



# STUST Check-Off List (Master Program)

Department/College:

Name:

Student I.D. No.:

Please print out, complete, and return this form to the Registration Division(L103).

The tasks below must be ticked and signed out.

Items Reviewed		Pass	Signature
Advisor	<b>1. Review WASS Comparison Report and Turnitin Similarity Report</b> The finalized thesis must be checked with “WASS” and “Turnitin”. <b>A higher-than-departmental criteria similarity score is unacceptable.</b> (The advisor shall fill out the qualified Turnitin similarity score and sign on the right column)	<input type="checkbox"/>	Turnitin Similarity score is _____ %
Department Office	<b>2. Confirm the Status of Submission on the STUST Electronic Thesis/Dissertation System</b> <a href="http://cloud.ncl.edu.tw/stust">http://cloud.ncl.edu.tw/stust</a> Students must comply with the following steps: ①request the system’s credentials from the dept. office ➡ ②check the thesis with WASS (the similarity scanner) ➡ ③ get the advisor’s approval ➡ ④submit the thesis to the system ➡ ⑤get the dept. assistant’s approval	<input type="checkbox"/>	
	<b>3. Borrowed Items are Returned</b> e.g. Lab keys, instruments, etc.	<input type="checkbox"/>	
	<b>4. Confirm and Collect One Copy of the Graduation Thesis</b> (chrome yellow paperback) <input type="checkbox"/> Make my thesis available immediately. <input type="checkbox"/> Delay the public release of my thesis (the original form <a href="#">學位論文延後公開申請書</a> should be turned in with this form, NOT bound into the thesis)	<input type="checkbox"/>	
Acct. L211	<b>5. The Accounting Office</b> confirms that all fees due are paid.	<input type="checkbox"/>	
Library	<b>※To continue Step 6, please ensure Step 1 and 2 are completed.</b> <b>6. Collect ONE Graduation Thesis</b> (dark blue hardback) and <b>TWO Authorized Agreements for Thesis/Dissertation</b> (one is for STUST and the other is for National Central Library) <input type="checkbox"/> Make my thesis available immediately. <input type="checkbox"/> Delay the public release of my thesis (the original form <a href="#">學位論文延後公開申請書</a> should be turned in with this form, NOT bound into the thesis)	<input type="checkbox"/>	
	<b>7. Borrowed Books are Returned</b>	<input type="checkbox"/>	
ARIC L304	<b>8. Confirm “The Career Goal Survey”</b> is filled out. <a href="http://portal.stust.edu.tw/job">http://portal.stust.edu.tw/job</a>	<input type="checkbox"/>	
Registration Office L103	<b>9. Check if</b> the Turnitin Similarity Report (must include the thesis) and WASS Comparison Report are <b>Uploaded to FlipClass.</b> ( <a href="https://flipclass.stust.edu.tw">https://flipclass.stust.edu.tw</a> ) <b>10. Collect the Original Thesis Verification Form</b> (should NOT be bound into the thesis) <b>11. Collect ONE Graduation Thesis</b> (chrome yellow paperback) <input type="checkbox"/> Make my thesis available immediately. <input type="checkbox"/> Delay the public release of my thesis (the original form <a href="#">學位論文延後公開申請書</a> should be turned in with this form, NOT bound into the thesis) <b>12. Collect One copy of the ARC Card</b> (required). <b>※Before you come, please ensure your advisor has turned in the confirmation marks form and scoring sheets to the Registration Division.</b>	<input type="checkbox"/>	