

Graduate Institute of Injury Prevention and Control, TMU

Procedures for Student Departure upon Graduation

Name		Gender	<input type="checkbox"/> M <input type="checkbox"/> F	Student ID	
Telephone				Cell phone	
E-mail					
Address					
<p>Before proceeding with the departing school process, all graduates must first:</p> <ol style="list-style-type: none"> 1. Return any keys, documents or equipments in custody to your advisor 2. A paperback and electronic copy of thesis must be given to the administrative staff, if unable to turn in a reason must be filed 3. Administrative professor has confirmed if the graduate has or has not taken part in any seminars or linked to any published academic papers 4. Director's confirmation seal 					
Department units	Advising Professor	Administrative staff	Administrative Professor	Director	
Graduate	Documents : Y <input type="checkbox"/> N <input type="checkbox"/> Key & Equipments : Y <input type="checkbox"/> N <input type="checkbox"/>	Paperback copy of thesis : Y <input type="checkbox"/> N <input type="checkbox"/> Electronic copy of thesis : Y <input type="checkbox"/> N <input type="checkbox"/>	International/domestic seminars or published academic papers : Y <input type="checkbox"/> N <input type="checkbox"/>	Completed the previous 3 requirements : Y <input type="checkbox"/> N <input type="checkbox"/>	
	(sign)	(sign)	(sign)	(sign)	
<p>Content of proof : When graduate students have finished the above procedures and have received approval from the administrative professor and director, they can then begin with the departing school process</p>					