

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

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

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3. During Degree Examination	<p>On the day of the degree examination, prepare the following documents:</p> <ol style="list-style-type: none"> 1. Evaluation Form for Degree Examination : Each committee member shall have one sheet. The sheets shall be stamped with the institute's seal. 2. Score Sheet for Degree Examination : Showing the scores given by all committee members and signed by the advisor and the head of the institute. 3. Thesis Verification Form : Signed by each committee member after the student passes the degree examination. 4. The list of oral examination graduate degree fee : 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. 5. Receipt for the outside degree examination committee members : Each committee member shall have one sheet. 6. Degree Dissertation Originality Comparison Checklist (Library LINK) : Apply Review result from library→Degree Dissertation Originality Comparison Checklist→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. <ul style="list-style-type: none"> ➤ Delivery Document : Degree Dissertation Originality Comparison Checklist 、 Review result 、 Score Sheet for Degree Examination. 7. Application Form for New Thesis Topic : If you need to change your topic, please confirm, and sign by all committee member, and then delivery the from to the department office. 8. Application Form for Degree Examination Withdrawal : Withdrawal Deadlines : (Link) <ul style="list-style-type: none"> ➤ First Semester: Before January 31. ➤ Second Semester: Before July 31.

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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" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Student</td> <td style="width: 33%; padding: 5px;">Department / Institute</td> <td style="width: 33%; padding: 5px;">Office of Academic Affairs</td> </tr> <tr> <td style="padding: 5px;">Original grading sheets and score sheet, and dissertation originality comparison checklist.</td> <td style="padding: 5px;">Collect and enclose in sealed envelopes. </td> <td style="padding: 5px;">Office of the Registrar shall enter the grade. </td> </tr> </table> </div> <p>2. Submit and sign all of the degree examination document during degree examination. Ex : Degree Dissertation Originality Comparison Checklist 、 Review result 、 Score Sheet for Degree Examination....</p> <p>3. Application Form for New Thesis Topic : Submit the data file of the dissertation topic, Consolidation table for oral examination graduate degree, 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>	Student	Department / Institute	Office of Academic Affairs	Original grading sheets and score sheet, and dissertation originality comparison checklist.	Collect and enclose in sealed envelopes. 	Office of the Registrar shall enter the grade. 
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5. After Passing Degree Examination	<p>1. Upload the dissertation 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. (Hardcover and red outside Thesis *1 for our Department / Paperback Thesis *1 for Library)</p>						

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