**National Taichung University of Education-Degree Examination Procedure of postgraduate degree**

The link to apply for the degree examination：https://ecsb.ntcu.edu.tw

Appication Deadline:

◎Fall semester: From the date of completing the registration to 31 December.

◎Spring semester: From the date of completing the registration to 30 June.

◎summer classes : From the date of completing the registration to 15 October

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The deadline of applying school leaving:
Fall semester: 31 January, Spring Semester: 31 July, Summer Classes: 30 November.

**Remarks：**

**1. Postgraduate can start the procedure of the school leaving after 5 working days of the date that IMBA Department sent the official result transcript to Office of Academic Affairs.**

**2. All the forms already had the specific format. Please download them on the website of Office of Academic Affairs**

**3. This English form is based on Chinese version. If there have any question, please refer to Chinese version.**

Apply for the school leaving procedure

Degree examination should be on:

Fall Semester: before 20 January

Spring Semester: before 20 July

Summer Classes: before 10 November

修暑期班應於11月10日前舉行。

The Office of Academic Affairs

will print the Graduation Certificate according to your result transcript.

At least 5 working days

Send to the Office of Academic Affairs immediately..

pass

Pass

pass

No pass

No pass

Login administration system and apply for the oral defense application

IMBA department have to make a copied for backup and send the official result transcript to academic department .

**After Exam the result will sent to IMBA Department of the day. If the day is weekend or holiday will postpone until the next working day.**

The first review shall be conducted by the IMBA Department.

Hold the degree examination. examinations

No
pass

The final review shall be conducted by the Dean of college of management.

Application form for oral defense and recommendation from the oral examination committee

2. Graduation credits review form.

3. Turninti review result.

4. Certificate of completion of the Academic Research Ethics Education Course

5. Others related documents.

Return to IMBA department for modification

The second review shall be conducted by the Office of Academic Affairs.

Return to applicant for modification

After completing the above step, please submit all the documents to Emma. All the documents are indispensable.

Please fill and print the form and ask advisor to sign it.

研究生論文定稿