

[Master's and Doctoral Programs] Notes on Oral Defense Applications

* The exact deadline for graduate students to request/take oral defenses and complete the graduation procedures will be announced in the ["Important Notices" section of the University's academic calendar](#).

* Students must complete the application process at least one month prior to the oral defense.

Step 1: Oral Defense Application

1. Graduate students who have completed the required coursework, written the first draft of their thesis/dissertation, and requested the oral defense with the consent of their advisor, can request the oral defense in accordance with the following steps:

(1) Read the [Student Operation Manual of the Degree Examination Application System](#) carefully, visit the [Academic Affairs Information System](#), log in with your student ID and password, click on Graduation and Departure/Degree Examination System, and complete the following items:

1. Confirm student status and registration status (if "incomplete" is displayed, please contact the Registrar for resolution) (Note 1).
2. Confirm the status of the graduation review (if "incomplete" is displayed, please contact the the competent divisional personnel for resolution).
3. Students admitted after Academic Year 2016–17 are required to upload a PDF file of Certificate of Academic Ethics Training (Note 2).
4. After the oral defense time is confirmed, register with the Department Office and the venue manager to reserve the examination venue (Note 3).
5. Register the Chinese and English thesis/dissertation title, examination venue/date/time, and the list of examination committee members (Note 4, Note 5, and Note 6) in the Degree Examination System, and print out the Degree Examination Application Form (Note 7) and the Degree Examination Committee Member Appointment Letters (Note 8) from the system.
6. Confirm with non-NCHU committee members to check whether they will drive onto campus, and if so, provide their license plate number in the "Remarks" field of the Degree Examination System to request parking fee exemption on the day of the oral defense (Note 9).
7. The Degree Examination Application Form should be signed and stamped by the examinee and the advisor, and the Degree Examination Committee Member Appointment Letters and the [Personal Identity Card and Bank Account Information Form \(Note 10\) should be](#) submitted to the Department of Electrical Engineering Office one month before the oral defense (Note 11).

Note 1: Questions related to student status and registration status may be directed to the Registrar (04-22840212 ext. 27).

Note 2: Certificate of Academic Ethics Training:

(1) Graduate students admitted in or after Academic Year 2016–17 must obtain a Certificate of Academic Ethics Training before requesting the oral defense. They will not be allowed to request an oral defense without obtaining the certificate, which can be obtained through taking self-regulated learning courses and passing the corresponding tests offered on the Center for Taiwan Academic Ethics

Education. Students are advised to complete courses as soon as possible to avoid delays in obtaining the certificate before requesting the oral defense.

(2) Learning method: Courses are offered online. Please refer to the [Compulsory Student User Manual under the Beginners/Compulsory Students section of the Center for Taiwan Academic Ethics Education website](#). When logging onto the website, please select “Compulsory Student” as your identity, and select National Chung Hsing University. Your account number is your student ID, and your default password is the last 5 digits of your student ID. Please do not register for a new account, as certificates from self-registered account will not be recognized. Please contact Ms. Zhou, the organizer of the Curriculum Division, at 04-22840214 if you have any questions.

Note 3: For questions on examination venues, please contact Ms. Huo, the venue manager of the Department, at 04-22840688 ext. 226.

Note 4: In the event of a change in the title of your thesis/dissertation in either Chinese or English, corrections shall be made online before you print out the Notification of Degree Examination Results from the Degree Examination System.

Note 5: Please provide the name of the building and classroom number in the “Venue” column (e.g. Electrical Building/Classroom 815).

Note 6: Students may their advisor to choose a date and time for the examination or recommend committee members. In the “Affiliation” column of the List of Examination Members, please provide committee members’ affiliation and department (e.g., National Chung Hsing University/Department of Electrical Engineering, or National Tsing Hua University/Department of Information Engineering)

Note 7: If there is any alteration in the printed version of the application, the candidate must sign or seal the correction wherever applicable.

Note 8: Out of respect for the committee members, appointment letters should be printed by a printer and should not be filled in by hand.

Note 9: Exemption of on-campus parking fees for non-NCHU committee members

(1) If a member of the committee is not a faculty member of the University but wishes to park their vehicle on campus on the day of the oral defense, the examinee must fill in the vehicle registration number on the Degree Examination Application in advance so that the committee member can use the license plate recognition service (the middle lane of the University main entrance). Separate applications are required if the committee member is to return to the University for additional oral defenses scheduled on a different date.

(2) If the oral defense is on a holiday, the committee member must drive to the main entrance and park the vehicle on the side of the road, get off the car and walk to the guardhouse, and present their letter of appointment, and ask the guard to open the gate manually.

Note 10: Committee member remuneration and travel reimbursements will be remitted to committee members’ postal savings account by the university after the oral defense. Committee members who are not affiliated with the information must fill out a bank remittance form. Each committee member shall fill out a separate form. Members who have previously filled out the same form are not required to do it again provided that no information has changed. Members who are faculty members of the University are exempt from completing the form.

Note 11: As an example, if the date of the oral defense is July 13, 2025, the deadline for submission of application materials for the oral defense to the Department office will be June 13, 2025.

2. Before the oral defense, the examinee should ask their advisor to assist them in visiting [the Turnitin Originality Comparison System of the National Chung Hsing University Library](#) (Note 1), read the description of the system carefully, complete the originality test, and provide the Comparison Results (page showing percentages) to their oral defense committee for review (Note 2, Note 3, and Note 4).

Note 1: The default settings of the system is that only faculty members can log in with their account. If students want to log in, they can ask their advisor to issue an account with their permissions.

Note 2: The Notification of Degree Examination Results (printed from the Degree Examination System) will contain a text description that reads, “This graduate student has used the Thesis Comparison System to verify the originality of their thesis/dissertation.”

Note 3: When going through the procedures for graduation and school leaving, you need to submit two hardcopies of your thesis/dissertation and the original copy of the authorization letter to the library. You also need to submit a print-out of the electronic version of the thesis originality check to the library.

Note 4: Questions related to the originality check may be directed at the NCHU Library (04-22840290 ext. 146).

3. After the Degree Examination Committee Member Appointment Letters are verified and stamped with the NCHU President’s seal, students must visit the Department Office to collect the stamped Appointment Letters roughly 2–3 weeks after submitting the application materials. After collecting the Appointment Letters, please hand in or mail it to your committee members.

Step 2: Organization of the Oral Defense

1. Examinees shall be responsible for contacting committee members, prepping the venue (including preparing beverages), explaining the method of remuneration payments and travel reimbursements, collecting and filing high-speed railway tickets used by committee members, etc.
2. Examinees shall inform non-NCHU committee members that the oral defense remuneration and travel reimbursements will be wired by the university to their postal savings account. If members take the high-speed railway to the oral defense venue **between December 10 and 31, examinees must collect the incoming high-speed railway tickets from the committee members, indicate the names of the members on the tickets, and deliver them to the department by 3 p.m. on the day of the oral defense**, and the final reimbursement amount will be twice the one-way fare. **Those who hold their oral defense between January 1 and December 9 must send the incoming high-speed railway tickets stub with the names of the committee members indicated to the department within 1 week of the oral defense (including holidays)**, and the final reimbursement will be twice the one-way fare. Committee members whose return ticket is more expensive than the incoming ticket may mail the return ticket to the examinee to be forwarded to the department, in which case the final reimbursement will be the incoming fare plus the return fare. **If the examinee fails to submit the high-speed railway tickets to the department by the deadline, travel reimbursements will be remitted to committee members’ accounts based on the fare for regular train services.**

3. Examinees shall print out the [Master's Graduation Oral Defense Thesis Review Sheet](#) (Department of Electrical Engineering website > Form Downloads > Download the appropriate form based on your group/division) and ask their committee members to sign; if you are unsure which group/division you are in, you can refer to the information printed on your student ID), the Thesis Oral defense Scoring Form (available on the Degree Examination System; 1 sheet can be cut into 2 copies, 1 copy required for each committee member), and the Degree Examination Result Notification (available on the Degree Examination System) for use during the examination.
4. After the oral defense, the Thesis Review Sheet of the Master's Graduation Oral Defense and the Thesis Oral Defense Scoring Sheet shall be retained by the examinee, while the Degree Examination Result Notice shall be returned to the examinee by their advisor once scores are finalized. (Note 1)

Note 1: Students who wish to cancel a degree examination for any reason should submit a [Degree Examination Cancellation Notice](#) to the Registrar before the original scheduled oral defense time and must contact the competent Department personnel to remove the digital copy of the Degree Examination Application from the system so as to stop the payment of the original oral defense fees (students who fail to request cancellation before the deadline in the semester of the original oral defense shall not be allowed to cancel the oral defense). Students who cancel their degree examination may submit other applications in the future in accordance with the applicable regulations.

Step 3: Thesis/Dissertation Upload (Digital Copy) and Binding (Hard Copy)

1. After completing the full text of their thesis/dissertation (Note 1), examinees must upload a digital copy to the Library (Note 2). Examinees shall visit the [NCHU Library Electronic Dissertation System](#) website, carefully read the [Thesis/Dissertation Format Specification](#) and other information on the webpage, then send a PDF copy of their thesis/dissertation to the e-mail address of the competent Department personnel (Note 3). They must also submit two paperback copies of their thesis/dissertation (cover color not regulated) to the Library.

Note 1: (Formatting)

(1) Chinese: 13 pt in DFKai-SB (標楷體)

(2) English: 12 pt in Times New Roman

Note 2: For questions about uploading theses/dissertations, contact the Library at 04-22840290 ext. 142 or 145.

Note 3: The file and the email subject line should be “Master’s Thesis–Student Number”, e.g. “Master’s Thesis–7113064001”. The e-mail address of the the competent Department personnel can be found under [the “About Us/Administrative Personnel” section of the Department of Electrical Engineering website](#).

Step 4: School-Leaving Procedures

1. Examinees should refer to the [Instructions for the Online School-Leaving Procedures for Graduate Students](#) and visit each competent unit (Note 1 and Note 2) and complete the departure procedures

(students taking professional courses in the semester of graduation must wait for the scores of the courses to be posted in the Course Selection System before they can initiate the school-leaving procedures. The departure procedures (imposed by both the Department and the Registrar) shall be handled as follows:

(1) Departmental procedures: All hardcopy theses/dissertations should be stamped by the Department's work-study students (students who purchased access card may return the card for a refund). Students must present the Degree Examination Result Notice (remind your advisor to hand it back to you) to their advisor and the Department Chair for signature.

(2) Registrar-imposed procedures: Go to the [Academic Information System](#), log in with your student ID and password, click on Graduation Departure/Departure Status Inquiry, fill in the graduates' questionnaire, check your departure status to verify that each row displays "OK", and then go to the Registrar to collect your graduation certificate by presenting your student ID and the Degree Examination Result Notice (Note 3, Note 4, and Note 5).

Note 1: The time required for the whole procedures depends on the processing speed of each competent unit. Students are advised to block off at least 1 to 3 days to complete the procedures.

Note 2: The school-leaving procedures shall be handled by students themselves, and the department disclaim any responsibilities in assisting in the process. Those who are unable to go through the procedures in person for any reason may ask another person to do so on their behalf by signing a power of attorney (and other relevant documents).

Note 3: Changes in either the Chinese or English title of your thesis/dissertation, if any, must be corrected online before you send in the Degree Examination Result Notification (printed from the Degree Examination System).

Note 4: **Those who go through the school-leaving procedures between January 1 and July 19 or between September 1 and December 31** must contact the Registrar (04-22840212 ext. 27) one week before the procedures, and the exact date of the procedure completion must be provided to the Registrar so that a graduation certificate may be printed for you.

(The graduation certificate for those who go through the school-leaving procedures between January 1 and July 19 or between September 1 and December 31 must be printed in advance, as they will become invalid in the month following their printing. Students must inform the Registrar of their **exact** departure date. The graduation certificates for those who expect to complete the procedures between July 20 and August 31 will be printed in batch, so there is no need for students to inform the Registrar of their exact date of departure.)

Note 5: Those who fail to complete the departure procedures in the semester of their oral defense must submit a Postponement of Departure Notification together with their Degree Examination Result Notification to request deferred graduation (those who have exhausted their maximum period of study in the semester of their oral defense are not eligible for a deferral).

* Please refer to the latest announcements and regulations of each competent unit as requirements may have changed since this document was last updated.

*If you have any questions, please first consult fellow graduate students or alumni who have experience in oral defenses, and your concerns will likely be eased.