

Graduate Institute of Biochemical Sciences, National Taiwan University

Academic Year: ____ Semester: ____

Graduation Clearance Form

Name: _____

Student ID: _____

★The Graduation Clearance System will be marked as "Completed" AFTER the following steps are fulfilled.★

1. Returned all laboratory equipment/items and cleaned all used utensils.	Lab Advisor's Signature	
2. ☐ Returned the borrowed laboratory keys and completed the departure procedures. (Those paid by the IBC must be verified and signed by Ms. Hui-Chen Li at the Admin Office; for other institutes, it must be signed by the respective payroll coordinator). ☐ Will continue to serve; keys will be returned upon actual departure.	Lab Advisor's Signature	Admin Office Signature IBS : Ms. Yi Ting, Chiang IBC : Ms. Hui-Chen Lee
3. Submitted one copy of the thesis (paperback or hardcover) to the IBS Admin Office (R101) and returned all borrowed books.	NTU IBS Admin Office Signature Coordinator: Ms. Hsiao-Jung	
4. Are you a radiation worker? ☐ Yes. Returned the radiation dosimeter badge to the radiation safety contact and completed the application to terminate the usage of the radiation dosimeter badge. ☐ No.	Radiation Safety Contact Signature IBS: Mr. Bo-Sen Yu IBC: Ms. Wei-Wen ● Coordinator's signature is required for all personnel (including non-radiation workers).	
5. Will you continue to serve at NTU IBS? ☐ Yes (Expected service until Year ____ Month ____ Day ____), please make sure to return the NTU Building access card upon your departure. ☐ No. Please return the NTU Building access card to remove your access profile.	NTU IBS Admin Office Signature Coordinator: Mr. Bo-Sen	
6. Complete the online graduate contact Survey and submit the learning status & effectiveness survey for graduating students. 	NTU IBS Admin Office Signature Coordinator: Ms. Claire Lin	

If your lab is in the NTU Building, please complete clearance at the units below. If not, no signature is required.

7. Do you use the NTU Building Animal Facility? ☐ Yes. Please complete the Declaration for Termination of Animal Experiments. ☐ No.	NTU IBS Admin Office Signature Coordinator: Ms. Yi Ting, Chiang
8. Do you use the NTU Building Common Equipment Room? ☐ Yes. Please submit an application to the Common Equipment Room to delete your user account from the common equipment reservation system. ☐ No.	NTU Building Common Equipment Room Signature (400) Coordinator: Sheng-Wei Lin ASSOCIATE RESEARCH SPECIALIST