

2024 Spring(112-2) Dissertation Defense and Important Notes

Application Deadline : 2024/04/22。 Cancellation Deadline : 2024/07/31
Defense Deadline : 2024/07/31。 Dissertation Submission : 2024/08/12

I. Application (Before 2024/04/22)

Go to the NTU homepage→myNTU→Students→Courses , then click “Online Application System for the Oral Thesis/Dissertation Defenses” and submit the application. Then, print the application and attach the following forms. After having your professor sign the forms, staple the application packet and submit it to the office as soon as possible.

1. Application Form

2. Academic Achievement Record–(can be downloaded from the webpage listed below)

- (1)Please indicate which division/group you belong to (Water, Air, or Management)
 - (2)Fill out the left column (Record of credits earned), calculating and listing the course credits taken over the full study period. For the “Courses not counted toward the credits required for graduation” section, usually Seminar credits and University–only–level courses are listed).
 - (3)Please list those courses currently in progress that are required for graduation (usually only Seminar is remaining) on the right–hand side of the audit form.
 - (4)Ph.D. students must pass qualifying exams and complete the 70% progress report before being able to apply for the final dissertation defense, and GIEE Master’s students are not required to complete these for thesis defense.
3. Full Master’s (Ph.D) transcripts are required (if graduate academic affairs has already provided GIEE with a PDF copy, a paper copy is not necessary).
 4. If there is no record of passing the Academic Research Ethics courses listed on the Master’s (Ph.D.) transcript, the student should provide the necessary documentation for proof of completion and passing.
 5. Full Undergraduate transcripts are required (PDF copies are acceptable) (Ph.D. students are only required to submit Master’s transcripts and above) (Forms for applying to leave school, thesis/dissertation defense scoring forms, thesis/dissertation defense examination papers can be found from GIEE. All other documents can be found and downloaded from <https://www.aca.ntu.edu.tw/w/aca/GAADForms?typeId=21071916591510752>).

II. Submit list of committee members

Submit a list of your defense committee members(at least one from outside of GIEE) one week prior to the oral defense. (please indicate your advisor. The advisor must be a full– or part–time professor of the University.) and use pencil to indicate the date of the oral defense.

Note1. If defense committee members from outside of GIEE have previously been committee members (students can inquire in the GIEE office) and GIEE already has their personal information, they do not need to provide the information again. However, if a committee member has not previously been a member of a GIEE defense committee, he/she should include their National ID number, household address, and bank account information (limited to E.Sun or Huanan Bank).

Note2. If a committee member participates in multiple students' oral defenses in one day, the transportation subsidy can only be counted once. In principle, the transportation is calculated by starting location (e.g., a National Cheng Kung University professor will be allotted a transportation fee from Tainan to Taipei). Please specify if the starting location is different.

Note3. If the committee member is non-Taiwanese, please state whether the professor has stayed in the country more than 183 days in the last year, as they may be subject to a 20% tax.

Note4. Please indicate the current or previous positions of the committee member (please write clearly, or else the document will be returned to you). Retired GIEE professors are considered non-GIEE committee members.

Non-university professors or Academia Sinica academics or researchers should indicate whether they qualify for committee member status via point (F) or (G). (F) and (G)

(F) Having a doctoral degree and academic achievements

(G) Rare or Special Examiners: Committee members whose research fields are considered rare or special, and have made research or academic achievements in such fields.

Note5. After receiving the student's oral defense score, GIEE will reimburse the fee for the committee member, and it is not necessary to obtain the signature of the committee member.

III. After the defense, submit the oral defense examination paper/grading rubric (oral defense record) with all committee members' signatures and the Master's (Ph.D.) thesis scoring sheet (each committee member should have his/her own) to the GIEE academic coordinator.

IV. Please print the oral defense approval form (according to the GIEE-approved formatting guidelines), obtain the signatures of each committee member and the GIEE director, and subsequently attach this record to the final version of the thesis. In order to meet the deadline of thesis submission, **Please leave ample time for director to sign the oral defense approval form as well as for the library to review your thesis .**

V. Email the PDF file of your thesis to Miss Wang(goody@ntu.edu.tw). Please use your name as the file name. Ensure the oral defense approval form is included in the inner pages of the document, and write the title of your thesis in the email. Please also complete online documentation according to the NTU Library's procedure

VI. Submit the **Statement of Academic Ethics and Originality Comparison.**

(Turnitin) website : <https://www.dlc.ntu.edu.tw/turnitin/> ,

(Turnitin) If you need GIEE to open a Turnitin account for you , please send your name and email address to: goody@ntu.edu.tw.

(Turnitin) further question about Turnitin operation :02-2571-3369 分機 225 或 207 。

VII. Submit the the **"Departure from GIEE form"**, and complete the online procedures of leaving NTU in order to receive your diploma.