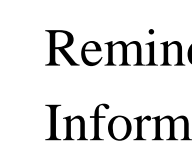
※附註: 一、請詳細填寫下列表格, 若以教授資格轉請者請填寫表一, 若以專家資格轉請者請填寫表二。
二、碩士班指導教授之轉請應依「國立高雄餐旅大學研究所論指導教授遴聘要點」辦理。
※Notes: 1. Please fill in the following form in detail. If you fit professor qualification, please fill in Form 1, If you fit expert qualification, please fill in Form 2.
2. Please follow NKUHT rules to apply advisor.

Remind:

Topic Uncertainty: If you are uncertain about your thesis topic, there's no need to declare it immediately. Take the time to refine your idea.

表一 Form 1

教授姓名 Professor Name	教授證書字號 Certificate No.	任職單位、級職 Affiliation/Title	通訊地址 Address	電話 Contact Number



Remind:

Complete Information: Ensure all relevant sections of the form are filled in completely. Accuracy and completeness are crucial.

Remind:

Information Absence: If certain information is not applicable or available, you are not required to fill in those sections.

表二 Form 2

專家姓名 Expert Name	最高學歷 Highest Educational Level	學術著作 Academic publications	通訊地址 Address	電話 Contact Number

step 3

Thesis Professional Topic Compliance

Submit the File 2.1 to IMTH Office **before 3/20.**

Remind:

- Complete all relevant sections of the form thoroughly.
- Focus on filling out the sections highlighted in red.

※If your research topic does not pass the review, you must revise and resubmit it for re-evaluation by the IMTH before you can proceed with your thesis proposal (using File 2.4).

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
研究生論文研究主題專業符合檢核表
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Thesis Professional Topic Compliance Form

學生姓名 Name	學號 Student ID	指導教授 Advisor	論文研究主題 Thesis Topic

國際觀光餐旅全英文
碩士學位學程審核

經_____學期第_____次學程會議決議：
以上皆符合專業領域。
與專業領域不符者如下，其餘皆符合專業領域。
1. (學生姓名)，理由：
2. (學生姓名)，理由：

學程主任	院長

備註：審核結果若不符專業領域者，須修正論文研究主題，提送學程會議再審核，俟獲審查通過後，方能進行論文研擬計畫。

step 4

Research Proposal Timeline Submission

Submit File 2.2 to the IMTH Office by **April 20**

Remind:

Complete Information: Ensure you fill in all required information accurately. Pay special attention to the sections highlighted in red, as these are mandatory.

Topic Review Process: If your research topic is not approved upon initial review, you must revise and resubmit it for re-evaluation to the IMTH using File 2.4 before you can proceed with your thesis proposal. This step is crucial for advancing your thesis work.

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
研究生第一階段論文研撰計畫口試申請表
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Postgraduate first-stage dissertation
Thesis Oral Examination Application Form

研究生 Student :
論文題目 Thesis Topic :
論文計畫口試時間 Oral test time : 年 YYYY 月 MM 日 DD
此致
國際觀光餐旅全英文碩士學位學程
指導教授 Advisor : (簽章 Signature)
學程主任 Director of IMTH : (簽章 Signature)
年 YYYY 月 MM 日 DD

step 5-1 Submission of the Proposal

Deadline for Submission: The proposal must be submitted to the IMTH office at least **7 BUSINESS DAYS** prior to the scheduled oral examination. However, we strongly recommend submitting your proposal **two weeks** in advance. This allows ample time to address any potential issues, ensuring that your proposal can be presented to committee members with sufficient review time.

Important Considerations:

- **Pre-Committee Submission Review:** It is imperative that your proposal passes the preliminary examination by the IMTH office before it is forwarded to committee members. If you did not get approval from the program, you **CANNOT** proceed to the oral exam.
- **Committee Member Submission:** Ensure that committee members receive your proposal at least one week prior to the oral examination. This is critical for a thorough review process.
- **Timeliness:** Avoid postponing your submission until the last moment. Proactive submission mitigates the risk of unforeseen complications, facilitating a smoother review process.

step 5-2 Submission of the Proposal

Instructions:

- **Electronic Submission:** Please transmit your proposal in PDF format via email to tina10690@mail.nkuht.edu.tw.
- **Arrangement for Oral Examination Venue:** Should you require a venue for the oral examination, it is incumbent upon you to request this through the office.
- **Coordination with Committee Members:** The IMTH office will facilitate communication with committee members regarding the oral examination through a Google form and will ensure the preparation of certificates of appreciation for all participants.
- **Provisions for Refreshments:** The IMTH will provide coffee, tea, and water. Participants are advised to bring their own snacks if desired.

Critical Notice: Subsequent to submission, the proposal will undergo a plagiarism check via Turnitin. In the event plagiarism or **AI writing** is detected, the proposal will be returned to the student, and the oral examination will be deferred until the matter is rectified.

step 5-3 Submission of the Proposal

Additional Notice:

You are responsible for ensuring your proposal adheres to APA 7th style guidelines.

The program lacks the necessary human resources to assist in this matter. However, failure to follow the APA format will result in the program not approving your examination.

step 6

After Proposal Defense...

Required documents for submission include File 2.3, File 2.5, File 3.1, and File 2.6. These will be detailed in the following pages.

Documents required:

- File 2.3
- File 2.5
- File 3.1
- File 2.6



Ensure submission of all pertinent documents to the IMTH Office subsequent to the oral examination.

- Confirm the revision of all thesis documents prior to submission.
- Provide one copy of the necessary documents for each member of the oral examination committee.

Important Note: Candidates who do not pass the proposal defense are granted the opportunity for a **subsequent defense in the next semester**. It is imperative to adhere to this guideline to maintain academic progression.

File 2.3 Thesis Oral Examination Professional Topic Compliance Form

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
 研究生碩士論文研撰計畫題目專業符合檢核表
 National Kaohsiung University of Hospitality and Tourism
 The International Master's Program of Tourism and Hospitality
 Postgraduate first-stage dissertation
 Thesis Oral Examination Professional Topic Compliance Form

____ 學年度 Academic Year 第 ____ 學期 Semester

姓名 Name		學號 Student ID	
連絡電話 Telephone		論文研撰計畫口試時間 Oral test time	____ 年 y ____ 月 m ____ 日 d ____ 時 hr ____ 分 min 起
論文題目 Thesis Topic	中文 Chinese : 英文 English :		
題目及內容符合本學程專業領域說明	學生簽名 Student: _____ (簽名 Signature) 指導教授簽名 Advisor: _____ (簽名 Signature)		
論文研究主題與專業領域符合審核結果			
論文研撰計畫口試委員審核	<input type="checkbox"/> 符合專業領域 <input type="checkbox"/> 與專業領域不符, 理由: 口試委員 Committee Member: _____ (簽名 Signature) _____ (簽名 Signature) _____ (簽名 Signature)		
學程主任 Director of IMTH	院長 Dean of International College		

- Only one form is required for submission.
- Committee members must review the thesis topic for compliance.
- Chapters 1 to 3 of the thesis should be submitted for preliminary review.
- Upon passing the initial review, students may proceed to apply for the degree examination in the following semester.
- If the thesis does not initially meet the required standards, it must be revised and resubmitted using the specified form for re-evaluation by the committee.

File 2.5 Master Thesis Proposal Defense Form

國立高雄餐旅大學 國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

Master Thesis Proposal Defense Form

Student Name: _____ ID Number _____

Date of Proposal Defense: _____

Proposal Title: _____

Vote of Student's Examination Committee:

Print Name	Signature	Date Month/Day/Year	Pass	Fail
(chair)				
(member)				
(member)				
(member)				
(member)				

Approvals

Chair of the committee Date

Director of IMTH Date

- A single copy of the form is necessary.
- The supervisor must not serve as the chair of the committee.
- The form is designated for committee members to officially record the outcome of the oral examination.

File 3.1 Proposal Evaluation Form

論文初試成績評分表
Proposal Evaluation Form

姓名 Student :			
論文題目 Thesis Topic :			
請委員檢核論文是否符合本學程專業領域 <input type="checkbox"/> 符合 <input type="checkbox"/> 不符合,原因:			
審查項目 Assess item	評分 point	評審意見 Opinions	小計 Sub total
1. 問題發展 Development of the problem (30%) a. 問題背景明確陳述 Precise statement of background problem b. 研究問題明確陳述 Precise statement of the research problem c. 研究目的明確陳述 Precise statement of the research purpose d. 重要假設定義清楚 Precise definition of the important assumptions			
2. 研究設計 Research design (30%) a. 研究設計完整陳述 Complete statement of research design b. 研究設計適合研究問題 Research design is suitable for the research problem c. 採用適當測量工具 Adopt suitable measuring instrument			

- A distinct form is required for each committee member.
- The form is designed for committee members to record the examination score.
- The maximum score is 100, with a minimum of 70 required to pass the examination.

d. 抽樣設計適合研究問題 Sampling plan is suitable for the research problem			
3. 論文撰寫 Thesis writing (40%) a. 研究結論明確陳述 Clear description of research evidence b. 文字敘述清楚 Clear description c. 論文架構符合邏輯 The logic of thesis structure d. 研究限制明確陳述 Clear description of research restriction e. 論文涵蓋資料之周延性 Ductility of thesis covers data			
總分 Total Score		評語 Comment	
評分者簽名 Signature		日期 Date	

備註：總分 100 分，成績達 70 分以上者通過審查。 Remark : Total is 100 scores, those who get a score of 70 or more passing the examination.

File 2.6 Thesis Review Form

國立高雄餐旅大學 國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

Thesis Review Form

Proposal Defense Final Defense Date: Time:

Student Name: Student ID:

Contact No.: E-mail:

Thesis Title (Printed Character):

Committee Name:

Comments of the committee and the revision from students:

Accept the revision

Reject the revision(Please state the reason):

The reason:

Signature:

- A separate form is allocated for each member of the oral examination committee.
- This form allows you to review feedback on your thesis proposal examination.
- Based on the committee's feedback, revise your thesis. Ensure each committee member signs the form before resubmission to the office.



**Degree
Examination,
Preparatory Work,
and Final Defense**

step 1 Completion of Preliminary Requirements

Required:

- Complete all necessary coursework, totaling 30 credits, which includes 18 credits from required courses and 12 credits from elective courses.
- Accumulate **at least 6 points** from academic activities.
- Undertake the Thesis Review (File 2.6) in preparation for your proposal defense.
- Fulfill the Thesis Professional Topic Compliance (File 2.3) for the proposal defense.

Additional Requirement:

If your undergraduate degree is not in tourism, hospitality, or a closely related field, you are mandated to complete an additional **3-credit** undergraduate course.

step 2-1 Registration for the Degree Examination

Submit File 4.1 to the IMTH Office by **November 30**.

- Only a single form is required.
- Proceeding with the degree examination is contingent upon approval from the IMTH.
- The examination committee must comprise three to five members, with at least one-third of the members being external to the school.
- Ensure that all pertinent information is thoroughly completed on the form.

Remind:

It is essential to fill out the form with complete and accurate information to facilitate a smooth examination process.

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

_____學年度 第_____學期
_____Academic Year _____Semester

學位考試申請表 Application Form for Degree Examination

申請人 Applicant	(簽名 Signature)	申請日期 Date	年 月 日
		學 號 Student ID	
研究題目 Thesis title			
考試地點 Venue	本校 大樓 Building 室 Room	考試時間 Time	年 y 月 m 日 d 時 hr 分 min 起
指導教授 Advisor	(簽章 Signature)	該所審核 Marked by institute	該生 <input type="checkbox"/> 已修滿碩士論文 學分 <input type="checkbox"/> 已通過學程訂定之標準 <input type="checkbox"/> 符合考試資格 所承辦人 _____ 簽章

◆ 考試委員名單 List of test committee member

考試委員 Name	任職單位、級職 Employ at position (詳填學校系所及職稱)	教授證書字號 Certificate number of professor	通訊地址 Mailing Address	電話 Telephone
	<input type="checkbox"/> 教授 <input type="checkbox"/> 副教授 <input type="checkbox"/> 助理教授			
	<input type="checkbox"/> 教授 <input type="checkbox"/> 副教授 <input type="checkbox"/> 助理教授			
	<input type="checkbox"/> 教授 <input type="checkbox"/> 副教授 <input type="checkbox"/> 助理教授			
	<input type="checkbox"/> 教授 <input type="checkbox"/> 副教授 <input type="checkbox"/> 助理教授			
	<input type="checkbox"/> 教授 <input type="checkbox"/> 副教授 <input type="checkbox"/> 助理教授			

以上所聘各考試委員業已洽妥請轉報核聘
此致

學程主任 _____ (簽章)
年 月 日

step 2-2 Degree Examination Registration

In the process of registering for the degree examination, it's essential to adhere to specific guidelines and procedures. Here are the instructions for successful registration:

- **Supervisor Limitation as Chair:** Please note that the supervisor cannot serve as the chair of the examination committee. This ensures fairness and impartiality throughout the examination process.
- **Duration of Oral Test:** The oral test is scheduled to last one hour. Candidates should effectively manage their time to present their research within this allocated timeframe.
- **Deadline for Degree Oral Test:** The degree oral test must be completed before the specified **deadline (January 10th)**. It is the candidate's responsibility to ensure timely completion of this requirement.
- **Requesting Classroom:** If additional space is needed for the oral examination, candidates may request to borrow classroom from the office. It's advisable to make these arrangements well in advance to avoid scheduling conflicts.

step 2-2 Degree Examination Registration

- Remuneration for Supervisors and Committee Members: Supervisors and committee members will receive remuneration for their involvement in the examination process. Please note that transportation fees will not be provided.
- Provision of Refreshments: The IMTH will provide coffee, tea, and water during the examination. However, candidates should arrange for their own snacks if desired.
- Cancellation of Examination Application: If an application cannot be processed as scheduled, candidates must submit a request for cancellation of the degree examination before the specified deadline. This ensures proper management of examination schedules and resources.

step 3 Master's Thesis Submission Instructions

Application

Download the application form and formatting examples from the IMTH website:

<https://imth.nkuht.edu.tw/p/412-1040-4140.php?Lang=en>

Submit the completed application form to tina10690@mail.nkuht.edu.tw.

Thesis Writing: Ensure your thesis adheres to APA7 style formatting.

Final Draft Submission: Submit the final thesis draft through the designated online platform **at least two weeks** before the oral examination.

Plagiarism Check: The IMTH office will use Turnitin to check the submitted thesis for plagiarism.

If plagiarism or AI writing is detected, the thesis will be returned, and the oral examination will not be allowed.

Additional Notes:

- Ensure your final draft is bound into a book before submission.
- You can choose to deliver or mail the bound copy to the oral examination committee.
- You can only proceed to submitting your thesis to the committee after receiving approval from the IMTH office.

step 4 Preparatory work for degree exam

Degree Exam Preparatory Work:

Classroom: Confirm the way the oral exam members arrive at school or arrange pick-up.

Exam Committee Arrival:

- Verify the preferred arrival method of each committee member (arrival by school transportation or personal vehicle).
- For members arriving by personal vehicle, inform them to visit the security guard office at the front gate upon arrival to obtain a parking pass. You also need to inform Tina for official application.

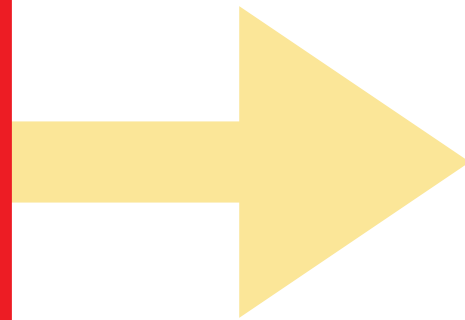
Equipment and Venue:

- Confirm the borrowing of any required equipment for the exam.
- Ensure the exam venue is properly arranged and cleaned.

step 5 Degree exam(Final defense)

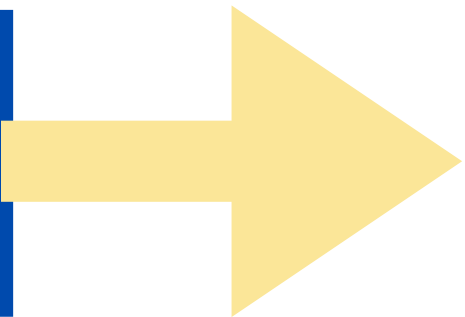
Documents required:

- File 4.4
- File 4.5
- Receipt



After the oral examination, submit them to the IMTH Office.

- File 2.6
- File 4.3



Please modify your thesis according to the comments of the committee members, and submit it to the office after you modify (Each member must sign below the form)

※Students who fail the first defense are eligible for another defense in the following semester.

File 4.4 Master's degree examination evaluation

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
學位考試評分表

National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Master's degree examination evaluation

____學年度 第____學期
____Academic Year ____Semester

姓名 Name	學號 Student ID	
研究題目 Research Topic		
項目 Item	評審意見 Comment	得分 Score
研究方法 Methodology (20%)		
資料來源 Resources (20%)		
文字與結構 Structure (20%)		
心得創建 或發明 Creativity and Innovation (40%)		
評語 Overall comment	考試委員 Examiner : (簽章 Signature)	總成績 Total (100%)
考試程序 Examination Procedure	備註 Remark	

- Each committee member requires a separate form.
- The purpose of the form is for committee members to record the score.
- The total score is out of 100, with a passing score set at 70 or higher.

File 4.5 Assessment of Degree Examination

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
學位考試總評表

National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Assessment of Degree Examination

____學年度 第____學期
____ Academic Year ____ Semester

- 論文 Thesis 技術報告 Technical Report
 專業實務報告 Professional Practice Report

姓名 Name	(簽名 Signature)	學號 Student ID	
研究題目 Research Topic			
考試地點 Examination Location	本校 NKUHT ____大樓 Building 室 Room _____	考試時間 Examination Time	Date
指導教授 Advisor	(簽章 Signature)	指導教授 Advisor	(簽章 Signature)
召集人 Chair	(簽章 Signature)	總平均成績 Average Score	
論文題目與專業領域符合審核結果，請委員勾選： <input type="checkbox"/> 符合專業領域 <input type="checkbox"/> 與專業領域不符，理由：			
考試委員 Examiner (簽章) Signature	(召集人 Chair) (指導教授 Advisor) (校內委員 Committee member)	評語 Comment	

學程主任核章 Program Director : _____

- A single copy of the form is necessary.
- The supervisor must not serve as the chair of the committee.
- The form is designated for committee members to officially record the outcome of the oral examination.

File 2.6 Thesis Review Form

國立高雄餐旅大學 國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

Thesis Review Form

Proposal Defense Final Defense Date: Time:

Student Name: Student ID:

Contact No.: E-mail:

Thesis Title (Printed Character):

Committee Name:

Comments of the committee and the revision from students:

Accept the revision

Reject the revision(Please state the reason):

The reason:

Signature:

- A separate form is allocated for each member of the oral examination committee.
- This form allows you to review feedback on your thesis proposal examination.
- Based on the committee's feedback, revise your thesis. Ensure each committee member signs the form before resubmission to the office.

File 4.3 Verification letter from the Oral Examination Committee

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
論文口試委員會審定書

National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Verification letter from the Oral Examination Committee

本碩士學位學程(Name)_____君

所提論文(Thesis)_____

合於碩士資格水準、業經本委員會評審認可。

is eligible for Master's Degree and approved by the committee.

↵

↵

↵

口試委員 Member of Oral Committee :

_____ (Signature)

_____ (Signature)

_____ (Signature)

指導教授 Advisor : _____

學程主任 Director : _____

年 YYYY 月 MM 日 DD

- Please wait until your thesis is confirmed and print it for inclusion in your thesis.
- A single copy of the form is necessary.

Receipt

- One form per oral examination committee member.
- The supervisor will need two forms.

Reminder:

- For on-campus professors, only the signature is required.
- For professors outside the school, please fill in all details as indicated (in the red box).

領 據

年 月 日

茲收到 國立高雄餐旅大學

用途說明	活動名稱：[redacted] 領款人單位及職稱：[redacted] 領款人姓名：[redacted]				
給付項目	[redacted]				
給付總額	[redacted]	代扣稅額	0	給付淨額	[redacted]
實領總額	新臺幣：[redacted]				
領款人簽章	本人瞭解未稅告知事項，並同意貴校在符合上述告知事項範圍內，蒐集、處理及利用本人所提供之各項個人資料。			電話	[redacted]
戶籍地址	縣市	區鄉鎮市	村里	鄰	
	路街	段	巷	弄	號 樓
身分證字號	外籍人士 護照證號		永久居留證字號： 護照號碼： 是否在台居留滿 183 天：是 <input type="checkbox"/> 否 <input type="checkbox"/>		
上 列 款 項 入 帳 帳 號					
銀行別 (郵局)	分行別	帳號			

為配合所得稅法及個人資料保護法相關規定，本校為支付相關費用於當事人時，請當事人提供以上表格所需之各項個人資料。個資蒐集之目的：辦理本校教育或訓練行政、學術研究、人事管理、稅務、付款、保險等相關業務之需求及其他符合本校法規所定業務之需要。所蒐集之個人資料利用期間、地區、對象、及方式：

(一)期間：上開個人資料檔案蒐集之特定目的存續期間。

(二)對象：除本校教學行政相關業務人員，尚包括本校於完成蒐集目的之相關合作單位及主管機關，包含教育部或其他學術研究機構。

(三)地區：本國或經考選生授權處理、利用之地區。

(四)方式：以自動化機器或其他非自動化(含寄送書面；電子郵件、簡訊、電話及其他必要方式)之利用方式，依誠實及信用方法利用。

您可依個人資料保護法，就您的個人資料行使法定之權利，惟依相關法令規定、契約約定或本校因執行業務所必須者，本校得依規定拒絕您的請求。未提供或提供錯誤、過時、不完整或具誤導性的資料時，可能損及您的法定權益。

備註：

1. 領款人請檢附『銀行帳戶』影本(若能正確提供帳戶資訊可免附)。
2. 外籍人士請檢附『居留證』或『護照』影本。



Procedures for Departing from the School

國立高雄餐旅大學 學年度第 學期 博、碩士班研究生畢業離校手續單

National Kaohsiung University of Hospitality and Tourism

Leaving Form for Ph. D Program · Master Program Students

所別 Dept. :

姓名 Name :

學號 Stu No. :

辦理單位	辦理事項	承辦人簽核
1.各系所 Department Director	1.依各系所規定辦理 2.歸還系所辦公室所借物品 3.繳交論文2冊	繳交論文日期：
2.圖書資訊處 Library and Information Center (圖資大樓 Info. Bldg.1F)	1.歸還所借圖書資料 2.結清欠款 1.完成本校學位論文系統檔案上傳及繳交電子論文授權書 2.繳交紙本論文2冊	繳交論文日期：
<u>線上單一窗口作業</u>		洽詢分機
3.學務處生輔組 Student Services Section, Students Affairs Office (行政大樓2樓 Admin. Bldg.2F)	1.結清學雜費減免資格不符，須補繳金額。 2.完成低收入戶免住宿費服務學習時數。 3.完成生活助學金服務學習時數。 4.完成弱勢助學金服務學習時數。 5.兵役審查	13202、13203、13204
4.學務處住宿輔導組 Student Housing Service Section, Students Affairs Office (行政大樓2樓 Admin. Bldg.2F)	宿舍退宿辦理	13401
5.學務處諮商輔導組 Counseling Section, Students Affairs Office (行政大樓2樓 Admin. Bldg.2F)	歸還所借物品	13301
6.學務處課指組 Extracurricular Activities Section, Students Affairs Office (多功能活動中心總樓2樓 Edu., Sport & Recreation Center 2F)	歸還所借物品	13101-13103
7.體育教學暨衛生保健組(健康中心) Physical Education, Health and Environment Section (Health Center)(第一實習大樓1樓 Bldg. C 1F)	歸還所借物品	190103、19101
8.總務處出納組 Cashier Section, General Affairs Office (行政大樓1樓 Admin. Bldg.1F)	結清各項費用	15302、15303
9.研發處就業輔導暨校友服務組 Career Placement and Alumni Section, Research and Development Office (行政大樓4樓 Admin. Bldg.4F)	自行上網登錄畢業生升學就業調查表	16302
10.體育與健康中心 Physical Education and Health Center (多功能活動中心1樓 Edu. Sport & Recreation Center 1F)	歸還所借物品	19001
11.師資培育中心 Teacher Education Center (第一教學大樓1樓 Bldg. F 1F)	師培課程是否完成	24201
12.教務處註冊課務組(課務) Registration and Curriculum Section, Academic Affairs Office (行政大樓3樓 Admin. Bldg.3F)	完成線上期末教學評量	12105
13.教務處註冊課務組(註冊) Registration and Curriculum Section, Academic Affairs Office (行政大樓3樓 Admin. Bldg.3F)	1.繳交2吋照片1張(3個月內近照)、離校手續單。 2.領取學位證書	離校日期： 年 月 日

採線上離校單一窗口系統作業審核程序，免會

The graduation procedure is applied online.

My NKUHT(Portal) → Enter student no. and password→ Operating system→ Academic Affairs Office→ Student information portal→ Grades inquiry for all years.

The screenshot displays the My NKUHT portal interface. On the left, there are several navigation menus including '我的學業資訊', '我的學業成績與存在成績', '我的學分學程', and '我的查詢'. The '我的查詢' menu at the bottom is circled in red, with '離校手續查詢' highlighted. The main content area is divided into three columns. The rightmost column features a '畢業生離校手續查詢畫面說明' (Graduation Checklist) and a table showing the completion status of various departments.

畢業生離校手續查詢畫面說明

- 本系統各項結清事項由各離校手續單位建置，如有未結清項目，請於畢業典禮前向各單位洽辦，須辦理完成，由承辦單位核畢，證明已結清後，持離校手續單領取學位證書。
- 未完成離校手續的同學名單將陸續更新至110.12.15止，尚未結清名單以110.12.15過後系統名單為主。
- 領取學位證書流程如下：
 - 參加畢業典禮後，至洗衣房辦理畢業袍。
 - 各科目及格，無補修科目，離校手續均完成→向導師領取學位證書。
 - 各科目及格，無補修科目，離校手續未完成→完成離校手續後向註冊課務組(註冊)領取學位證書。
 - 有修讀(重補修)低年級科目者，須依成績確認及格後→於111.1.25前至教務處註冊課務組(註冊)領取學位證書。
 - 有不及格科目不能如期畢業者，可先免辦理離校手續，並請依註冊課務組(課務)規定時間辦理重補修。
- 詳細領取學位證書流程業請另參閱教務處公告(<http://academic.nkuht.edu.tw/main.php>)。

承辦單位	離校手續辦理情況
教務處註冊課務組	已完成
學務處生活輔導組	已完成
學務處課外活動指導組	已完成
學務處諮商輔導組	已完成
學務處住宿輔導組	已完成
總務處出納組A	已完成
研發處就業輔導暨校友服務組	已完成
圖書資訊館圖書服務組	已完成
國際事務處國際交流組	已完成
體育與健康中心	已完成
體育與健康中心體育教學暨衛生保健組	已完成

- There are several units responsible for handling school leaving procedures. Additionally, please be aware that these units are closed on Mondays, Thursdays, and Fridays during winter and summer vacations. It is advisable to initiate the process well in advance to avoid any delays.
- When uploading the required documents, ensure compliance with the regulations stipulated by the Library and Information Center. The uploaded file should include the review document. Once the file upload is complete, it will undergo verification by the Library and Information Center, which typically takes about 3 working days. Upon successful verification, you will receive notification via email regarding the electronic thesis authorization letter, enabling the printing of your thesis.
- In the event that your submission does not pass the review, an automatic email notification will be sent by the system. Promptly rectify any errors identified or re-upload the complete electronic document as necessary. Please be reminded that one page of the approval book can be free of watermark.

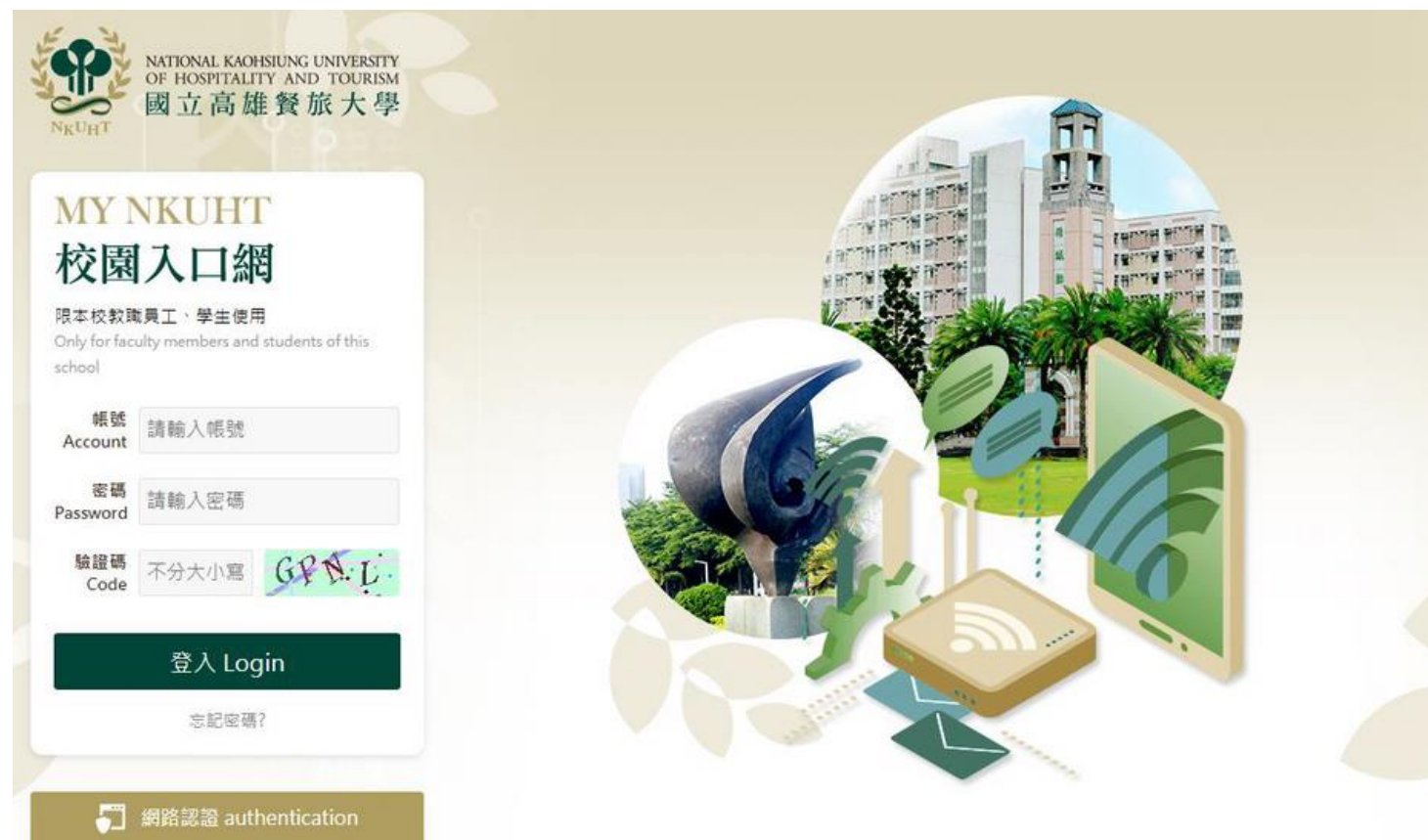
- It is essential to refer to the annual announcement issued by the library for information regarding the annual review period.
- For any inquiries related to the paper upload process, kindly contact Mr. Cai Youlun from the Library of Library Science at 07-8060505#14105
- When visiting the library, remember to bring the electronic paper authorization letter (printed by yourself, without the need for binding) along with 2 paper copies.
- For completion of school leaving procedures at the academic program office, ensure you have 2 paper copies and a CD-ROM containing the electronic files of your paper.
- The deadline for submitting the final draft of your thesis is January 31st for the first semester and July 31st for the second semester. If you miss the deadline and have not reached the maximum length of study, you must still register for the following semester and submit your paper within that semester. Papers submitted before the deadline will be considered for graduation in that semester.

- Return any borrowed equipment and the research room key to the academic program office.
Additionally, confirm that the research room is no longer being used for personal purposes.
- Prior to receiving your graduation certificate, please schedule an appointment with the registration team.
Contact Lin Meixue at 07-8060505#12101 (located on the 3rd Floor of the Administration Building).

Graduates Higher Education and Employment Survey

Please ensure to complete the "Graduation Higher Education and Employment Survey" within the "Student Information System." This survey is essential for gathering valuable information about your educational experience and employment status post-graduation.

Your participation helps us improve our programs and better support future students. Thank you for your cooperation.



The image shows a login interface for the National Kaohsiung University of Hospitality and Tourism (NKUHT). The page is titled "MY NKUHT 校園入口網" and includes the university's logo and name in both English and Chinese. Below the title, it specifies "限本校教職員工、學生使用" (Only for faculty members and students of this school). The login form contains three input fields: "帳號 Account" (Account), "密碼 Password" (Password), and "驗證碼 Code" (Verification Code). The verification code field shows a CAPTCHA image with the characters "GPNLE". A green "登入 Login" button is positioned below the fields, with a "忘記密碼?" (Forgot password?) link underneath. At the bottom left, there is a small icon and the text "網路認證 authentication". The background of the page features a collage of images related to the university, including a building, a fountain, and a laptop with a Wi-Fi symbol.

使用帳號密碼登入
Login with account password

文件公佈【共1件】

- 20201201_校園入口網升級擴充功能.pdf
圖書資訊處 - 2020/12/01 02:25:26

應用系統



通訊錄



英文能力檢定線上登錄系統



E-Portfolio學生學習歷程檔案系統



郵件查詢系統



公文線上簽核系統-建議chrome瀏覽器



在校生校務資訊系統-繳費單



英語線上學習平台



社團活動資訊管理系統



電子資源指南



圖書薦購



資源探索服務



教務資訊系統(選課主



Student Information Portal(1)-En



高餐校園行動App安裝(INKUHT)



學生證線上掛失系統



課程標準化採購資訊系統

點選在校生校務資訊系統進入

click here to enter

最新公告

- 【提醒】校慶線上慶祝活動(餐旅學院聯誼會期間：3月2日至3月9日)(03/04)
- Google自2022年7月起，不再提供無限免費空間，修改為機構內共用100TB的儲存空... (02/19)
- 【通知】教育部110年02月26日臺教師(三)字第1100027876號函，國語公益信... (03/05)
- 請注意戶外登載品質(橙色警示)(03/05)
- 請有編修國語國英系相關實作課程者於期限內繳交實作費，截止日期110/3/24(第一次公... (03/04)
- 學生機車停車證繳款公告(03/04)
- 新竹縣通學優待學生獎學金受理申請(03/04)
- 彰化縣109學年第2學期通學優待學生獎學金受理申請(03/04)
- 苗栗縣中等以上學校通學優待學生獎學金受理申請(03/04)
- 嘉義縣通學優待學生獎學金受理申請(03/04)
- 台南縣大專以上學校通學優待學生獎學金受理申請(03/04)
- 110年第一梯次「桃園市原住民族學生獎助學金」受理申請(03/04)
- 屏東縣中等以上學校通學優待學生獎學金受理申請(03/04)
- 嘉義縣中等以上學校通學優待學生獎學金受理申請(03/04)

外賓參訪

待辦事項

- 已過期【共 0 則】
尚無資料
- 未過期【共 0 則】
尚無資料

我的行程

- 今日行程【共 0 則】
沒有行程
- 未來一週行程【共 0 則】
沒有行程

研討會

- 2021/03/05 09:00(五) [國立高雄餐旅大學 JRO日本料理調動檢定](#)
- 2021/03/09 14:00(二) [ee-learning平台教育訓練](#)
- 2021/03/09 15:00(二) [空中英語教室校園巡迴高餐場](#)
- 2021/03/09 18:00(二) [英語角落-玩桌遊學英文](#)
- 2021/03/10 18:00(三) [英語角落-多益切磋大會](#)
- 2021/03/11 12:20(四) [109學年度畢業優等生、減免學生申請畢業後在高餐留學直說朋會](#)
- 2021/03/11 13:30(四) [航向夢想-校園駐點攤位諮詢\(1\)](#)
- 2021/03/12 12:00(五) [109-2學期TA/LA兼任教學助理甄試初說明會](#)
- 2021/03/18 13:30(四) [航向夢想-校園駐點攤位諮詢\(2\)](#)
- 2021/03/18 13:30(四) [航向夢想-校園駐點攤位諮詢\(3\)](#)

109 學年2 學期 班級 Class : 484B 四技休憩四B Four-Year TC Leisure and Recreation

學號 Student ID Number : 40618106 姓名 Name : 李晏琳 LI, YEN-LIN

注意事項

- 109 學年第2 學期就學貸款申請申請時間：2021/01/15 (起) ~ 2021/02/23
- 109 學年第2 學期註冊繳費單列印申請時間：2021/02/03(起)~ 2021/05/31(止)
- 109 學年第2 學期就學雜費減免申請申請時間：2020/12/14 (起) ~ 2021/02/26 (止)

系統負責人員

系統名稱	業務單位
學務資訊系統-請假缺曠獎懲查詢	生活輔導組 #13201、#13203
學務資訊系統-學雜費減免	生活輔導組 #13202

畢業生求學就業調查 Graduates Higher Education and Employment Survey

建教業界名錄 Work-Study Business Partner

學生面談時間登錄 Register for Interview Time

學生面談名單查詢 Search Candidate List

錄取實習單位挑選 Pick Up the Offer from the Internship

學生實習現況查詢 Search Student's Internship

Click here to fill in

在研發處資訊系統下覽欄位
選取-畢業求學就業調查



填寫說明:

- 紅色 * 為必填欄位。 Red mark * column is required to be filled in.

學號 Student ID number

姓名 Name

身分證字號 ID card number

性別 Gender

出生日期 Birthday

畢業科系 Graduation department

連絡電話 Phone number

行動電話 Cellphone number

戶籍地址 Permanent address

通訊地址 Mailing address

國籍 Nationality

電子信箱 (畢業後所使用) Email address (available after gradu

Line ID

升學或就業意願調查 Willingness to further studies or employment survey

請選擇 Please Select

與所學是否相關關 Is it related to what you' ve learned at school?

請選擇 Please Select

畢業生個人資料使用說明

- 一、 畢業生之個人資料 (包括: 姓名、性別、出生年月日、身分證字號、住居所地址、各類電信電話號碼、電子郵件信箱、照片暨電子檔、聯絡人資訊以及其他可辨識您個人之資料) 於離校後, 將由學校繼續儲存, 學校應依「個人資料保護法」及其他相關法規, 審慎管理儲存及運用畢業生之個人資料, 依誠實及信用方法為之, 不得逾越特定目的之必要範圍, 並應與蒐集之目的具有正當合理之關聯。
- 二、 畢業生之個人資料, 將運用於調查畢業生流向、辦理教育、就業輔導服務及校務宣導等相關工作, 例如:
 1. 由本校或勞動部勞動力發展署提供專屬就業機會與訊息。
 2. 提供學校專業進修訊息、專屬演講訊息。
 3. 建立校友聯繫網絡及服務。
 4. 課程內容調整與修正。
 5. 教育部及勞政單位統計分析研究等。
- 三、 將永久利用及保存畢業學生個人資料, 利用地區為臺灣。
- 四、 當您親自填寫畢業學生求學就業調查時, 即視為您已閱讀、瞭解並同意授權國立高雄餐旅大學, 基於服務畢業生或執行校務之特定目的, 依「個人資料保護法」與相關法令規範下, 同意國立高雄餐旅大學蒐集、處理及利用本人的個人資料, 並得於電磁紀錄物或其他類似媒體上永久保存及利用。

我已了解

進入後開始填寫各項資料

Click here to start filling in the information

畢業生求學就業調查 Graduates Higher Education and Employment Survey

學號 Student ID number	40618106
姓名 Name	
身分證字號 ID card number	
性別 Gender	女
出生日期 Birthday	
畢業科系 Graduation department	
連絡電話 Phone number	
行動電話 Cellphone number	
戶籍地址 Permanent address	
通訊地址 Mailing address	
國籍 Nationality	中華民國
電子信箱 (畢業後所使用) Email address (available after graduate)	
Line ID	
升學或就業意願調查 Willingness to further studies or employment survey	請選擇 Please Select
與所學是否相關 Is it related to what you've learned at school?	請選擇 Please Select
是否願留高雄市 Whether to stay in Kaohsiung?	請選擇 Please select
是否接受就業輔導 Whether to attend employment counseling?	請選擇 Please select
是否參與本次就博會 Whether to join the Campus Career Fair this time?	<input type="radio"/> 是 Yes <input type="radio"/> 否 No

您是否提供查詢時顯示以下資料 Are you willing to show the following information? :

連絡電話 phone number 聯絡地址 address 電子信箱 email address 服務單位 affiliate

是否訂閱校友電子報 Do you subscribe the alumni newsletter? :

確定填寫 Sure to submit

*記得星號欄位都要填寫喔!!

* Must be filled in

Click here to submit

按此送出



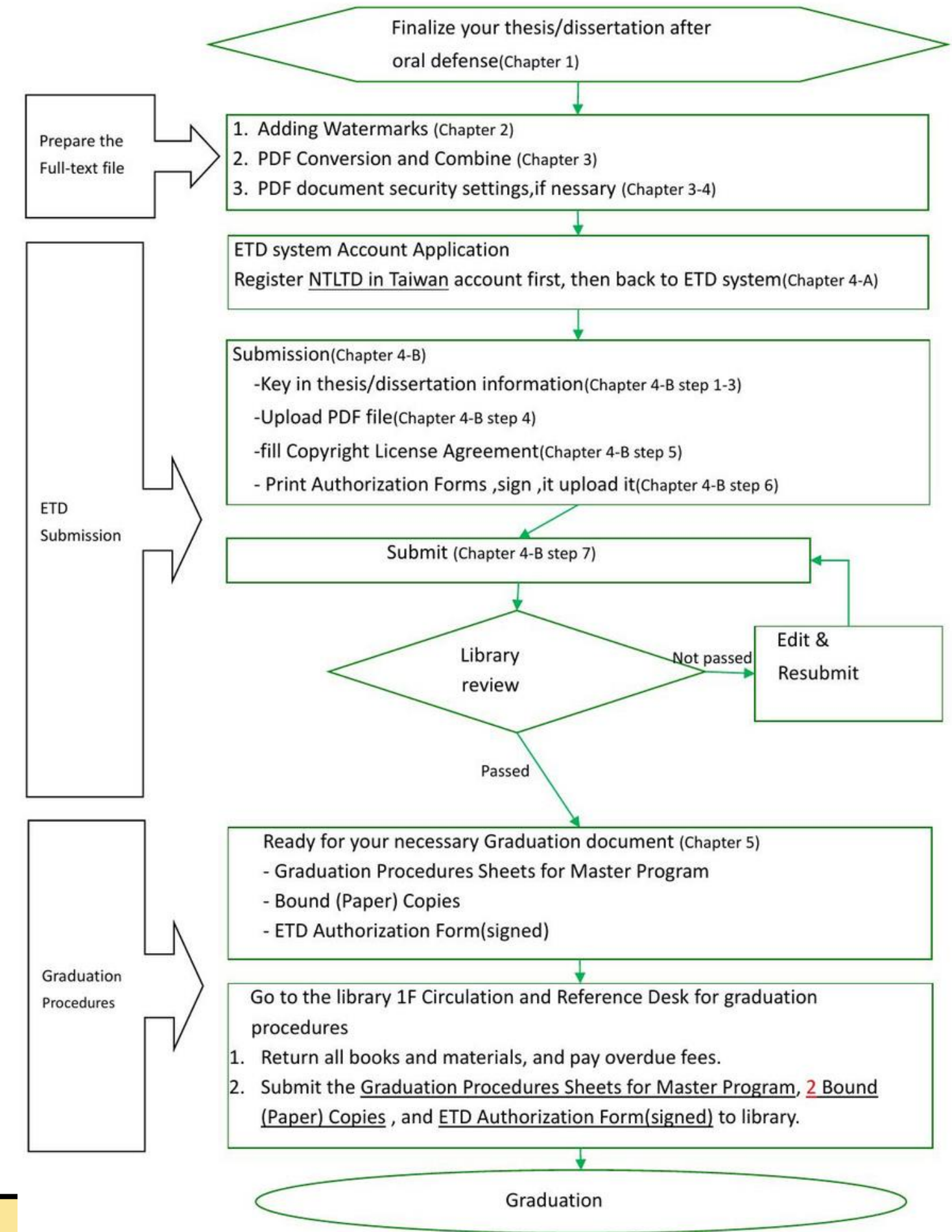
Thesis upload and hand in

For the thesis upload and hand-in process, please follow these steps:

- Visit the Academic Affairs Office (Registration and Curriculum Section).
- Download the "Graduation Procedures Sheets of Master Program" from the Registration and Curriculum Forms section.
- Print out the forms and obtain signatures from the respective department office and the library and information center.
- Once you have completed the above steps, the next page will provide instructions on how to upload your thesis to the library.

Library's Thesis/Dissertation Submission Guide

Process for Thesis/Dissertation Submission



Chapter 1 Precautions for Thesis/Dissertation editing and submission

1. Format specification

- Please check the relevant specifications from Graduate Institute, and ensure its okay to process thesis/dissertation submission.

2. Please check the full-text file include complete contents

- such as abstract, acknowledgements, table of contents, list of tables, lists of figures, main body, references, appendices, etc.
- **The “[Verification letter from the Oral Examination Committee](#)” is necessary.**
- If you have more than one files for the full-text, please combine to one file in Chapter 3.

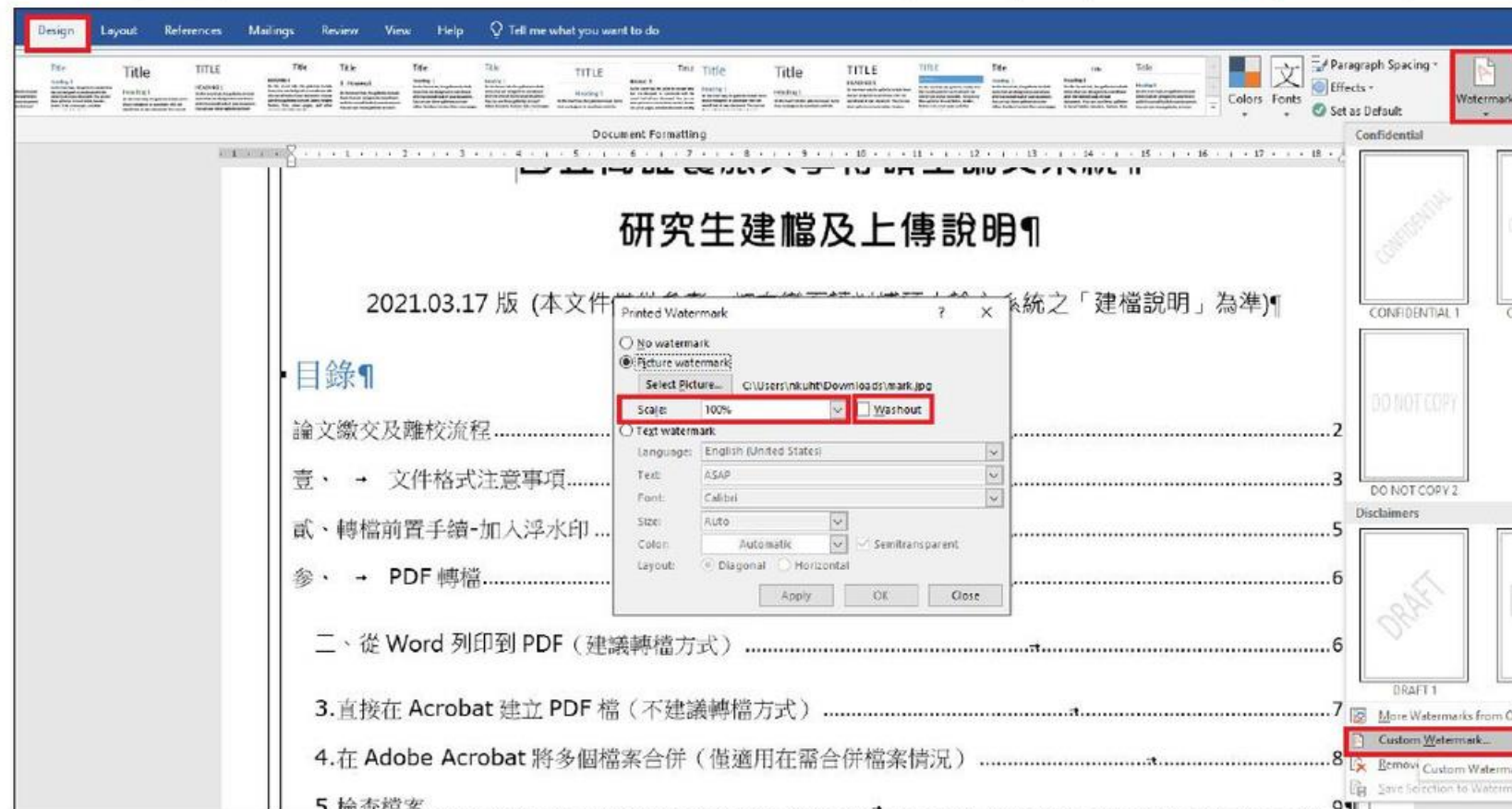
Chapter 2 Adding Watermarks

1. School's logo:

Download the “[School Logo](#)” on the [ETD System](#)

2. Steps to add watermarks in MS Word

Go to “[Design](#)” in the Toolbar and customize the Watermark image with **100%** Scale and **No Washout**.



Chapter 3 PDF Conversion and Combine

1. Convert to PDF

Recommend to use [Adobe Acrobat Pro](#) to convert Word files to PDF, or you can use MS Word [save as](#) PDF.

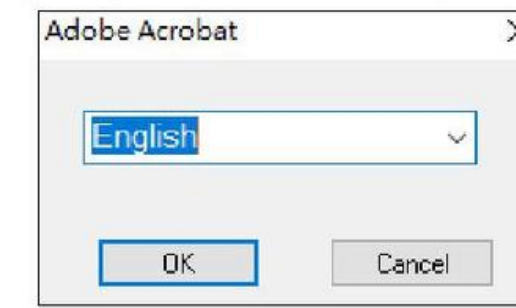
- you can use [Adobe Acrobat Pro](#) at 1F of the library(4 computers area out of photocopy area),or go to [Adobe website](#) to download 7 days free trial (register needed, beware the recurring billing after 7 days)

2. Use MS Word and Adobe Acrobat in english at library

If you choose to use at library, you may need to change UI from Chinese to English.

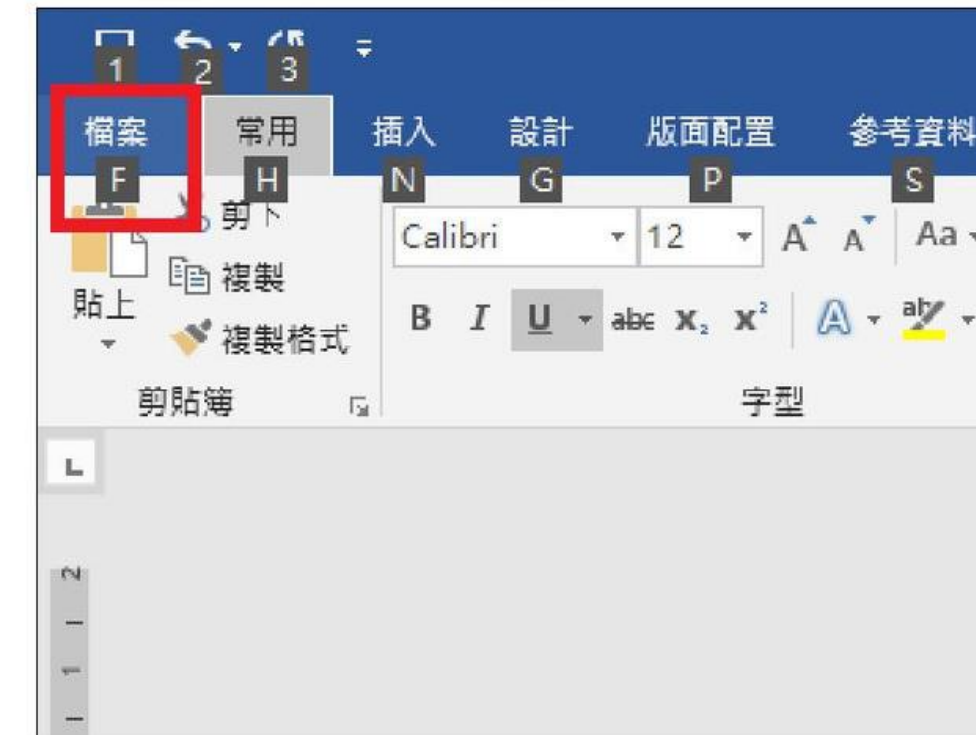
1. Open [Adobe Acrobat Pro](#) in English

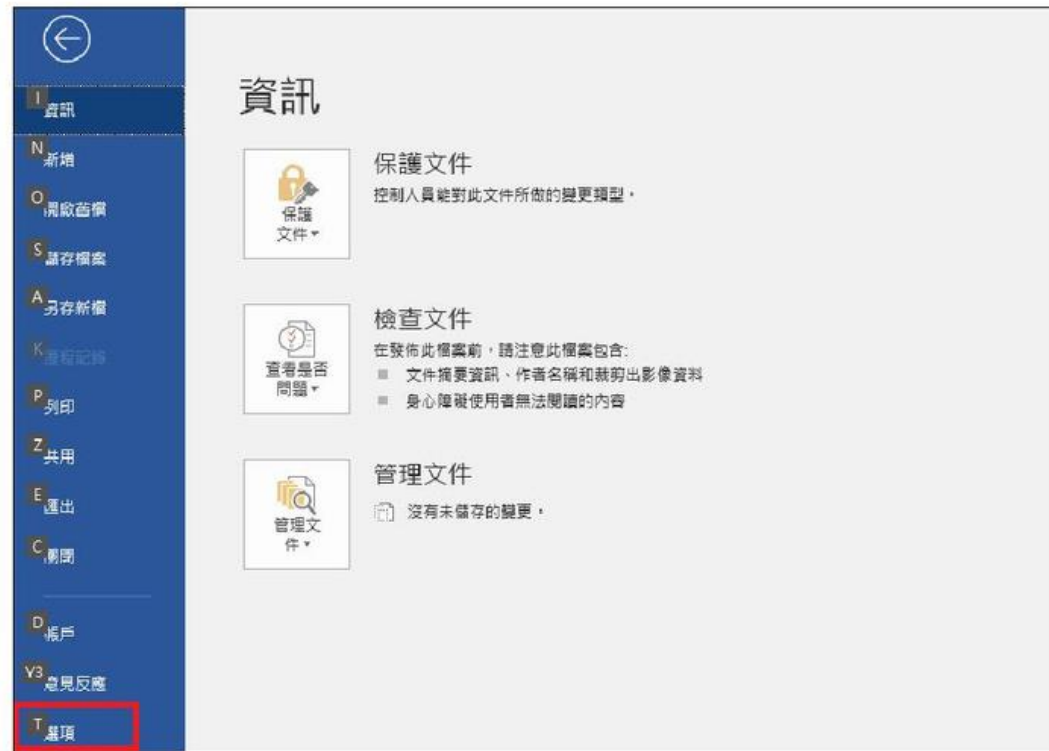
You can press “[Ctrl Key](#)” while opening Adobe Acrobat, than you can choose English to open.



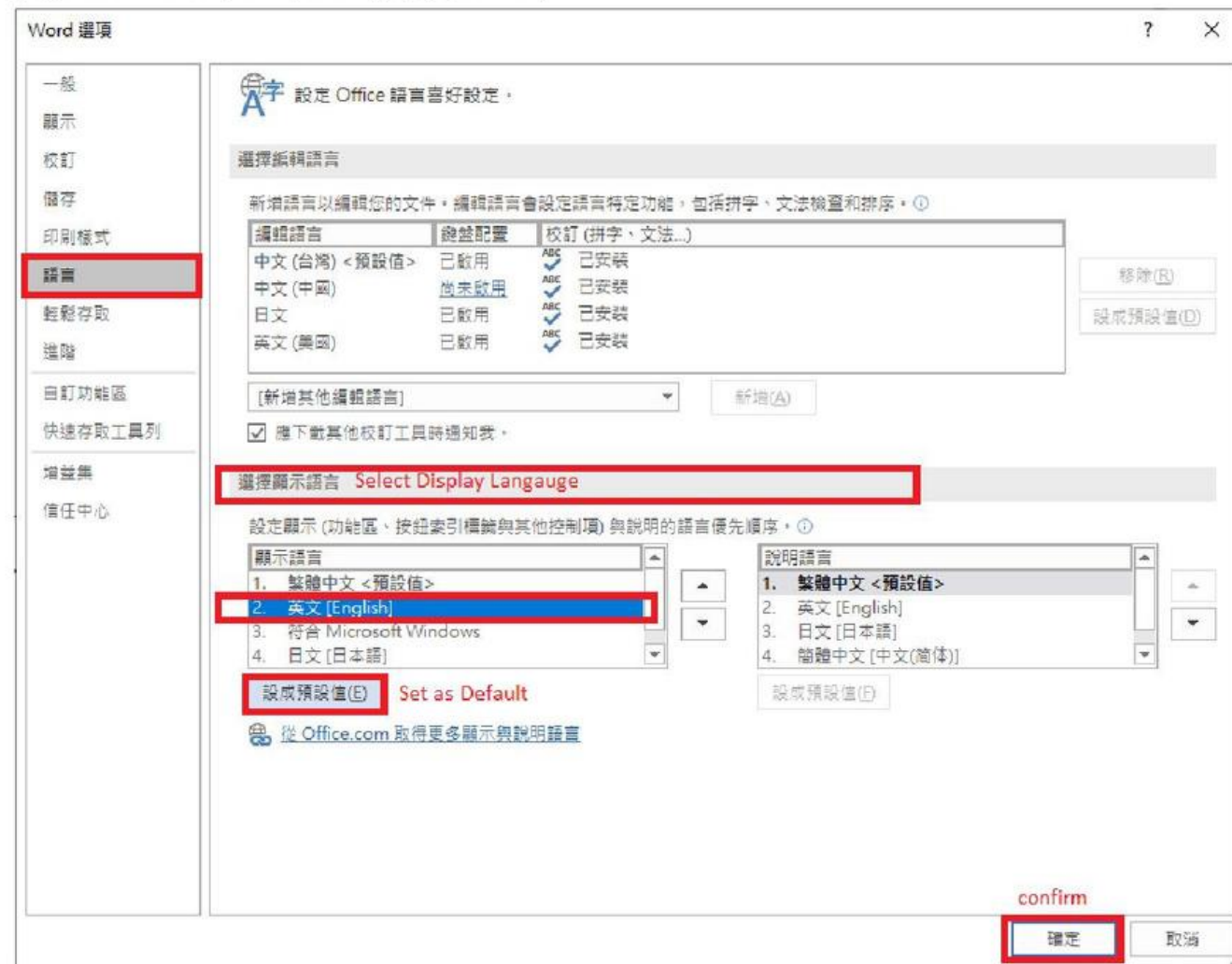
2. Open [MS Word](#) in English

3. Open MS Word, select “[檔案](#)” (Files, [Alt-F](#)), then “[選項](#)” (Options, [Alt-T](#))

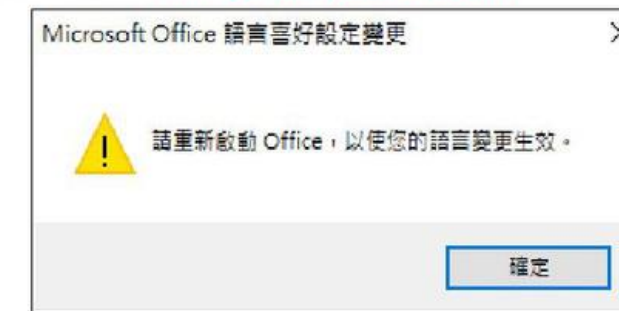




4. Select "語言" (Languages), go to "選擇顯示語言" (Select Display Language), set English as "設成預設值" (Set as Default) then press "確定" (confirm)

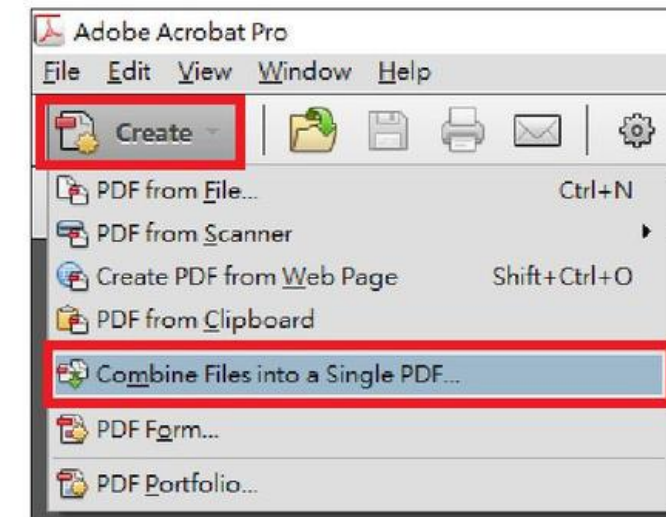


5. Please restart Office to take effect. (will not restart automatically)

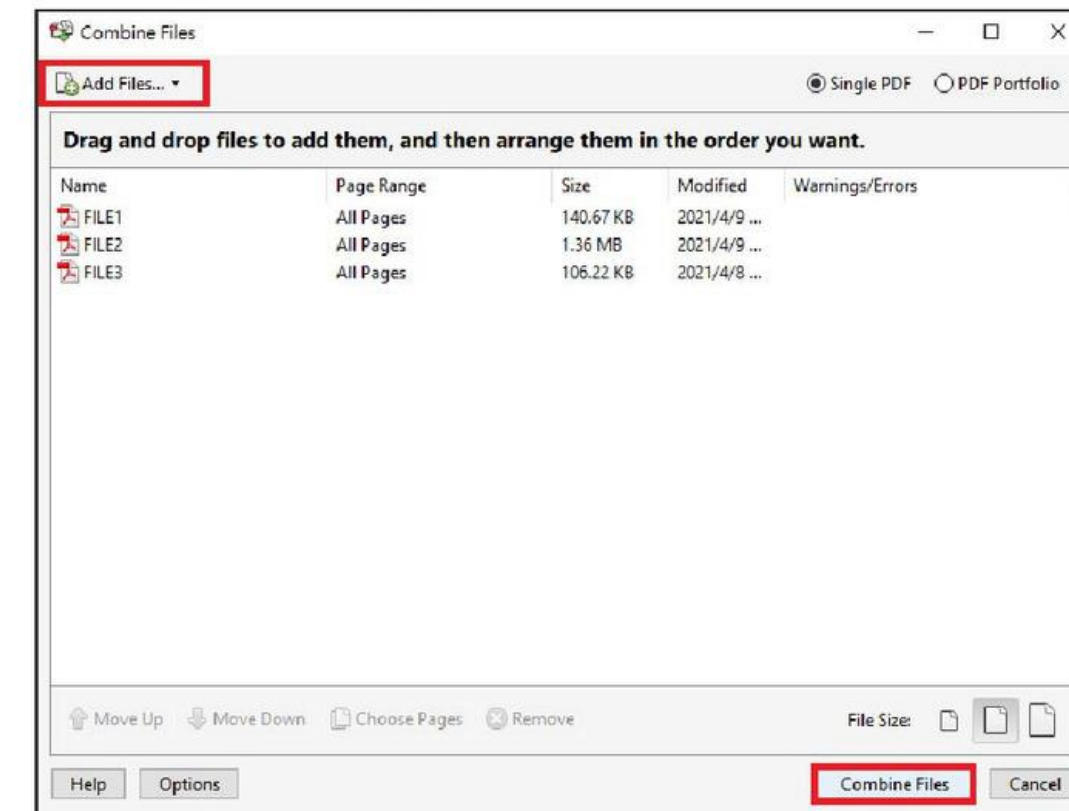


3. Combine PDF files

1. Open the "Adobe Acrobat Pro" and click "Create" Select "Combine Files into a single PDF."



2. Add files and arrange the files in order, then click "Combine Files."



4. PDF document security settings

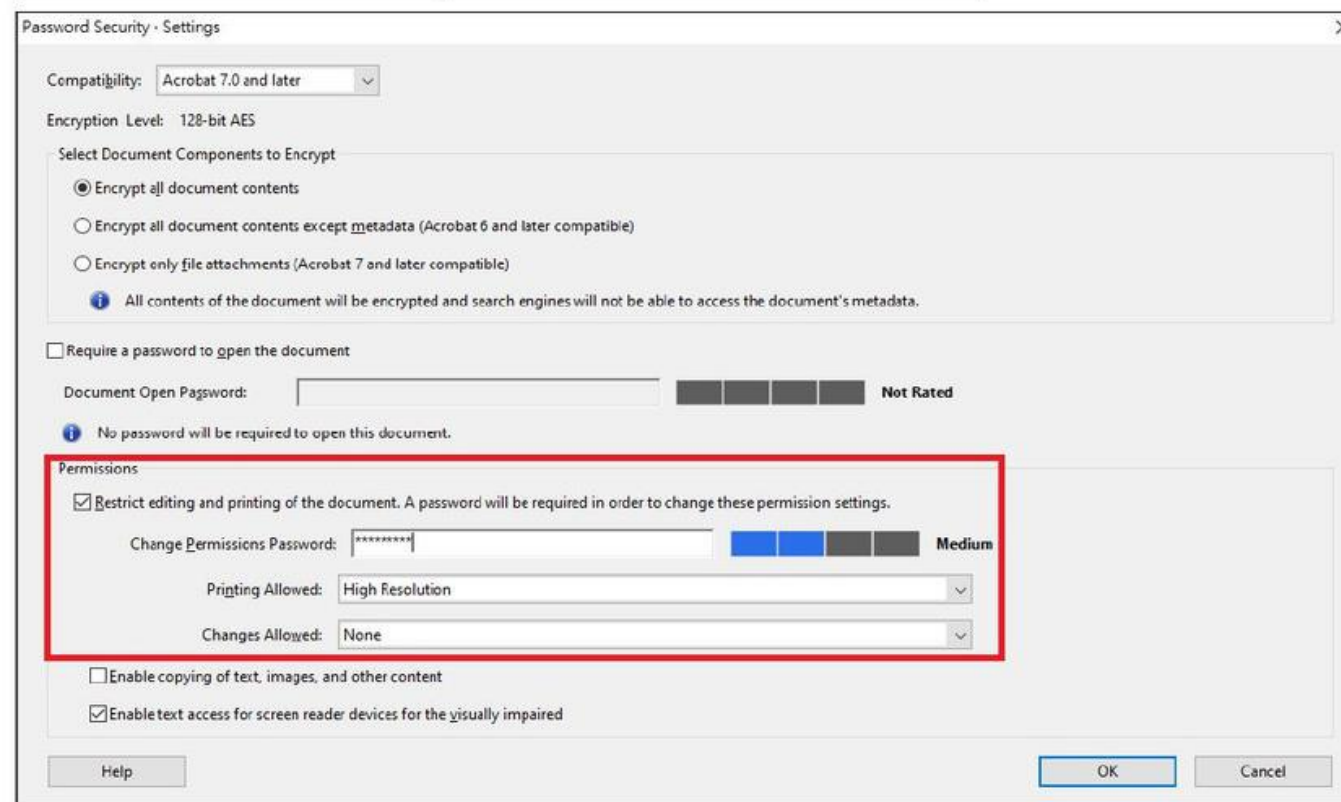
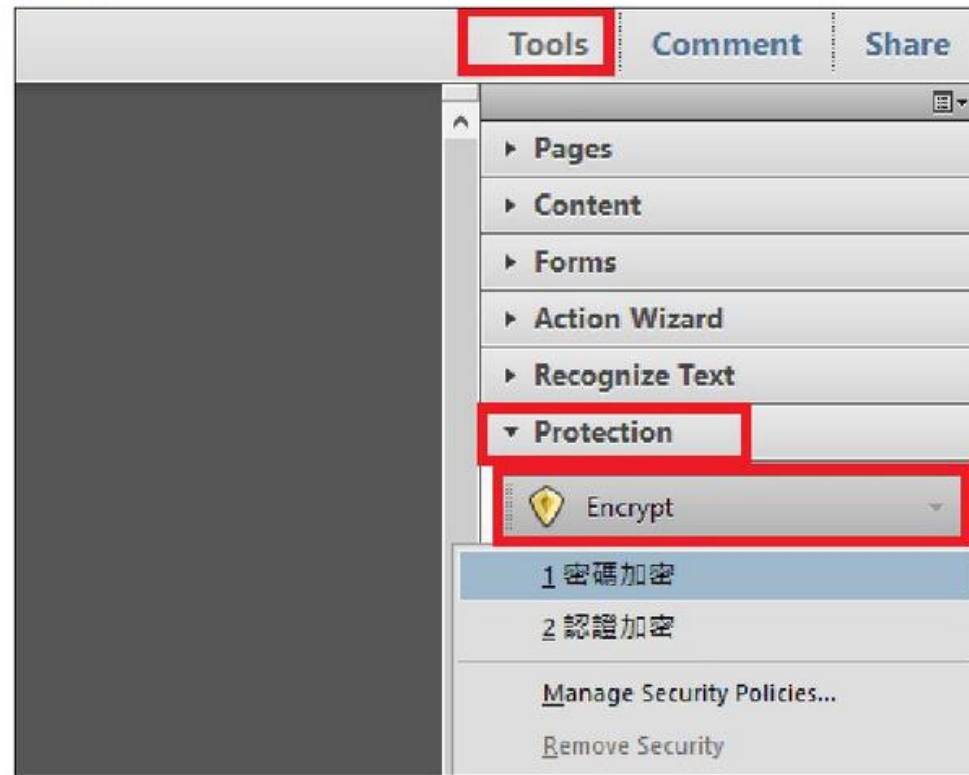
- whether this step is necessary or not, decide by your Graduate Institute.

Open the "Adobe Acrobat Pro" and click "Tools", select "Protection"- "Encrypt"- "密碼加密"(password).

Under the Permission setting, check the "Restrict editing and printing of the document" box, choose

Printing Allowed option to "High Resolution," change the permission password and re-enter the password.

Do not check the "Require a password to open this document" box.



Chapter 4 Electronic Thesis/Dissertation (ETD) Submission

4.A ETD System Account Application

1. Go to "Dissertation / Graduation Notices (ETD system)" from library site.



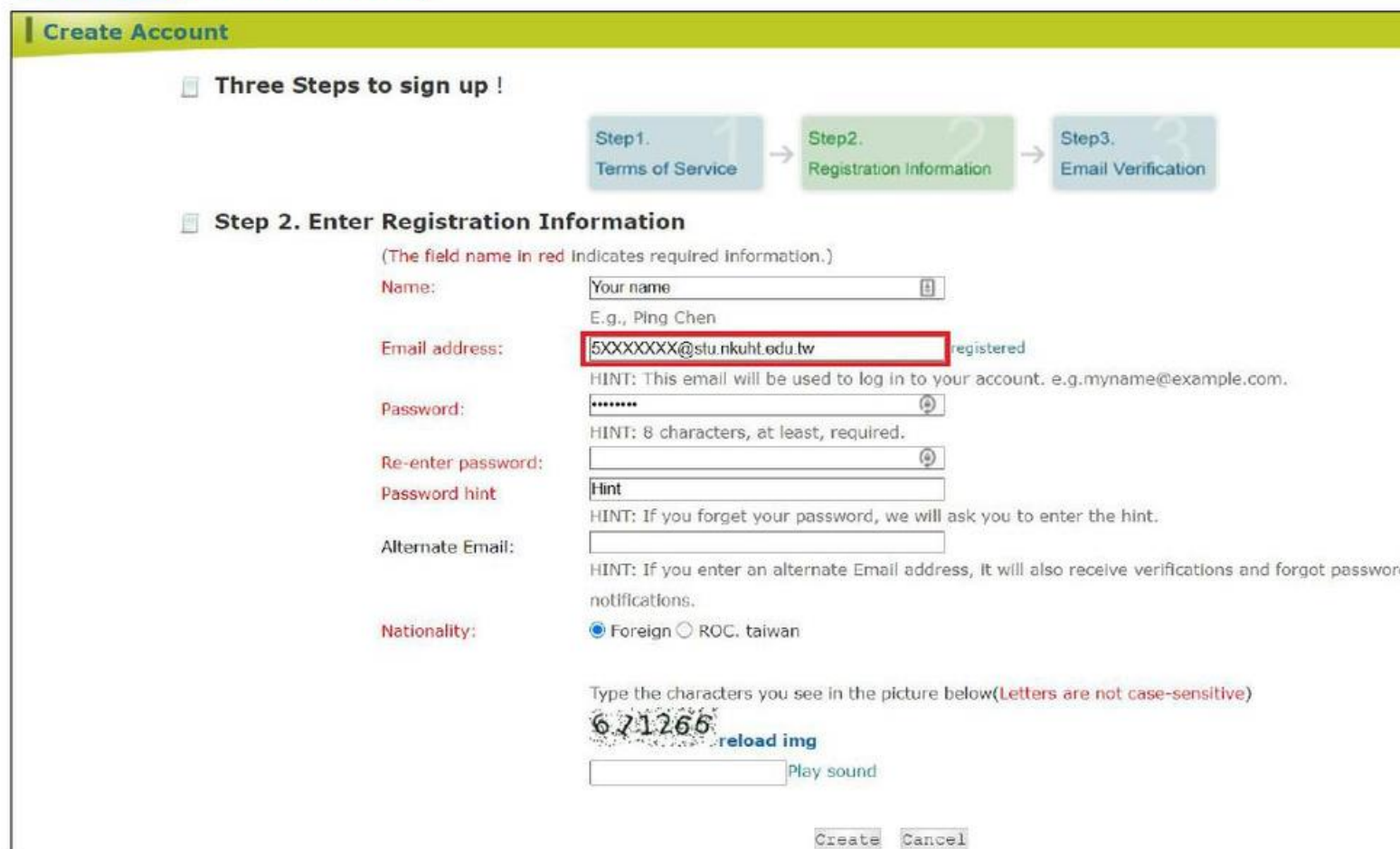
2. Go to the "NNTLD in Taiwan" page from the ETD System in the upper right corner.



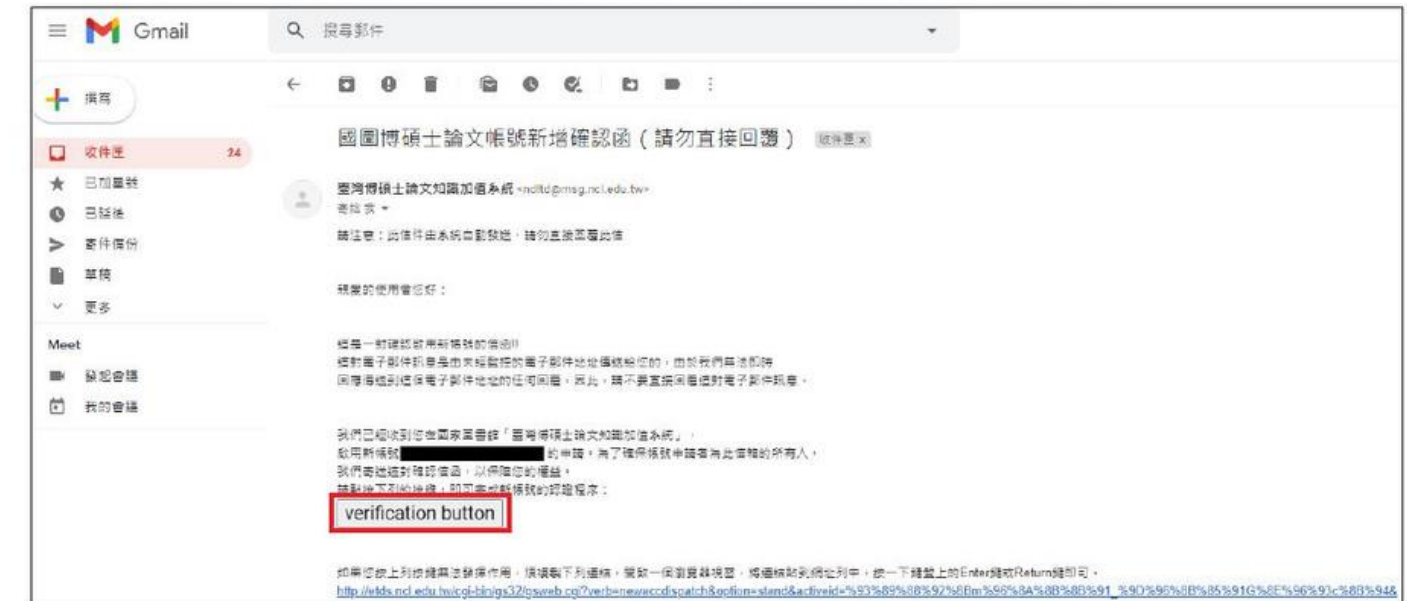
3. Change to English Page and click "Sign Up"



4. Create a personal profile after agreeing to "Terms of Use." .Email account must be school G-mail. (student ID@stu.nkuht.edu.tw)



5. Log in to your school G-mail and open the verification email, click "verification button".



6. Back to the ETD System, click "Register" on the left, and log in using the account and password created in step 4.



7. Create a Personal Data, suggest to fill your commonly used email address ,the Approval Notification will be sent to this mailbox.



8. The system will send you the account and password to your mailbox.

4.B ETD Upload

1. Visit the [ETD System page](#), click "[Submission](#)" on the left of the system and log in with the account and password you received from the system, or with the account and password you created in step 4.

(both accounts and passwords can log in)



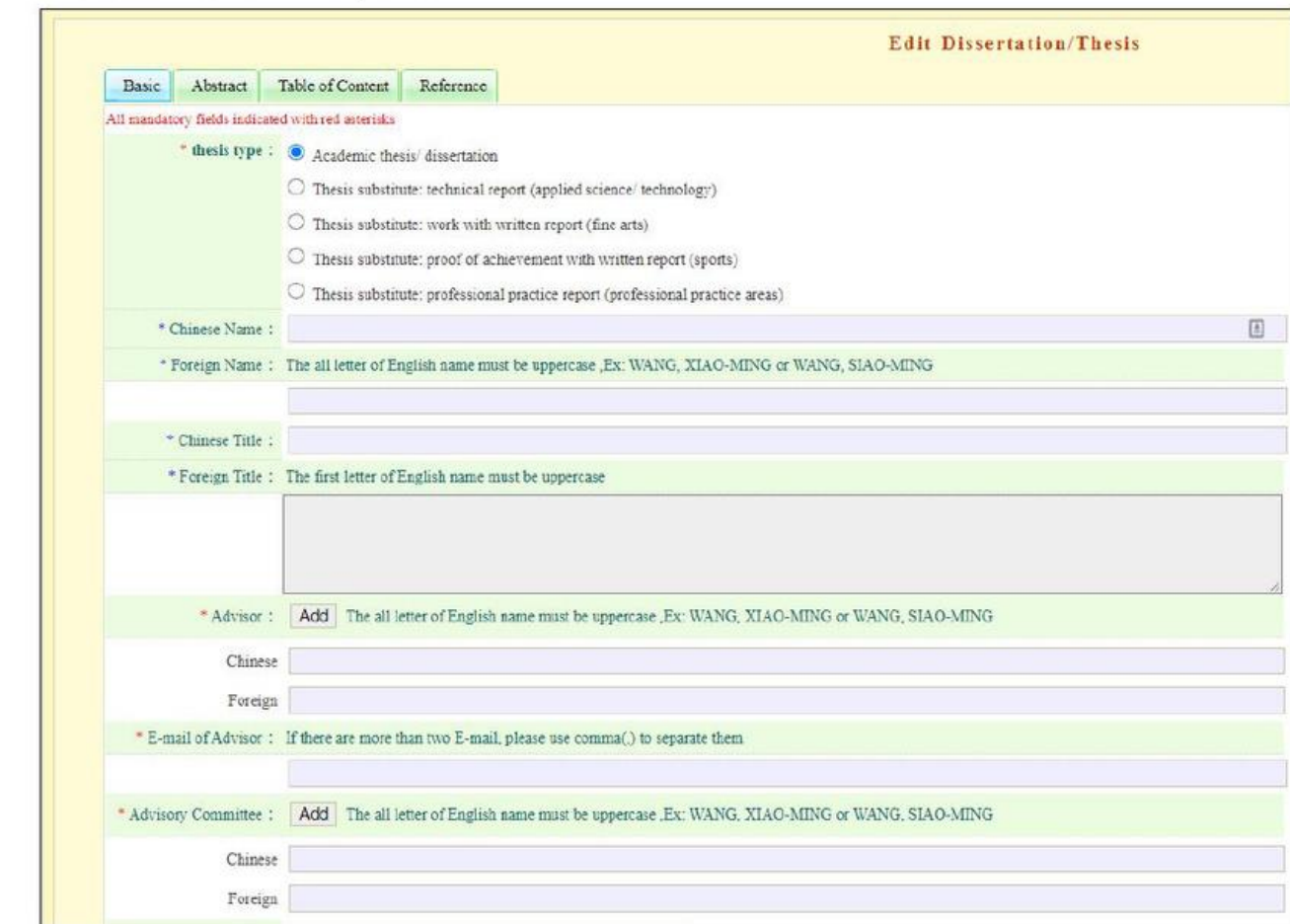
2. Click "[Step1 Key in](#)" on the left, then click "[Add Dissertation/Thesis](#)".



3. Provide the necessary thesis/dissertation information, abstracts, table of contents and references according to the system instructions.

Please pay attention to following fill-out notices:

- You can only fill the foreign name, if you don't have Chinese name.
- E-mail of Advisor is required



4. After fill in all the information, go to "[Step2 Upload](#)" to upload the thesis/dissertation PDF file.

- If you **must** to [embargo your thesis/dissertation](#)(usually for the patent through TIPO), please download and sign the "[Application Form of Embargo on Release of Thesis/Dissertation Abstract](#)" first. Upload the scanned file and fill in the publication date at "apply to hide abstract" button. You can get more information from chapter 5.



5. After uploading the PDF file, please fill in the "Copyright License Agreement" below for public access date.

國立高雄餐旅大學博碩士論文系統

Input Metadata → Full text → Validate → Pass

論文建檔

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

其他功能

- Change log
- Personal Data
- Question
- Contact Us
- Logout

step2 Upload If you have any problem, please Contact Us

Upload or delete full text apply to hide abstract (If you want to apply for the patent through TIPO)

Fulltext

Full-Text

Status : have Full Text

Copyright License Agreement :

- Immediate public access
- Immediate on-campus access · Public access starting from [] year [] month [] day
- On-campus access starting from [] year [] month [] day ; Public access starting from [] year [] month [] day
- Other :

Audio and Video file Authorization :

- Haven't Audio or Video file
- Immediate public access
- Immediate on-campus access · P
- On-campus access starting from [] year [] month [] day
- Other :

Next

6. Click "Step3" to print the Authorization Forms, sign it, then upload it to the system.

Remember to keep the Authorization Forms you signed, submit to the library when applying for graduation.

7. Click "Step4 Submit" after confirming all the information and text are correct.

Please understand the followings:

- (1) The content can **not** be modified after the review is passed. Please ensure the content of the thesis is the correct final version.
- (2) Library review will take **1-2 working days**; please be patient.

國立高雄餐旅大學博碩士論文系統

Input Metadata → Full text → Validate → Pass

論文建檔

- step1 Key in
- step2 Upload
- step3 Submit
- step4 Print

step3 Submit Submitted Click here to enter · validate your Dissertation/Thesis

Basic Abstract Table of Content Reference fulltext

thesis type : Academic thesis/ dissertation

Chinese Name : 測試帳號

Chapter 5 Submitting Graduation Thesis/Dissertation

1. Graduation document requirements

You must have:

- **Graduation Procedures Sheets for Master Program**, you can download from Graduate Institute site or Academic Affairs Office site
- **Bound (Paper) Copies** (2 copies for library, 2 copies for Graduate Institute)
- **ETD Authorization Form** (signed)

• If you **must** to embargo your thesis/dissertation (usually for the patent through TIPO), please download and print **2 copies** of the "[Application Form of Embargo on Release of Thesis/Dissertation Abstract](#)" from [NTLTD in Taiwan site](#), signed by the author(you) the advisor, and all member of the Oral Examination Committee.

2. Other graduation requirements

You should return all the books and materials borrowed from the library and pay the lost replacement fees or overdue fees before the graduation procedures are completed.

Pick up the Degree Certificate

- Call the Academic Affairs Office to confirm that your degree certificate is printed. You can reach them at extension number 12104.
- Once confirmed, bring the completed Graduation Procedures Sheets of Master Program and one piece of 2-inch photo to the Academic Affairs Office located in Building A, 3rd Floor.
- Present the required documents to the office staff to collect your certificate.
- Please ensure that you have completed all necessary steps before visiting the Academic Affairs Office to avoid any delays in receiving your Degree Certificate.