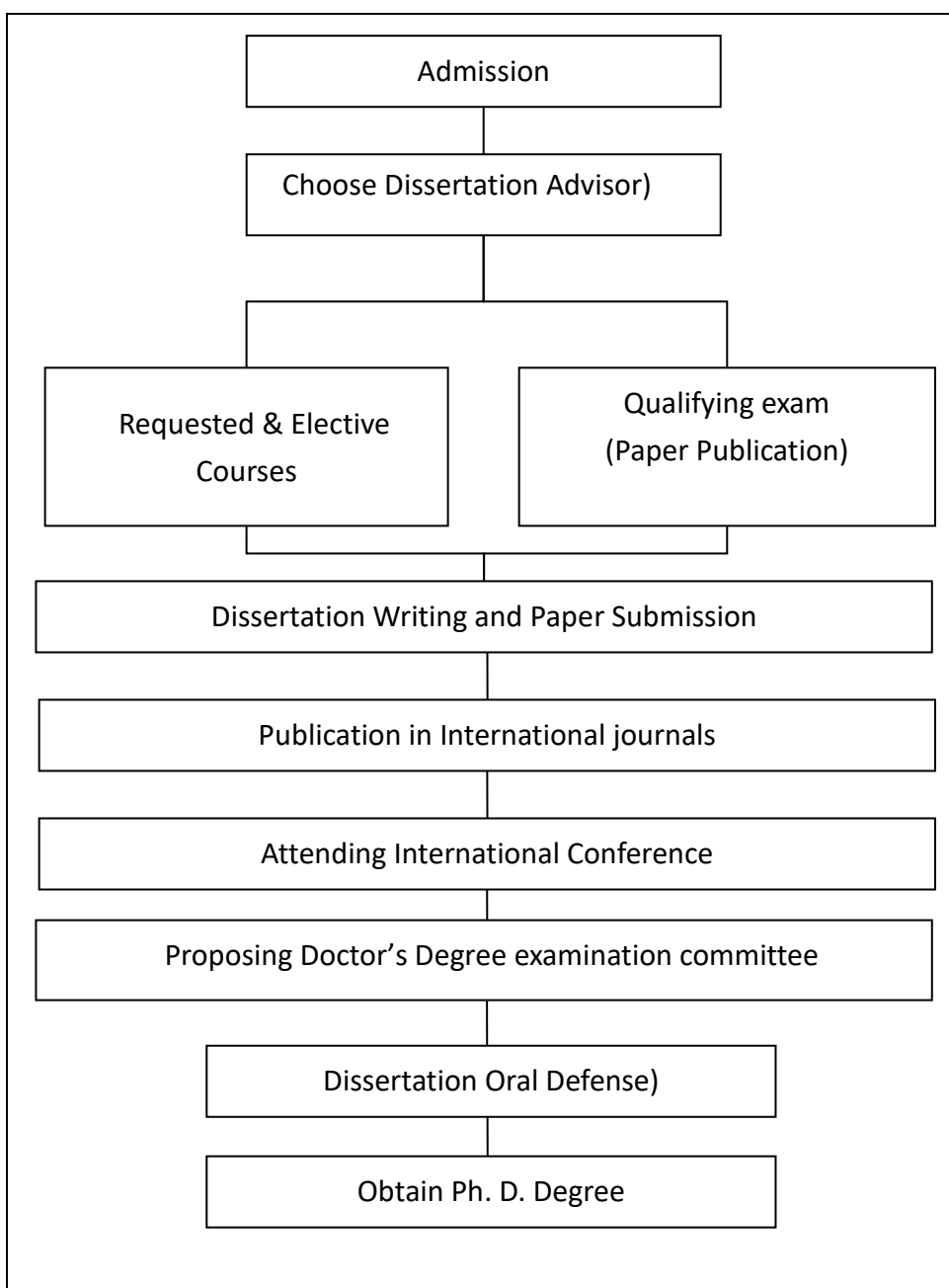




Information Sheet Doctoral Degree Oral Degree Examination (“Defense”)

0. Steps to a PhD degree at the DIM





I. Application for the Defense: Preparing Documents

The defense can only be held during the term as marked in the NTUST Academic Calendar, i.e. during the winter semester (from 1 October to 31 January) or during the spring semester (from 1 April to 31 July). The **date of the defense** needs to be agreed upon with your advisor, and the application to hold the defense has to be approved at departmental and university-level meetings. Thus, the application has to be **submitted at least three weeks** before the proposed exam date.

Please go to the [Student Information System](#) → [Thesis/Dissertation and Advisor Information System](#). The documents listed below need to be filled out online, downloaded and printed out. You will be asked to key in information such as the dissertation title, your supervisor's name, the planned date of the defense, and you have to give detailed information on the members of the Doctoral Degree Examination Committee. The members of this committee will be selected by your supervisor (5 – 9 members), so please confirm the information (names, affiliation, position etc.) with your supervisor first. At least one third the committee members have to be external (i.e. non-NTUST faculty). Please make sure that all information is entered correctly.

1. Qualification Form by Doctoral Degree Examination Committee (博士學位考試委員審定書)
2. Doctoral Dissertation Examination Application Form (研究所博士學位論文考試申請書)(to apply for the date of the defense; to be signed by you and your supervisor)
3. Doctoral Dissertation Recommendation Form (博士學位論文指導教授推薦書) (to confirm who is the supervisor(s) of your dissertation; to be signed by you and your supervisor(s))
4. List of Doctoral Degree Examination Committee Members (博士學位考試委員名冊) (names will be provided by your supervisor; you have to type in the information)
5. Thesis Defense Examination Evaluation Form (博士學位考試評分表)



II. Before the departmental meeting: Submitting documents to the DIM

The *Doctoral Degree Thesis Defense Examination Committee* will be established in a DIM-meeting which will decide if you meet the qualifications for the defense. Departmental meetings are usually held on the third Thursday of each month. After the departmental meeting, meeting minutes will be drafted and submitted to the Office of Academic Affairs to formally seek approval to hold the Doctoral Degree Examination. This may take **two or three weeks** as the Dean of the Office of Academic Affairs and the NTUST President need to sign the application.

Please submit your application to the DIM-secretariat by **no later than the Monday** of the week in which is departmental meeting is held. Apart from the above-mentioned documents [I.1-6], you have to bring

1. One paper copy of the first draft of your dissertation (pls follow the [Rules and Precautions for Writing and Formatting Theses at NTUST](#))
2. An additional copy of the abstract (in English)
3. The original transcripts of your doctoral studies (to be obtained from the vending machine in the Administrative Building)
4. Proof of having delivered a presentation at an international conference
5. Proof of having published a paper in an SCI or SSCI indexed journal (or Letter of Acceptance by the journal)
6. Proof having co-published a paper with your thesis-advisor which is related to dissertation in an SCI or SSCI indexed journal (or Letter of Acceptance by the journal)
7. Form "Publication of Paper Related to Dissertation", (download from DIM-Website)
8. Form "Postgraduate Thesis and Academic Discipline Conformity Verification" (already submitted, kept by DIM office)

Also, please ask the staff at the DIM office to **book a room** for the date when the defense will be held.



III. After obtaining approval: Preparations a week before the defense

After you have obtained the approval that your defense can be held as planned, you need to prepare more forms and documents for the day of the defense.

1. Receipts for the Remuneration and Travel expenses of Committee Members (The DIM office will give them to the advisor)
2. Turnitin Reports: Please submit your dissertation **without** references, appendices, questionnaires etc., to the Turnitin academic integrity testing system, offered by NTUST library. The result has to be **below 20%**. Print out the *Turnitin* similarity comparison report for each committee member. Please consider that applications for a Turnitin comparison account with the NTUST library may take **two days** for processing and are only valid for one semester.
3. Form "DIM Academic Integrity Declaration and Thesis Similarity Comparison Checklist" if the result of the Turnitin report is **above 20%** (to be downloaded from DIM-Website)
4. Graduate Student Thesis Academic Ethics and Authentication of Originality Statement (downloaded from NTUST Student Information System)

IV. On the Day of the Defense

On the day of your defense, you have to bring the following documents:

- a. *Doctoral Dissertation Recommendation Form* (downloaded from the information system with your supervisor's signature)
- b. *Qualification Form by Doctoral Degree Examination Committee* (to be signed by all committee members)
- c. *Thesis Defense Examination Evaluation Form* (1 for each committee member; to be signed)
- d. The *Turnitin Similarity Reports* for each committee member.
- e. *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement*



Immediately after the defense, the following documents have to be brought back to the DIM office

- a. *Signed Receipts for the Remuneration and Travel expenses of Committee Members* member)
- b. *Signed Qualification Form by Doctoral Degree Examination Committee*
- c. *Signed Evaluation Forms for Doctoral Degree Examination Committee Defense* (your supervisor will send them back to the DIM office)

The *Qualification Form by Doctoral Degree Examination Committee* needs to be signed by the Chairperson of the DIM which may take **2-3 working days**. It will be handed back to you so that you can scan it and **include it in the print-version** and e-version of your dissertation.

V. After the Defense: Revising and Submitting the Dissertation

Please revise your dissertation according to committee members' suggestions. The final version of your dissertation has to be submitted (both paper and digital copies) in the beginning of the following semester/academic year. The deadline is marked in the [NTUST academic calendar](#).

- a. Submitting the thesis **as an e-file**: You have to upload the e-file of your dissertation to the [NTUST Library platform](#). Please read through the [Thesis/Dissertation Submission and Graduation Procedures](#) where the process explained in detail.
- b. Submitting the dissertation **as paper-copies**: Please print two copies of your dissertation. One copy (hardcover) has to be submitted to the NTUST library, and one copy to the DIM office (to be submitted to National Central Library subsequently).

There are strict regulations for the format of the thesis (cover page red, color code 919; for details on the structure, format and layout of a thesis please refer to [NTUST Rules and Precautions for Writing and Formatting Theses](#)). It





is recommended to get the printing and binding done at the **on-campus Digital Printing and Copy Shop** which is informed about the format regulations for DIM-dissertations.

VI. School Leaving Procedures

The “School Leaving Procedures” have to be completed to obtain your doctoral degree certificate. Thus, even if you decide to stay on at Taiwan Tech as a post-doc, you need to complete the school leaving procedures. The respective form can be downloaded from the [NTUST Student Information System](#) → Personal Information → Leaving processes for Graduate Students.

Please don't forget to return the **laboratory keys** and other **borrowed devices**.