

Procedures for the Ph.D. Degree 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).

- Please schedule your defense in advance if the period includes holidays.

2. Application Deadline

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

Spring Semester: From one week after the first day of classes to July 20.

- Additional administrative procedures may be required depending on the circumstances.

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 (noon)** for the Fall Semester
- **July 31 (noon)** for the Spring Semester

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

Steps	Thesis Defense Procedures
1	Step 1. Graduation Qualification Review Submit the Graduation Qualification Review Form with the required documents to the Department Office. Please allow at least one week for processing. • Apply for the public lecture as early as possible. • Email the completed review form to z11106020@ncku.edu.tw. • Email a 2-inch graduation photo to the same address before leaving NCKU.
2	Step 2. Apply for the Defense After passing the graduation qualification review, reserve the defense venue and submit the following documents to the Department Office at least two weeks before the defense: 1. Ph.D. Degree Examination Application • Apply through the NCKU Thesis Examination Application System and print the application form. • Advisor's signature required • 5–9 committee members, Associate Professor level or above • At least one-third must be external to NCKU 2. Turnitin Digital Receipt • Printed copy with advisor's signature

	• No specific similarity percentage limit Additional requirements: • Non-faculty committee members require prior approval. • International committee members require approval at least one month before the defense. • Contact the Department Office for application changes or other special procedures.
3	Step 3. Before the Defense One day before the defense, collect the required documents from the Department Office. Students are responsible for venue arrangements, notifying committee members, and preparing the defense materials. Expenses and Reimbursement • Students must advance any related expenses. • Reimbursement will be processed after the defense based on the required signed payment/receipt records. • If you have not previously registered your payment information with NCKU, please enter your postal bank account information through the Payee Basic Information System on the Cashier Division website. Please prepare: 1. Thesis Defense Scoring Sheets — one per committee member 2. Certificate of Passing the Degree Examination • The certificate must be signed by all committee members. • No signature from the advisor or department chair is required. • The original does not need to be submitted to the Department Office. • After all committee members have signed, bind the certificate to the first page of your thesis.
4	Step 4. After the Defense Submit the following to the Department Office within one day after the defense: 1. Committee members' signed payment forms 2. Refreshment receipt/invoice — NT\$1,000 per student; NCKU tax ID: 69115908 3. Defense results, according to your advisor's instructions
5	Step 4. Graduation and Leaving NCKU 1. Please carefully read the online instructions on the <u>NCKU Library → Services → Master's and Doctoral Theses</u> webpage regarding thesis formatting, authorization, originality report submission, and (if applicable) the application for delayed publication. For inquiries, contact the Main Library at ext. 65784. 2. Print and complete the "the application form for graduation from NCKU" before the beginning of

	the next semester. 3. For early graduation before the final examination period, apply for early exit at least 5 days in advance. 4. Submit one hardcover thesis to the Department Office for National Central Library deposit. (Binding requirements: black hard cover, white lettering, preferably double-sided printing, and more than 100 pages.) 5. Submit one hardcover thesis to the University Library. 6. Collect your Ph.D. Degree Diploma from the Registrar's Division.
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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.