

# **Post-Defense Graduation Clearance Guide**

## Congratulations! You Have Passed Your Oral Defense

- ❖ *Passing the oral defense is an important milestone, but it is not the final step toward graduation. Students must revise and submit the final dissertation, complete the required originality check, obtain library approval, submit the required documents, complete graduation clearance, and collect their degree certificate.*

After completing your oral defense, collect the signed oral defense documents from the Program Office and confirm that all required committee members have signed them.

An example of the required document is provided below.

國立中興大學  
台灣與跨文化研究國際博士學位學程  
博士學位論文

題目：在沉默與氤氳之間：印度與台灣電影中的女性主義、時間與家庭空間  
Dissertation Topic: Between Silence and Steam: Feminist Cinema, Time, and Domestic Space in Indian and Taiwanese Films

姓名：                     學號：                    

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|        |                             |
|--------|-----------------------------|
| 論文指導教授 | <u>                    </u> |
| 論文考試委員 | <u>                    </u> |
|        | <u>                    </u> |
|        | <u>                    </u> |
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中華民國 115 年 05 月 11 日

## Step 1: Revise Your Dissertation

- Make all revisions requested by your oral examination committee.
- Review the NCHU Library thesis-formatting guidelines and revise your dissertation accordingly. <https://etds.lib.nchu.edu.tw/help/download/>

- Obtain your advisor's approval of the final revised dissertation before proceeding with the originality check and thesis submission.

**Note:** After completing all revisions, conduct a new originality check using the final version of the dissertation. Do not reuse the report generated from the pre-defense draft if the dissertation has been revised.

## **Step 2: Complete the Final Thesis Originality Check Using Turnitin**

<https://www.lib.nchu.edu.tw/en/study.php?clD=9&Key=46>

After completing all revisions and receiving your advisor's approval:

1. Upload the final version of your dissertation to Turnitin.
2. Generate and review the complete originality report.
3. Check that the report clearly shows the overall similarity percentage.
4. Download the complete originality report for your records.
5. Print the **first page of the originality report** showing the similarity percentage.
6. Write your full name in the blank space at the top of the printed page.
7. Obtain your advisor's signature on the printed first page.
8. Keep the signed page for submission during the graduation-clearance process.

## **Important: Understanding the Two Turnitin Originality-Check Stages**

The originality check is required at two different stages. Students should not confuse the pre-defense requirement with the final graduation-clearance requirement.

### **Before the oral defense**

Students must provide the following to the thesis examination committee:

- A draft of the thesis.
- The originality report showing the similarity percentage.
- The complete analysis report.

Students must also confirm on the **Thesis Oral Defense Result Form** that the thesis originality check has been completed.

### **Before graduation clearance**

- Run the originality check on the final revised dissertation.
- Print the first page showing the similarity percentage.
- Write your full name in the blank space at the top of the page.
- Obtain your advisor's signature on the printed page.
- Submit the signed page as part of the graduation-clearance procedure.

### **Step 3: Upload Your Thesis to the NCHU Electronic Thesis & Dissertation System**

<https://etds.lib.nchu.edu.tw/help/download/>

- Log in to the NCHU Electronic Thesis and Dissertation System.
- Enter the required thesis information carefully.
- Upload the final approved dissertation file.
- Upload or complete all required authorization information.
- Review all information before final submission.
- Save a copy or screenshot of the completed submission for your records.

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Electronic Theses & Dissertations Services

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Manual/PPT -

NCHU Thesis Format and Example(Word/LaTeX)

Manual of Thesis/Dissertation Submission

Guide of Thesis/Dissertation Submission(PPT)

Thesis/Dissertation submission checklist

Application -

Latest News

The Explanation of Profile Creation

Download Files

FAQ

Related Websites

Author
Thesis/Dissertation
Advisor
Committee
Abstract

Table of Contents
References

Fill in all these details and submit

\*Author Name (in Chinese)

\*Author Name (in English)

e.g., Ta-Ming Wang 王大明, the first name is in the front, the last name is in the back, and the names are separated by "-" the first letter needs to be capitalized.

\*Email
Fill in permanent Email

\*Student ID

\*Degree

Ph.D.
▼

School
National Chung Hsing University

- After submission, wait for the library to review and approve your thesis before printing.
- If formatting corrections are required, you will receive an email from the NCHU Library.

#### Step 4: Print and Bind Your Dissertation

After library approval:

Check your approval status and download the following authorization forms:

- NCHU Thesis and Dissertation Copyright License Agreement
- National Central Library Thesis and Dissertation Copyright License Agreement

Follow the instructions provided in the thesis-formatting manual regarding where each authorization form must be placed or submitted.

Submission Process : Thesis Fulltext Authorize Submit Staff Review Nopass **Print**

Upload Thesis -

Step1: Create Thesis Profile

Step2: Upload Fulltext File

Step3: Make Authorization

Step4: Submit

**Step5: Print Authorization Form**

Thesis Upload Guide

**Step5: Print Authorization Form**

Status:

**Tips:**

When you get the approval notification email, please log in to the ETDS system to step5, then you can download and print out the authorization and the full-text PDF file.

To receive the graduation approval from the Library, here are some more steps to follow.

1. Authorization Form: Please use a blue pen to sign the original after printing. (No binding)
2. Submit the following documents to the Circulation Desk of the Library (1F) :
  - (1) 2 print copies of the approved PDF file, which meet the requirement as below.
    - a. Make 2 copies of your signed NCHU authorization, insert one copy (right after the oral defense evaluation page into each theses/dissertation respectively, and then get your theses/dissertation bound.

- Follow the official NCHU thesis format and add NCHU Thesis & Dissertation Copyright License Agreement in the beginning of your thesis.
- Include all required pages in the correct order. (Check correct order in NCHU thesis format manual) <https://etds.lib.nchu.edu.tw/help/download/>
- Print and bind three copies of the dissertation: two copies for the Library and one copy for the Program Office.

## Step 5: Submit the Required Documents to the Library

Submit the following materials as part of the library-clearance process:

- Two hard copies of the final bound dissertation.
- Return all borrowed library materials.
- Pay any outstanding library fines or charges.
- Confirm that your library clearance has been completed.
- Submit the printed first page of the final Turnitin originality report showing the similarity percentage. Write your full name in the blank space at the top of the page and obtain your advisor's signature before submission.

## Step 6: Submit the Required Documents to the Program Office

- Complete the Graduation Clearance Form.
- Obtain your advisor's and Program Director's signatures on the form.
- Submit one bound copy of your dissertation and all other required documents to the Program Office.

## Step 7: Complete the Online Graduation Clearance

[https://onepiece.nchu.edu.tw/cofsys/plsql/acad\\_home](https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home)

- Log in to the online graduation-clearance system.
- Review the clearance status of every required university unit.
- Complete any outstanding requirements shown in the system.
- Confirm that all relevant units have approved your clearance before proceeding to collect your degree certificate.

| 興大學位考試系統   Degree Exam Application |                                                               |                                           |                                                                                                           |                                                                                                              | 聯絡資訊                                                                    |
|------------------------------------|---------------------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 說明<br>directions                   | 成<br>semester<br>registration<br>process must be<br>completed | 畢業學分符<br>合<br>Graduate<br>credits<br>meet | 自、日期、地點及考試委<br>員<br>Login Degree Exam in<br>Chinese and English<br>Topics, Dates, Venues<br>and Examiners | credits meet)<br>2. 考試委員資格符合(The<br>qualifications of the<br>examination committee<br>meet the requirements) | 錄，可進行離<br>校程序<br>Exam score<br>are logged in<br>and can leave<br>school |
| 狀況<br>Status                       | ✓                                                             | ✓                                         | ✓                                                                                                         | ✓                                                                                                            | ✓                                                                       |
| 狀況說明<br>Status                     | 1142 完成註冊<br>OK                                               | 已完成<br>OK                                 | 已完成<br>OK                                                                                                 | 審查完成可列印<br>OK                                                                                                | 已完成,成績<br>OK                                                            |

## Step 8: Complete the Required Procedures with OIA

- Visit the Office of International Affairs to complete the required school-leaving procedures for international students.
- Bring your student ID card, ARC, and NHI card.

- Confirm whether any additional documents or procedures are required for your visa, ARC, or NHI status.

### **Step 9: Collect Your Degree Certificate**

- Visit the Registration Division with your student ID card and ARC to collect your degree certificate.
- If needed, ask whether an English version or English certification of the degree certificate is available. (note: 100-200 NTD will be charged)
- Obtain or download your final academic transcript for future study, employment, or visa applications.

### **Important Reminders**

Please check the **official deadline for completing the school-leaving procedures** announced by university for your graduation semester.

Students can find the relevant deadlines in the **NCHU Academic Calendar** published annually on the university's official website.

#### **In general:**

- **January 31** – Deadline for the **Fall Semester**
- **July 31** – Deadline for the **Spring Semester**

**Please note:** These dates may vary depending on the academic year. Always refer to the official NCHU Academic Calendar and university announcements for the most up-to-date deadlines. Failure to complete all graduation requirements before the official deadline may delay your graduation or degree conferral.



## **New Update: Thesis Originality-Check Update Effective September 1, 2026**

*Students should follow the thesis originality-check procedure applicable to their graduation semester. The updated procedure takes effect on **September 1, 2026**. Since university forms and webpages may take time to reflect newly announced requirements, students should confirm the latest instructions with the Program Office and NCHU Library before submitting their documents.*

### **Final Checkpoints**

Before completing your graduation procedures, please ensure that you have completed all required steps.

- ☐ Make all revisions requested by your oral defense committee.
- ☐ Obtain your advisor's approval for the final version of your dissertation.
- ☐ Run the final dissertation through Turnitin.
- ☐ Review and download the complete originality report.
- ☐ Print the first page showing the similarity percentage.
- ☐ Write full name in the blank space at the top of the page.
- ☐ Obtain advisor's signature on the printed report.
- ☐ Submit the signed originality-report page during the graduation-clearance process.
- ☐ Upload the final dissertation to the NCHU Electronic Thesis & Dissertation System.
- ☐ Wait for the library's approval before printing the final bound copies.
- ☐ Print and submit the required bound copies.
- ☐ Return all borrowed materials and settle any outstanding fees.
- ☐ Collect degree certificate and final transcript.
- ☐ Complete clearance with the Library, Program Office, OIA, and collect Diploma from the Registration Division.

***Congratulations on successfully completing your doctoral journey. We wish you every success in your future academic and professional endeavors.***