

Graduates are required to complete the related library procedures for the university leave process. The detailed descriptions for undergraduate and graduate students are as follows:

#### Undergraduate students

1. The library will process your leaving procedures on the university leave system within two weeks after your final exams. In which case you do not need to go through the leaving procedures at the library in person.
2. If you need to process leave-university procedures earlier or later, notify us by phone and we will immediately process it for you.
3. After having completed the leaving procedures, you will no longer be allowed access into the library with your Student Card. If you need to visit the library, you could either install the NCHU Alumni App or exchange your valid ID card for a temporary library card.

#### Graduate students

1. Graduates should complete university leave procedures in concurrence with the handing in of their printed thesis/dissertation.
2. Submission of printed thesis/dissertation shall include the following: (a) Two copies of printed thesis/dissertation (which must be stamped by the department and bound to a photocopy of a signed letter of authorization); (b) the original copy of the letter of authorization (with your signature); and (c) the digital receipt generated by Turnitin plagiarism checker system.
3. For instructions on uploading your thesis/dissertation, please refer to the library's electronic dissertation webpage.
4. After having completed the leaving procedures, you will no longer be allowed access into the library with your Student Card. If you need to visit the library, you could either install the NCHU Alumni App or exchange your valid ID card for a temporary library card.

For issues related to university leave procedures, contact the Circulation Desk at 2284-0290 ext. 160 or 161.

For issues related to thesis upload and others, contact the Reference Desk at 2284-0290 ext. 142 or 145.