

Procedures for the Master's Thesis Examination

1. Thesis Defense Dates

Fall Semester:

From one week after the first day of classes to December 28, or from January 2 to January 31 (morning).

Spring Semester:

From one week after the first day of classes to July 31 (morning).

Important:

- Please schedule your defense in advance if the period includes holidays.
- If you have not completed all required credits (e.g., Optical Electronics), your defense must be held after you have officially passed the required courses. The application may be submitted in advance.

2. Application Deadline

Fall Semester: From one week after the first day of classes to January 20.

- Applications are handled individually. Please submit your application at least two weeks before the defense.

Spring Semester: Applications are processed in three stages:

- **Stage 1:** Defense scheduled in June → Application deadline: **May 20**
- **Stage 2:** Defense scheduled on or before July 20 → Application deadline: **June 20**
- **Stage 3:** Defense scheduled from July 21 to July 31 → Application deadline: **July 10**

Individual Applications:

If you apply outside the scheduled group-processing period:

- You must advance any related expenses, which will be reimbursed after the defense.
- You may also need to handle certain administrative procedures yourself. Please contact the Department Office for details.

3. Submission of Defense Results

Please submit the Thesis Defense Scoring Sheets to the Department Office immediately after the defense. The final deadline is:

- **January 31** for the Fall Semester
- **July 31** for the Spring Semester

Failure to submit the required documents by the deadline will result in the defense being considered unsuccessful.

4. Verification of Graduation Requirements

After receiving the graduation-credit verification notice from the Registrar's Division, the Department Office will notify you by email; please visit the Department Office to confirm and sign the verification, and submit one 2-inch graduation photo (with your department, student ID number, and name written on the back) and one electronic copy to em34150@ncku.edu.tw.

Steps	Thesis Defense Procedures
1	Step 1. Before the Defense A. Reserve the Defense Venue: Reserve a room for your thesis defense. B. Submit Required Documents Submit the following two documents to Mr. Chen at the Department Office: 1. Thesis Examination Application • Apply through the NCKU Thesis Examination Application System and print the application form. • The examination committee must consist of 3–5 members. • Enter all information directly into the system. Check with the Department Office before adding or modifying external committee members. • Clearly specify the defense venue. Students from the same laboratory must have different defense times if scheduled on the same day. 2. Turnitin Similarity Check • Submit a printed Digital Receipt signed by your advisor. • No specific similarity percentage limit is required. • Turnitin inquiries: University Library, ext. 65780. Additional Requirements • A non-faculty committee member requires prior approval through the relevant review form. • An international committee member must be approved at least one month before the defense. • For application changes, deferred thesis publication, or other special procedures, please contact the Department Office or refer to the relevant NCKU guidelines. Changes to the Application • Before approval: Contact the Department Office. • After approval: Make the changes through the online system and print the revised application. • After the defense: Any thesis title change must be made online before submitting the defense results.
2	Step 2. Before the Defense Collect Documents from the Department Office Please visit the Department Office one day before the defense, in the morning, to collect the following: 1. Letters of Appointment for the examination committee members 2. Examination and Travel Expense Forms for the committee members Travel expenses must comply with NCKU accounting regulations. Please contact the Department Office if you need assistance with the required procedures. Documents You Need to Prepare Yourself Please print: Thesis Defense Scoring Sheets (One copy for each committee member) and Committee

	Members' Signature Sheet (One copy) The student is responsible for arranging the defense, including: • Confirming the defense schedule with all committee members • Reserving and arranging the defense venue • Preparing the room and necessary equipment • Notifying the committee members of the defense details
3	Step 3. After the Defense Please submit the following documents to the Department Office: 1. Committee members' expense forms and receipts 2. Completed Thesis Defense Scoring Sheets 3. Receipt or invoice for refreshments • Maximum reimbursement: NT\$250 • The invoice must be issued by a registered business with its tax ID number clearly shown. • Please make sure the receipt/invoice clearly indicates NCKU's tax ID number: 69115908.
4	Step 4. Graduation and Leaving NCKU 1. Upload Your Thesis to ETDS Upload your thesis and complete the authorization process through the NCKU Electronic Theses & Dissertations Service (ETDS). (NCKU ETDS) • The title, abstract, and keywords must be in both Chinese and English. • After approval (usually within 3 days), proceed with the graduation/exit procedures. • For ETDS inquiries, contact the Digital Thesis Team at ext. 65784. 2. Complete the Exit Procedure Download and print the Graduation/Exit Procedure Form from the NCKU Cheng-Kung Portal and complete the procedure before the next semester begins. 3. Submit a Thesis Copy to the Department Submit one softcover copy (orange/yellow cover ) to the Department Office. Submit the deferred publication application if applicable. 4. Submit a Thesis Copy to the Library Submit one copy to the University Library: • Hardcover: dark red cover with white lettering, or • Softcover: same format as the Department copy. 5. Collect Your Diploma Collect your Master's Degree Diploma from the Registrar's Division before the next semester begins.

Reminder: Complete the graduation/exit procedures at least one week before your planned departure to allow time for corrections. If possible, ask a Taiwanese lab colleague to assist with the procedures.