

## Graduate Degree Examination Process ([Link](#))

Step	<u>Forms &amp; Applications</u>
1. Preliminary Qualification Review & Degree examination application	<p><b>Prepare the following documents signed by the advisor ,and submit to the department office for review.</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Application for "oral examination graduate degree" qualification review form</a></li> <li>2. <a href="#">Application for Oral Defense</a></li> <li>3. Frist draft of the thesis (formatted according to the Guidelines for Dissertation Specifications. Please send <b>data file</b> to the office)</li> <li>4. Dissertation summary (Print by yourself please)</li> <li>5. Past transcripts (Print form the office of Academic)</li> <li>6. <a href="#">Sheet of Degree Examination Committee</a></li> <li>7. Certificate of completing the <a href="#">Academic Research Ethics Education courses</a> (applicable to Master's students admitted in and after Academic Year 2019. Annex : <a href="#">Academic Research Ethics Education Course Waiver Request Form</a>)</li> <li>8. <a href="#">Consolidation table for oral examination graduate degree</a> (Please send data file to the office) -學位考試申請彙整表</li> </ol>
2. Before Degree Examination	<ol style="list-style-type: none"> <li>1. Certificate of Appointment for Master's Thesis Defense Committee. (The students need to inform <b>before 2 days</b> for producing the certificate of appointment on the department office. And then take the certificate of appointment to the degree examination committee members.)</li> <li>2. The retainers of the degree examination committee members will be produced by each department/institution.</li> <li>3. The students need to booking the reservation of time and location for oral defense before 2 days in the department office.</li> <li>4. To change any degree examination committee member, fill out the <a href="#">Amendment to Master's Thesis Defense Committee</a>, with the original Degree Examination Application Form attached, before the degree ex- amination in order to produce the retainer for the new committee member.</li> <li>5. Finish the comparison for dissertation originality. (Library <a href="#">LINK</a>)→Apply <a href="#">Review result</a> from library→<a href="#">Degree Dissertation Originality Comparison Checklist</a>→Delivery Document : Degree Dissertation Originality Comparison Checklist、Apply Review result、Complete originality report→Submit your Professor to sign.</li> </ol>

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3. During Degree Examination	<p><b>On the day of the degree examination, prepare the following documents:</b></p> <ol style="list-style-type: none"> <li>1. <a href="#">Evaluation Form for Degree Examination</a> : Each committee member shall have one sheet. The sheets shall be stamped with the institute's seal.</li> <li>2. <a href="#">Score Sheet for Degree Examination</a> : Showing the scores given by all committee members and signed by the advisor and the head of the institute.</li> <li>3. <a href="#">Thesis Verification Form</a> : Signed by each committee member after the student passes the degree examination.</li> <li>4. <a href="#">The list of oral examination graduate degree fee</a> : Attendance fees for examination committee and list of receipts of transportation allowance. Home Committee Member: Master's NT\$1,000; Doctoral NT\$1,500. Outside Committee Member: Master's NT\$1,000 + Transportation Allowance; Doctoral NT\$1,500+ Transportation Allowance.</li> <li>5. <a href="#">Receipt</a> for the outside degree examination committee members : Each committee member shall have one sheet.</li> <li>6. <a href="#">Degree Dissertation Originality Comparison Checklist</a> (Library <a href="#">LINK</a>) : Apply <a href="#">Review result</a> from library→<a href="#">Degree Dissertation Originality Comparison Checklist</a>→Delivery Document : Degree Dissertation Originality Comparison Checklist 、Apply Review result 、Complete originality report→submit your Professor to sign→ Each committee member shall review your report during degree examination.  ➤ Delivery Document : <a href="#">Degree Dissertation Originality Comparison Checklist</a> 、<a href="#">Review result</a> 、<a href="#">Score Sheet for Degree Examination</a>.</li> <li>7. <a href="#">Application Form for New Thesis Topic</a> : If you need to change your topic, please confirm, and sign by all committee member, and then delivery the from to the department office.</li> <li>8. <a href="#">Application Form for Degree Examination Withdrawal</a> :  Withdrawal Deadlines : (<a href="#">Link</a>)  ➤ First Semester: Before January 31.  ➤ Second Semester: Before July 31.</li> </ol>

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4. After Degree Examination	<p>1. Deadlines for Submitting the Grade of the Degree Examination: By the end of January in the first semester; by the end of July in the second semester.</p> <div data-bbox="560 365 1406 533"> <pre> graph LR     Student[Student] --&gt; Original grading sheets and score sheet, and dissertation originality comparison checklist.  Dept[Department / Institute]     Dept --&gt; Collect and enclose in sealed envelopes. (with envelope icon)  Office[Office of Academic Affairs]     Office --&gt; Office of the Registrar shall enter the grade. (with grade sheet icon)  End[ ]           </pre> </div> <p>2. Submit and sign all of the degree examination document during degree examination. Ex : <a href="#">Degree Dissertation Originality Comparison Checklist</a> 、 <a href="#">Review result</a> 、 <a href="#">Score Sheet for Degree Examination</a>....</p> <p>3. <a href="#">Application Form for New Thesis Topic</a> : Submit the <b>data file</b> of the dissertation topic, <a href="#">Consolidation table for oral examination graduate degree</a>, and the Change of Dissertation Topic Application Form to the department.</p> <p>4. Write-off attendance fees and transportation allowances for degree examination committee members.</p>
5. After Passing Degree Examination	<p>1. <a href="#">Upload the dissertation</a> to the Library "Taipei Tech Electronic Theses and Dissertations System".</p> <p>2. Dissertation Printing: Prepare enough copies of the dissertation and in the format as required by the department/institute and NTUT. (<b>Hardcover and red outside Thesis *1 for our Department / Paperback Thesis *1 for Library</b>)</p>

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