



Information Sheet

Master's Oral Degree Examination (“Defense”)

At the end of your Master's program, you will have to defend the research results of your Master's thesis in the Master's program oral degree examination (hereafter “defense”) 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).

I. Application Procedures

1. Application period for the fall semester is from **1 October to 30 November**. The application period for the spring semester is from **1 April to 30 April**.
2. Please submit all necessary forms and documents to the DIM.
3. Make sure that you have fulfilled all requirements by then, late applications/ late submission of missing documents **will not be accepted**.
4. You will be responsible for booking a classroom where the defense will be held (Please discuss this matter with your advisor.)
5. Please prepare the following documents:
 - a) Form “Postgraduate Thesis and Academic Discipline Conformity Verification” (this document has to be submitted in the previous semester, and will be kept at the DIM office)
 - b) Form Checklist of Completed Courses DIM Master's program, with your advisor's signature
 - c) All original transcripts of your Master's studies (to be obtained from the vending machine in the Administrative Building)
 - d) Copy of your undergraduate transcripts (**not** needed if you took the course “Production Management System” in your Master's studies)
 - e) Form “Master's Degree Defense Examination Committee Member” (you and your advisor suggest 3 - 5 members of the committee of your defense)

All forms can be downloaded from the DIM-Website “Forms and Links”. They have to be printed out, filled in, signed, and submitted to the DIM.



II. On the Day of the Defense

On the day of your defense you have to bring the following filled-out forms. Forms a) – d) have to be downloaded from the NTUST Student Information System → Thesis/ Dissertation Advisor System.

- a) Qualification Form by Master's Degree Examination Committee 碩士學位考試委員審定書 (each oral exam committee member's signature is required)
- b) Master's Thesis Recommendation Form 碩士學位論文指導教授推薦書 (advisor's signature is required)
- c) Master's Thesis Oral Exam Score Form 碩士學位考試評分表 (a copy for each committee member)
- d) NTUST Graduate Student Thesis Academic Ethics and Authentication of Originality Statement 學位論文學術倫理暨原創性比對聲明書
- e) Receipt for the remuneration and travel expenses of Committee Members (one for each committee member, download from DIM-website)
- f) Turnitin Reports (one for each committee member, one to be kept in the DIM office)

Note on forms a) – d): You have to key in the exam date, the topic of your thesis, the advisor's name etc., then download and print the forms.

Note on Turnitin Report: Please submit your thesis **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 *Turnitin* similarity comparison reports for each committee member. Please consider that applications for a Turnitin comparison account with NTUST library may take **two days** for processing and are only valid for one semester.

III. After the Defense

After the examination, the above documents must be submitted to the DIM department office. Please make sure that they have been signed by your advisor and the committee members.

The *Qualification Form by Master's 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 thesis.

IV Revising and Submitting the Thesis

Please revise your thesis according to committee members' suggestions. The final version of the thesis must be submitted, in both paper and digital formats, **no later than the first month of the subsequent semester**. 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 thesis to the NTUST Library platform. Please read through the [Theses/Dissertation Submission and Graduation Procedures](#) (by the NTUST Library System Information) where the process is explained in detail.
- b) **Regulations for paper copy**: There are strict regulations for the binding of the thesis and for the wording, format and layout of the cover page (color code 280, water blue; 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 NTUST thesis and dissertations.
- c) **Submitting the paper copy**: Please print **two copies**. One copy has to be submitted to the NTUST library, and one copy to the DIM (to be submitted to National Central Library subsequently).
- d) **Delay of Public access to Thesis**: If the content of the thesis involves confidential information, patent matters, or is not permitted to be provided on statutory grounds, the author can apply to delay or prevent public access. Please fill in the required [Application for Embargo of Thesis/Dissertation](#) and submit it together with your thesis to the NTUST Library.



V. School Leaving Procedures

The “School Leaving Procedures” are part of the graduation process, i.e. you have to complete them, even if you decide to continue your studies at Taiwan Tech. The deadline is indicated on the NTUST Academic Calendar. Please download the respective form from the NTUST Student Information System → Personal Information → [Leaving processes for Graduate Students](#). The form has to be printed and stamped by different offices involved in the process.

Note: If you are planning to participate in an exchange program abroad, you have to complete the School Leaving Procedures upon your return to NTUST.