

Procedure of Master/Ph.D Final Oral Defense Exam Application and Procedure of Exit SOP

A. About thesis format :

1. Google 「APA6」 as a graduation thesis format.
2. When you have completed your oral examination and revised your thesis,
 - (1) upload Final thesis to [Similarity checking System](#) (must complete 2 items)
 1. About Turnitin system: An account should be applied for before using the system. Please go to the following [website](#) for the application.
*Please log in with your email address at NDHU.
 2. Account application takes about 2~3 working days, during which the application will be manually confirmed, and a notification letter will be sent by the end of the next working day. Please be patient and make sure the notification letter hasn't been classified as spam by Gmail! If you have any further questions, please call the Office of Library and Information Services at 03-890-6824
 3. The standard for Similarity checking "< 25%" : The deduction of "bibliography", "author's autobiography", and "parts not related to the text of the paper (such as acknowledgements, etc.)" shall not exceed 25%). Please upload the complete test reports of the above two systems to the [Google form](#).
 - (2) Upload Final thesis to Library , Link : [Electronic Theses & Dissertations System](#) / User Guide

B. When using online to conduct an oral exam, must be to record the whole process, the oral examination committee and students must appear on the same screen.

資訊工程學系碩(碩專)、博士生學位考試申請流程暨離校手續流程

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For 2025 Spring semester, apply on the system by 2025.06.06 , and finish the Oral by 2025.07.31.

Order	Item	Form you need	Timeline	Quantity	Important Notes	Website	Note
Before Exam	1	Application Form of Examination (from the system) 學位考試申請表)	According to Academic Calendar	1 copy	★ Apply at <u>System of Course Examination (for Defense)</u> ★ Print out the application form, sign by your advisor, then submit to the Department Office. ★ Any change on the application before the exam date (Thesis Title, Committee, Exam Date...etc), must update the system immediately, sign again, and submit the new form again.	http://web.ndhu.edu.tw/StudentDegree/ (學位考試申請系統)	
	2	Name List of Committee of Examination (from the system) 學位考試委員名冊	10 Days before Oral Defense Date	1 copy	★ Apply at <u>System of Course Examination</u> (same as above) ★ Print, sign by advisor, then submit to the Department Office. ★ At "Other Note" column, please specify who is the "Advisor 指導教授" and the "Head of Committee 召集人". The Advisor cannot be the Head of Committee. ★ At "Position", "Service", "Education Background" column, please write out the <u>whole name</u> , not just abbreviations (ex. NTU, NCTU ...etc).	http://web.ndhu.edu.tw/StudentDegree/	
	3	Appointment Certificate & School Seal 聘書+用印申請書	10 Days before Oral Defense Date	1 copy per each outside member	★ Please confirm with advisor if Appointment Certificate is needed for the off-campus faculty member. ★ Ask Departmental Secretary for detail		
	4	When the Oral Defense Exam Date is set, please reserve the date and the room at Department Office As Soon As Possible.					
	5-1	Arrange and reserve committee members' transportation and accommodation at least 10 days before exam date.					
	5-2	Notify the secretary about the arrangements, in order to prepare the expenses.					
	5-3	Mail thesis to committee members (1 copy per each member) before your defense (ask your advisor for detail)					
	6	All Master's students must complete the Academic Research Ethics Education Training (https://ethics.moe.edu.tw/), and submit the					

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		completion certificate to https://forms.gle/wNBPWKJw9knZGdis8	
	7	All Master's students must fulfill the English Proficiency Graduation Requirement , and submit the proof here: https://forms.gle/4LKr659mCKiRUCri9	
	8	All Master's students must fulfill the Program Proficiency Graduation Requirement , please mark the exam type (CPE, PPPE) and pass date on the form https://forms.gle/Dz1dKMMoQNgG7YTn7	
	☆☆☆	If Oral Defense Exam record is made before the due date, you may continue to update the information of Thesis Title, Committee member, Exam Date...etc	

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Order	Item	Form you need	Timeline	Quantity	Important Notes	Website
1 day before exam	7	Payment Receipt □ 試費等請款收據	1 Day before exam	1 copy per each outside member	★1 copy per each committee member from outside of NDHU ★ you need to obtain committee member's <u>Personal ID No.#</u> and <u>Resident Address</u> ★for NDHU's member, just provide the name to department office ★For Master degree exam: 3 committee members are most (including 1 from outside of NDHU) ★For Ph.D degree exam: 5 committee members are most (including 2 from outside of NDHU) ★The Payment Amount is explained in detail at page 4~7. ★The Payment Receipt can be downloaded from the departmental website ★Special Case: If the same member is hosting different degree exams (ie. Master and Doctor), then different receipt is needed for each exam.	1. The Payment Amount is explained in detail at page 4~7. 2. The Payment Receipt can be downloaded from the departmental website.
	1	Grading of Exam 考試評分表	Print out 1 Day before exam	1 copy per each member	★ Print all 3 forms from the system ★ <u>Scored</u> and <u>Signed</u> by all committee members ★After exam, submitted to the Department's Chairman for the last signature. ★You need to include the signed copy of the <u>Certificate of Approval</u> into your revised version of the Thesis.	http://web.ndhu.edu.tw/StudentDegree/
On the day of exam	2	Certificate of Approval 審定書		Just 1 copy		
	3	Notification of Exam Result 成績通知單		Just 1 copy		

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Order	Item	Form you need	Timeline	Quantity	Important Notes	Website
Cancel Exam	1	Cancellation Form of Defense Exam 學位考試撤銷申請書	Submitted by 1/31 for Fall Semester, by 7/31 for Spring Semester	1 copy	<p>★If you make a record at System of Course Examination (for Defense), and decide to cancel the exam, you have 2 options:</p> <p>1. If the System of Course Examination (for Defense) is still open, you may just cancel/delete the record on the system.</p> <p>2. If the System of Course Examination (for Defense) is closed, then you must submit the paper version of Cancellation Form of Defense Exam.</p> <p>3. Forget to cancel will result a mark on your transcript and will reduce your future application.</p> <p>★You may print the Cancellation Form of Defense Exam from Academic Affair website, signed by your advisor, then submitted to Department Office.</p>	【課務組】學位考試撤銷申請書 - 國立東華大學教務處 (ndhu.edu.tw)
Leaving School	1	Application for termination of studies 離校手續單	Submitted by 2/15 for Fall Semester, by 8/15 for Spring or announced by Academic Affair Office.	1 copy	★Please print the application from Academic Affair's website.	https://sys.ndhu.edu.tw/AA/REG/single/login.aspx 單一離校窗口
	2	Theses & Dissertations Upload		1 copy	★ Upload your theses or dissertation into NDHU Library's Electronic Theses & Dissertation Upload System. The guidelines and instructions are provided.	Electronic Theses & Dissertations
	3	Authorization Form		1 copy	★Get form from NDHU Library's Electronic Theses & Dissertation Upload System. The guidelines and instructions are provided.	
	4	Copy of Theses & Dissertations		Follow the Rules	<p>★1 copy for Department Office to reserve</p> <p>★Follow the school rules for the total number of copies.</p>	
	5	Upload Similarity		---	Similarity checking System , must complete 2 items , Upload report	

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		checking report			Google form	
	6	Questionnaire		---	★ CSIE's Questionnaire , must fill before you leave.	

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Master (include Executive Master) Oral Defense Exam Payment Standard:

1. School will subsidize \$7,000 NT dollars at most (for Advisor = \$4,000 NT; Committee Member \$1,000 per each, 3 people most = \$3,000NT), the rest of cost will be subsidized by the department office for maximum \$3,500 NT. Your total quota is \$10,500 NT.
2. For Master degree exam: 3 committee members are at most (including 1 from outside of NDHU).
3. Payment Standard :
 - (1) Exam Payment : NDHU's member \$1,000NT · Outside member \$1,500NT (\$1,000 from school+\$500 from CSIE).
 - (2) Accommodation : Maximum \$1,600NT/room (paid by CSIE) · you may ask Dept's Office Staff for assistance (name, arrival date, room type).
 - (3) Transportation : Train Fair : standard by the TRA (paid by CSIE) ; High-Speed Railway / Airline Ticket: need to obtain the "round-trip" boarding passes (paid by CSIE) °
 - (4) Meal : \$250NT/person/day (paid by CSIE), only for Advisor and Committee members, $\$250 * 3 = \750NT maximum (for lunch, coffee, deserts)
 - (5) Shuttle between train station and NDHU : $1\text{km}=\$3.5\text{NT}$. Between Hualien Train station and NDHU = $\$3.5/\text{km} \times 4 \text{ ways} = \268NT .
- ★★ The maximum subsidized amount from the Department of CSIE cannot be over \$3,500NT.
4. High-Speed Railway / Airline Ticket costs – need to confirm the total round-trip cost, give out the stamped envelope, and remind member to mail the return boarding pass back to Department Office for accounting purpose.
5. The same committee members may exam several students at the same time. The subsidized money can be used wisely.
6. See below for the examples of the payment.

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Payment Examples :

1 Lab, 3 Master students for exam; 3* \$3,500 = Total \$10,500 from CSIE. Committee members are 1 advisor and 2 members from outside of NDHU.

Student	Committee members	Advisor	Exam payment		NDHU member	Outside Member		Transportation		Hotel	Meal/ppl/day Paid by CSIE	Total
		Amount (by NDHU)	Amount (by NDHU)	Amount (by CSIE)	Paid by NDHU	Paid By NDHU	By CSIE	Item	By CSIE	By CSIE		
AAA	Dr. Wang (NDHU)	4,000	1,000		5,000	2,000	1,000				250	14,040
	Dr. Chang (outside)		1,000	500				Flight	2,910	1,500	250	
	Dr. Lai (outside)		1,000	500				Train	880		250	
BBB	Dr. Wang (NDHU)	4,000	1,000		5,000	2,000	1,000					8,000
	Dr. Chang (outside)		1,000	500								
	Dr. Lai (outside)		1,000	500								
CCC	Dr. Wang (NDHU)	4,000	1,000		5,000	2,000	1,000					8,000
	Dr. Chang (outside)		1,000	500								
	Dr. Lai (outside)		1,000	500								
Total Amount					15,000	6,000	3,000		3,790	1,500	750	30,040

Calculation :

1 : The Maximum Amount Paid By CSIE \$10,500NT. The above example $3,000 + 3,790 + 1,500 + 750 = \$9,040 < \$10,500$

2 : The maximum Tax-Free Payment is \$5,000NT/professor/day. If an outside member is hosting more than 3 students (ex. 4 students), he/she maybe receive $\$1,500 \times 4 = \$6,000$ NT. Thus, he/she is responsible for 2% Income Tax. You are responsible to deduct the tax in advance. The amount of the tax is $\$6,000 \times 2\% = \120 . The actual payment to that outside member is $\$6,000 - \$120 = \$5,880$.

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Ph.D Oral Defense Exam Payment Standard:

1. School will subsidize \$14,500 NT dollars at most (for Advisor = \$7,000 NT; Committee Member \$1,500 per each, 5 people most = \$7,500NT), the rest of cost will be subsidized by the department office for maximum \$10,500 NT. Your total quota is \$25,000 NT.
2. For Ph.D. degree exam: 5 committee members are at most (including 2 from outside of NDHU).
3. Payment Standard :
 - (1) Exam Payment : NDHU's member \$1,500NT · Outside member \$2,000NT (\$1,500 from school+\$500 from CSIE).
 - (2) Accommodation : Maximum \$1,600NT/room (paid by CSIE) · you may ask Dept's Office Staff for assistance (name, arrival date, room type)
 - (3) Transportation : Train Fair : standard by the TRA (paid by CSIE) ; High-Speed Railway / Airline Ticket: need to obtain the "round-trip" boarding passes (paid by CSIE) °
 - (4) Meal : \$250NT/person/day (paid by CSIE), only for Advisor and Committee members. $250 \times 5 = \$1250\text{NT}$ maximum (for lunch, coffee, deserts)
 - (5) Shuttle between train station and NDHU : $1\text{km} = \$3.5\text{NT}$. Between Hualien Train station and NDHU = $\$3.5/\text{km} \times 4 \text{ ways} = \268NT .
- ★★ The maximum subsidized amount from the Department of CSIE cannot be over \$10,500NT.
4. High-Speed Railway / Airline Ticket costs – need to confirm the total round-trip cost, give out the stamped envelope, and remind member to mail the return boarding pass back to Department Office for accounting purpose.
5. The same committee members may exam several students at the same time. The subsidized money can be used wisely.
6. See below for the examples of the payment.

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Payment Examples :

1 Lab, 1 Ph.D. students for exam; 1* \$10,500 = Total \$10,500 from CSIE. Committee members are advisor, 1 member from NDHU, 3 members from outside of NDHU, total 5 people.

Student	Committee members	Advisor	Exam payment		NDHU member	Outside Member		Transportation		Hotel	Meal/ppl/day	Total
		Amount (by NDHU)	Amount (by NDHU)	Amount (by CSIE)	Paid by NDHU	Paid By NDHU	By CSIE	Item	By CSIE	By CSIE	Paid by CSIE	
AAA	Dr. Wang (NDHU)	7,000	1,500		10,000	4,500	1,500				250	24,420
	Dr. Fang (NDHU)		1,500								250	
	Dr. Chang (outside)		1,500	500				Flight	2,910		250	
	Dr. Lai (outside)		1,500	500				TRA Train HighSpeed	880 1,000		250	
	Dr. Chen (outside)		1,500	500				TRA Train	880	1,500	250	
總計					10,000	4,500	1,500		5,670	1,500	1,250	24,420

Calculation :

1 : The Maximum Amount Paid By CSIE \$10,500NT. The above example $1,500 + 5,670 + 1,500 + 1,250 = \$9,920 < \$10,500$

2 : The maximum Tax-Free Payment is \$5,000NT/professor/day. If an outside member is hosting more than 2 students (ex. 3 students), he/she maybe receive $\$2000 \times 3 = \$6,000$ NT. Thus, he/she is responsible for 2% Income Tax. You are responsible to deduct the tax in advance. The amount of the tax is $\$6,000 \times 2\% = \120 . The actual payment to that outside member is $\$6,000 - \$120 = \$5,880$.