

Instructions for Thesis/Dissertation Oral Defense

1. A degree examination application form, full academic transcript (please apply to the Office of Academic Affairs for an official transcript), and course enrollment record should be submitted to the department office for its review **two weeks before** the date of degree examination.
2. Please be sure to inform the department office of the scheduled date of oral defense **four days in advance**, so we can prepare related forms for the oral defense in advance.
 - (1) Oral defense evaluation form: One for each committee member
 - (2) Thesis/Dissertation defense result form: All the oral defense committee members will be asked to sign on the form after the end of the oral defense.
 - (3) A thesis/dissertation approval form: All the oral defense committee members will be asked to sign on the form after the end of the oral defense.
 - (4) Compensation: Both external and internal members will be paid via bank transfer. All committee members are required to sign their names in the reimbursement list.
3. Please return all of the forms mentioned above to the department office promptly after you complete the oral defense (**all of the forms should be originals**, except for the thesis/dissertation approval form, of which **a photocopy** is to be submitted).
4. The system used by the University cannot display superscripts and subscripts or user-defined Chinese characters. If the title of your thesis/dissertation contains such characters or symbols and you feel handwritten revisions do not look good on the thesis/dissertation approval form, you may produce a thesis/dissertation approval form in the same format using Word.
5. **If any change is made to the title after the oral defense, please change the title in the thesis/dissertation defense result form and ask your advisor to sign their name or affix their seal (the title in the approval form should be exactly the same as that in the result form). The department office will modify the title when results are submitted.** Three working days are needed for the Office of Academic Affairs to issue degree certificates after submission of the results.
6. To cancel a degree examination, please be sure to file a request with the Department by July 29; otherwise, the oral defense score will be zero.

We wish all of you pass the oral defense!

Details about applying for a degree examination:

1. Please apply online. Go to http://selcrs.nsysu.edu.tw/edu_apply/ to complete

and print a degree examination application form. The application form should be signed or sealed by both you and your advisor. Submit the application form along with a full academic transcript (please apply to the Office of Academic Affairs for an official transcript) and the course enrollment record for this semester to the department office for its review **two weeks before** the date of degree examination.

2. Any person who wishes to take a degree examination by 7/31 should apply online **by 7/22** because the degree examination system will be temporarily out of service from 7/22 to 8/5 (this period is tentative; the period announced by the degree examination application system should prevail), in order to convert files.
3. Graduating students who take a degree examination between 8/1 and the registration deadline may obtain a degree certificate after completing the procedure for leaving the University and submitting their thesis/dissertation and related materials. Three working days are needed after degree examination results are sent to the Registration Division.
4. Graduate students who have passed a degree examination should complete the procedure for leaving the University prior to the registration deadline for the next semester. Those who graduate after school begins should pay tuition and fees in full and then apply for a refund according to the date when they actually leave the University as well as the percentage set forth in the Refund Guidelines for University and College Students in Case of Temporary Suspension or Withdrawal (the day when a degree certificate is collected should be the base day for calculation).
5. Graduate students who graduate and leave the University in the middle of a semester may receive a partial refund of the tuition and fees paid for the current semester in accordance with the Refunding Guidelines for Students Who Leave the University (please search the Refunding Guidelines for Students Who Leave the University on the webpage of the Office of Academic Affairs). The day when a degree certificate is collected should be the base day for calculation.
6. As reported to the faculty at the 5th department affairs meeting for Academic Year 2017, “starting from this semester, compensation and travel allowances will be provided **via bank transfer** for all external members of the degree examination committee. **Please remind the external members that they need to provide an account at the post office or the Bank of Taiwan on the day of examination.** A service charge of NT\$30 will incur for accounts at banks other than the post office and the Bank of Taiwan (the charge will be

paid by the Department).”

7. Graduating students **are not required** to submit the paper form of their thesis/dissertation to the Department. They only need to submit the paper form to the Office of Library and Information Services and Registration Division.
8. Master’s and doctoral students should compare their thesis/dissertation on Turnitin, an originality checking system, and the similarity score should be lower than 20% (excluding comparison with references).
9. All students must compare their thesis/dissertation on Turnitin before their oral defense, and should submit the data to their advisor and committee members for their reference at least one week before their oral defense.
10. The electronic file (including the Word and PDF files) of a student’s thesis/dissertation finalized after an oral defense should undergo plagiarism detection again on Turnitin. The results should be printed and submitted to the department office along with the statement (see the appendix). The student’s advisor and department chairman or institute director will approve or reject the student’s request to leave the University based on the results.
11. The URL of the University’s Turnitin:
<https://lis.nsysu.edu.tw/p/412-1001-15281.php>. Course code: 24645379;
password: 39013901