

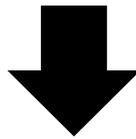
How to Complete the Graduation Procedure (for IMF students)

Please use the handbooks from

https://drive.google.com/open?id=113kDHxeNFWu81fi_rdptOb8PKitLR
[UBe](#) for further instructions when there is a “ * ”.

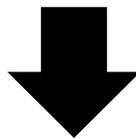
Step 1*: Apply for the Final Defense online

<http://mis.cc.ccu.edu.tw/academic/qualify/>

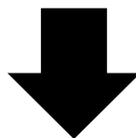


Step 2: After applying, submit application documents that are signed by your adviser (includes transcript of all years and proof of taking course of academic Ethical Education) to the IMF Office

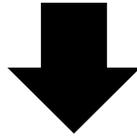
#must be submitted at least three weeks before the final defense



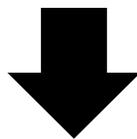
Step 3: Obtain documents for the Final Defense from the IMF Office



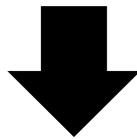
Step 4: Final Defense



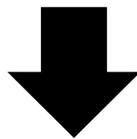
Step 5: Submit Final Defense results approved by the Final Defense committee to the IMF Office



Step 6: Complete the thesis

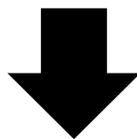


Step 7: Ask your adviser to review and verify the thesis according to the Turnitin thesis originality comparison system (論文原創性比對系統) to avoid plagiarism



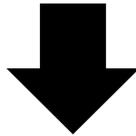
Step 8*: Upload the thesis to the library online system

http://cloud.ncl.edu.tw/ccu/in_aleph.php?school_id=274



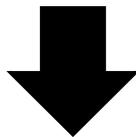
Step 9*: Apply to leave school through the school's leaving system

<http://osa.ccu.edu.tw/leave/>

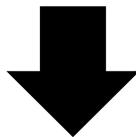


Step 10: Make sure your personal information (name, student ID, address etc.) is correct through the Student Academic Record Entry System to avoid complications

<https://miswww1.ccu.edu.tw/academic/academic-login.php>

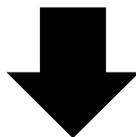


Step 11: Submit 3 hardcopy thesis paper (1 for the IMF Office, 1 for the library and 1 for the Office of Academic Affairs)

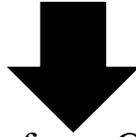


Step 12: Fill in the online survey

<https://docs.google.com/forms/d/e/1FAIpQLSdxWHp04Bmg3gEo-JczgssYa-MhBSxLGIQYwJlAmhg1Tknb5A/viewform>



Step 13: Return books, master's gowns and other properties
borrowed from the department and college



Step 14: Get your diploma from Office of Academic Affairs!

*Please apply for English diploma otherwise it will be in
Chinese.