

Thesis/Dissertation Oral Defense Process Checklist

	Notice	for Masters	for PhD
【 Before applying for defense 】 The following items must be completed. (only for PhD)			
Passed the doctoral dissertation research review (counting points)			https://comm.ntu.edu.tw/phd-points/index.php
【 14 days before Oral Defense 】 Submit the list of Master's or Doctoral Degree Examination Committee Members to the GICE Office		https://comm.ntu.edu.tw/table/D02-master.doc	https://comm.ntu.edu.tw/table/D02-phd.doc
① A master's degree examination committee shall be composed of 3 to 5 members, at least one of whom must be an external(Non-GICE) member. The doctoral degree examination committee shall be composed of 5 to 9 members, at least one of whom must be an external (Non-GICE) member. The ratio of internal to external members is not regulated. Please note whether members are internal or external members.			
② Confirm the date of the oral defense			
③ Confirm borrowing of oral defense room			
④ Are there any other student from the institute who will take the oral test together on that day			
⑤ Ask GICE Office for receipts and parking coupons for committee members the day before the defense			
Provide the oral defense committee with various document explanations			
① Letter of Invitation for Thesis/Dissertation Defense Committee		https://comm.ntu.edu.tw/table/D03-	https://comm.ntu.edu.tw/table/D03-phd.doc
② A copy of the first draft of Thesis/Dissertation & Statement of Academic Ethics and Originality			
【 On the day of the oral defence 】 Documentation to be prepared for the defense, and also ①-④ should be submitted to GICE Office after the defense.	The documentation must be handed to the advisor in advance.		
① Thesis/Dissertation Assessment Form : must be prepared for every member of the committee for evaluation and records of comments.	Signature required	https://comm.ntu.edu.tw/table/D04.doc	
② Thesis/Dissertation Acceptance Certificate (Signature Page)	Signature required	https://comm.ntu.edu.tw/table/D05-master.docx	https://comm.ntu.edu.tw/table/D05-phd.docx
③ Master's or Doctoral Degree Examination (Oral Defense) Grade Sheet	Signature required	https://comm.ntu.edu.tw/table/D06.doc	
④ Receipts for committee members.	Signature required	Ask GICE Office for more information	
⑤ Parking coupons for committee members			
【 before Jan.31 or July.31 】 Confirm whether graduation procedures will be completed this semester.			
① Master Thesis/Doctoral Dissertation Format Guide (NTU Library)		https://www.lib.ntu.edu.tw/doc/CL/thesis/sample_en.pdf	
② Leave School Process of GICE		https://comm.ntu.edu.tw/mygice/	
③ Theses/Dissertation Submission and Graduation Procedures (NTU Library)		https://www.lib.ntu.edu.tw/en/node/1788	
④ Graduation / Leave School Process of NTU		https://my.ntu.edu.tw/StudLeave/Login.aspx	
⑤ Complete Master's or Doctoral degree examination, but do not graduate in this semester: Fill out and submit the "Application for Postponement of Graduation after Passing Thesis/Dissertation Defense" form		https://comm.ntu.edu.tw/table/D08.doc	
⑥ Complete Masters or Doctoral degree examination, fail to conduct Oral Defense: It is necessary to submit an application for revoking the degree examination		https://comm.ntu.edu.tw/table/D07.doc	