
ASIA UNIVERSITY · DEPARTMENT OF PSYCHOLOGY

Graduate Clearance: Key Reminders

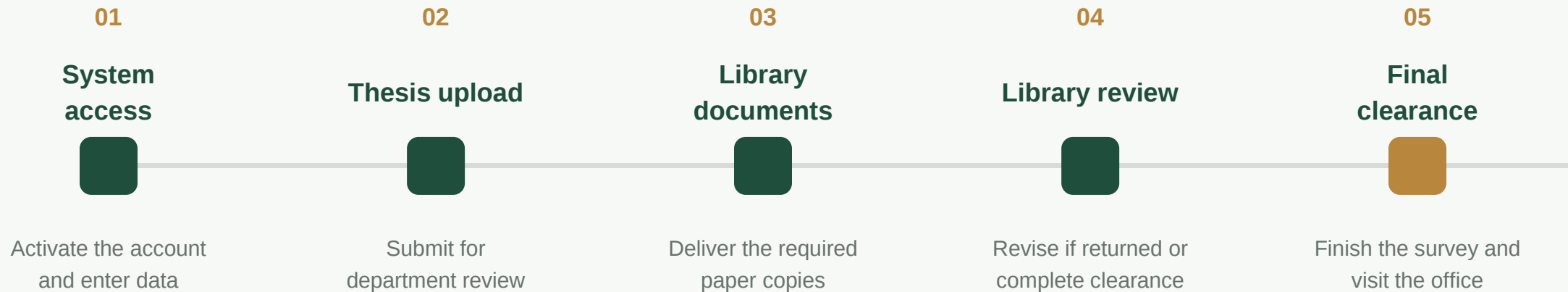
Post-defense thesis upload, library review, and final clearance

A complete checklist from online submission to final department clearance

GRADUATE
CLEARANCE

01—07

Complete five stages after the oral defense



After the oral defense, follow the account-activation email from the National Digital Library of Theses and Dissertations in Taiwan to log in and complete the required information.

Check three common errors before submitting

01

Basic information

The advisor is missing from the committee members' Chinese and English names.

02

Table of contents

Detailed entries for the List of Tables and List of Figures are missing.

03

Electronic thesis

The Asia University logo watermark has not been added.

Verify the metadata, front matter, and electronic file before submitting for department review.

Place the approval form correctly and obtain original signatures

Thesis Approval Form

Include in the PDF: The form must contain the department chair's signature.

Placement: Insert it immediately after the thesis cover.

Date: Use the date of the oral defense.

Thesis Authorization Form

When to print: Print only after uploading the electronic thesis.

Signatures: The student and advisor must sign in person.

Library copy: Submit one original signed form.

If time is limited, upload a provisional thesis file first, print the authorization form, and obtain the advisor's signature.

After department approval, prepare three types of paper documents

1

Authorization Form

One original signed copy

2

Final Thesis

Two final bound copies

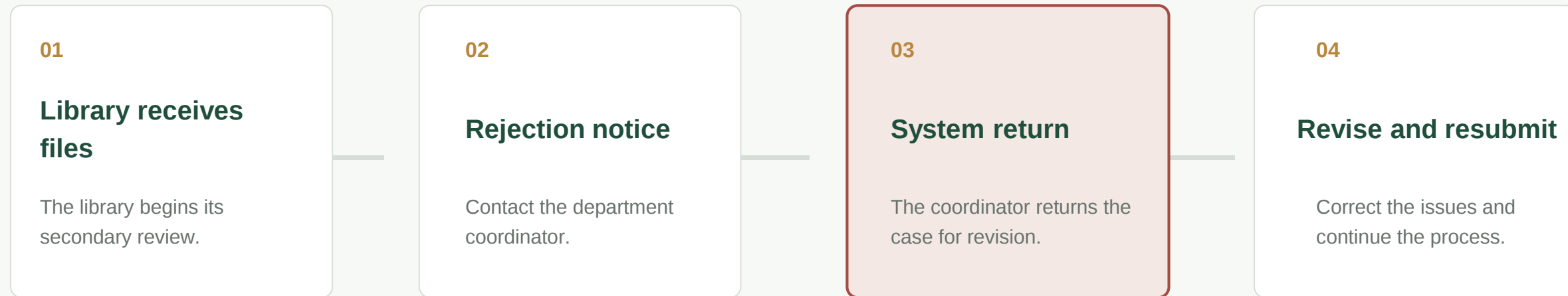
1

Checklist

One original bearing the department
coordinator's official stamp

Deliver the complete set to the library for secondary review.

If the submission is returned, contact the department office first



Do not revise only on your own—the department must first return the case in the system.

After library clearance, complete the survey and department procedure

01 Graduate Exit Survey

Confirm completion of the graduate exit survey administered by the Career Development & Guidance Section, Office of Student Affairs. The survey link is available on the section's official homepage.

02 Department Clearance

After completing all items above, visit the Department of Psychology office for the final stage of graduation clearance.

Library clearance + graduate survey = final clearance at the department office