

Graduate Institute of Ethnomusicology, National Taiwan Normal University
Graduation Clearance Process Checklist (for internal use of the Institute)

Name of Graduate student:		Student ID No.:	
Completed Tasks		Evaluating Department	
☐ Master's Thesis/Written Report Completed the amendments suggested by the oral defense committee, and the cover page, book binding, and page numbers also comply with the format requirements of NTNU		Faculty Advisor Signature	____/____/____ (YYYY/MM/DD)
☐ Thesis Approval Signature Form and one copy of thesis with Permission Letter → Research Dissemination Division b: Graduation Performance / Media Showcase: Recital file needed → Media Division / Digital Collection: Artwork file needed File Format: 1920*1080 HD videos with 24 bit 96 kHz sound. 300+dpi photos and promotional materials demonstrating planning. Consent to publish all artworks on the Institute website after graduation clearance.		Institute Office Seal	____/____/____ (YYYY/MM/DD)
☐ Returned borrowed items (including books, DVDs, and equipment)			
☐ Master's Thesis Affidavit			
☐ A copy of thesis with watermark that passed the Turnitin comparison system			
☐ Returned locker keys and retrieve the security deposit			

© The graduate student needs to complete the above procedures and submit this form to the Institute Office. The subsequent procedures may not be processed until the Institute Office has uploaded the information to the NTNU system.