

IMBA-ICDF Graduation Procedures

Steps

1. Complete the thesis

2. Apply for the oral defense

- i) apply on Academic Information System
- ii) come to IMBA office to collect forms for oral defense
(application assistants: 10:00-12:00 on Tue, Wed, and Fri.)

3. Oral Defense
(Deadline of taking oral defense: Jul. 31st)

- i) Collect signatures from the committee members
- ii) Prepare 3 copies of the thesis draft.
- iii) Confirm the presentation facilities/ tools are ready.

4. Submit the forms to IMBA office

- i) oral defense form
- ii) advisor approval form
- iii) grading sheet

5. Revise thesis

ICDF graduation requirement

6-1. Upload thesis
(as pdf file with the editing protection)

- i) send the **thesis file** to PM

6-2. JIC submission
(Deadline: 7/25)

- i) Refer to the **JIC submission guideline**.
a) **format sample** b) **JIC upload guidelines**
- ii) Submit forms to PM (**author's agreement & copyright permission**)

7. Print out thesis
(3 copies & CD- Rom)

- i) 2 copies & CD-ROM for IMBA office
- ii) 1 for library

8. Collect your diploma
(at Registration division)

Date of completing steps 1 to 7	Diploma collect date
May	After May 30 th
June 1 st -16 th	June 16 th , after 2:00pm
June 17 th - 30 th	After June 30 th
July 1 st - 31 st	After July 24 th

Book for flight ticket

(Must completed JIC submission & received Diploma)

↓ (at least one week)

Receive the ticket

9. NTHU sign-out
(Deadline Sep. 6th)

- i) check Academic Information System (step by step)
- ii) **notarize diploma** (optional)
- iii) receive dorm deposit (depends on when will you leave)
- iv) close Taiwan bank account (optionl)