

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://gice.ntu.edu.tw/mygice/
【14 days before Oral Defense】 Submit the list of Master's or Doctoral Degree Examination Committee Members to the GICE Office		https://gice.ntu.edu.tw/table/D02-master.doc	https://gice.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://gice.ntu.edu.tw/table/D03-master.docx	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://gice.ntu.edu.tw/table/D04.doc	
② Thesis/Dissertation Acceptance Certificate (Signature Page)	Signature required	https://gice.ntu.edu.tw/table/D05-master.docx	https://gice.ntu.edu.tw/table/D05-phd.docx
③ Master's or Doctoral Degree Examination (Oral Defense) Grade Sheet	Signature required	https://gice.ntu.edu.tw/table/D06.docx	
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_er	
② Leave School Process of GICE		https://gice.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://gice.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://gice.ntu.edu.tw/table/D07.doc	