

## Master/Ph.D. Degree Final Oral Defense Exam Application SOP

Forms	Notes
Degree Exam Application Form (prior to Application deadline)	<ul style="list-style-type: none"> <li>▶ Login - System of Course Examination : <a href="https://web.ndhu.edu.tw/StudentDegree/">https://web.ndhu.edu.tw/StudentDegree/</a></li> <li>▶ Print - After the registration is completed, print a copy of the "Application form of Course Examination of National Dong Hwa University", ask the supervising professor to sign in the comment column and submit it to the department office.</li> <li>▶ Deadline - According to the Schedule announced by Office of Academic Affairs</li> </ul>
Letter of Appointment for Oral Exam Committee Members and The Application for Official Seal (7-10 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ For external members only</li> <li>▶ Fill - Fill out the "Application for Official Seal(用印申請書)" and print "Letter of Appointment" –using special paper- and take it to the department office to review.</li> <li>▶ Format Download : <a href="https://mse.ndhu.edu.tw/p/403-1043-5213.php?Lang=zh-tw">https://mse.ndhu.edu.tw/p/403-1043-5213.php?Lang=zh-tw</a></li> </ul>
Invitation Letter for Oral Exam Committee Members (7-10 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ For every oral exam committee member</li> <li>▶ Print – Print "Invitation Letter" and take it to the department office to stamp</li> <li>▶ Attach – Attach the Invitation Letter when you send your thesis to the oral exam committee member</li> <li>▶ Format Download : <a href="https://mse.ndhu.edu.tw/p/403-1043-5213.php?Lang=zh-tw">https://mse.ndhu.edu.tw/p/403-1043-5213.php?Lang=zh-tw</a></li> </ul>
Committee Member List (7-10 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ Login - System of Course Examination : <a href="https://web.ndhu.edu.tw/StudentDegree/">https://web.ndhu.edu.tw/StudentDegree/</a></li> <li>▶ Fill -After confirming the examiners' academic qualifications, their offices/titles, and convenors, register in the system.</li> <li>▶ Print - After the registration is completed, print out a copy of the " Name List of Examination Committee of National Dong Hwa University", and ask the supervising professor to sign and submit it to the department office.</li> </ul>
Scoring Sheet (1-2 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ Login - System of Course Examination : <a href="https://web.ndhu.edu.tw/StudentDegree/">https://web.ndhu.edu.tw/StudentDegree/</a></li> <li>▶ Print 3~5 copies of the form for " The Grade Rating of Examination of National Dong Hwa University" (depending on the number of the Examination Committee member) from the system.</li> <li>▶ After the oral examination, the committee members will grade and sign their marks and give them to the supervising professor for compilation and delivery to the department office.</li> </ul>
Verification Letter (1-2 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ Login - System of Course Examination : <a href="https://web.ndhu.edu.tw/StudentDegree/">https://web.ndhu.edu.tw/StudentDegree/</a></li> <li>▶ Print 1 copy of the form for the " Certificate of Approval of Examination Committee" from the system.</li> <li>▶ After the oral examination, the committee members will sign (each column must be signed), give it to the supervising professor, and send it to the department office.</li> </ul>
Result Notice (1-2 days prior to the oral exam)	<ul style="list-style-type: none"> <li>▶ Login - System of Course Examination : <a href="https://web.ndhu.edu.tw/StudentDegree/">https://web.ndhu.edu.tw/StudentDegree/</a></li> <li>▶ Print a copy of the form for " Notification of Exam Result of National Dong Hwa University" from the system.</li> <li>▶ After the oral examination, the committee members will sign (each committee member must sign), give it to the supervising professor, and send it to the department office.</li> </ul>
Oral Examination Fee Reimbursement (1-2 days prior to	<ul style="list-style-type: none"> <li>▶ Oral exam fees, transportation expenses, and accommodation charges for external members are reimbursed based on submitted receipts (except for TRA tickets)</li> <li>▶ Travel and meal expenses (excluding snacks) are reimbursed based on actual</li> </ul>

the oral exam)	<p>expenses</p> <ul style="list-style-type: none"> <li>▶ the maximum amount of 4000NTD/year for each lab (excluding oral exam fees)</li> </ul>
Paper similarity comparison (Before leaving the school)	<ul style="list-style-type: none"> <li>▶ Link : <a href="https://www.lib.ndhu.edu.tw/ct.asp?xItem=96054&amp;ctNode=1233&amp;mp=100">https://www.lib.ndhu.edu.tw/ct.asp?xItem=96054&amp;ctNode=1233&amp;mp=100</a></li> <li>▶ Upload the paper and download the comparison report as a PDF file and email it to the department office.</li> <li>▶ Print the first page of the similarity index (including the percentage), fill in the title of the paper, the author's signature, and the supervisor's signature, and then submit it to the department office.</li> </ul>
Document construction (Before leaving the school)	<ul style="list-style-type: none"> <li>▶ Link(Electronic Theses &amp; Dissertations) : <a href="https://etd.ndhu.edu.tw/cgi-bin/g32/gswweb.cgi/ccd=6oYfSw/webmge?switchlang=en">https://etd.ndhu.edu.tw/cgi-bin/g32/gswweb.cgi/ccd=6oYfSw/webmge?switchlang=en</a></li> <li>▶ Register - Follow the instructions and procedures at the bottom of the system page.</li> <li>▶ Please fill out the "Application for Postponement of Publication" if you need to postpone the publication of your degree thesis.</li> <li>▶ Authorization letters and paper theses can be printed online only after the thesis system has been approved by the department office and library.</li> </ul>
Authorization Letter (Before leaving the school)	<ul style="list-style-type: none"> <li>▶ Login(Electronic Theses &amp; Dissertations) : <a href="https://etd.ndhu.edu.tw/cgi-bin/g32/gswweb.cgi/ccd=6oYfSw/webmge?switchlang=en">https://etd.ndhu.edu.tw/cgi-bin/g32/gswweb.cgi/ccd=6oYfSw/webmge?switchlang=en</a></li> <li>▶ Print - After completing the review and approval of the M.A. thesis system, print 2 copies Letter of Authorization and send them to the library with the thesis.</li> </ul>
Thesis Paper Copies	<ul style="list-style-type: none"> <li>▶ Two copies for the library (including 2 copies of the authorization letter)</li> <li>▶ One copy for the department office</li> <li>▶ One copy each for the supervising professor, oral committee members and the lab</li> <li>▶ Other copies are determined independently by the graduate candidate</li> </ul>
Note	<ol style="list-style-type: none"> <li>1. The department office must be notified one week in advance of the oral examination to reserve the seminar room and to confirm all fees for the oral examiners.</li> <li>2. Please note the date of the oral examination. If the date is set too late, it will affect the deadline for the submission of graduate thesis.</li> <li>3. Deadline for submitting degree examination results: by January 31 for the first semester and July 31 for the second semester (please advance in case of holidays)</li> <li>4. Deadline for thesis submission and departure formalities: February 15 for the first semester and August 15 for the second semester (1 day later in case of holidays).</li> </ol>