

**AY** Department Leaving Checklist for Master's Students  
(離系程序單)

Student No. :  Institute of Computer Science and Engineering  
 Name:  Institute of Network Engineering  
 Date:  Institutes of Multimedia Engineering  
 Institutes of Data Science and Engineering

Items	Signature of Approval
1. Permission from advisor to leave university	
2. Return of lab equipment and key(s)	(Lab Assistant)
3. Return of borrowed books, disks and other public property	(Assistant from Dept. Computing Center)
4. Make sure if you need to suspend the TA's appointment	(Dept. Office)
5. Submission of two copies of the master's thesis (excluding copies for the advisor and oral defense committee)	(Dept. Office)
6. Online submission (electronization) of the thesis ( <a href="#">Library archive</a> )	
7. Provide a poster (standard-size portrait) which summarizes your research results. <b>(Email the PPT to the dept. assistant)</b>	