

## Master Thesis Oral Defense Procedure

1. The 'Date of Thesis Proposal Review Application' and the 'Date of Thesis Oral Defense' should have a minimum interval of at least three months to ensure the professionalism and quality of the thesis.
2. Before applying for the thesis defense, please ensure that you meet the eligibility criteria as outlined in Article 7 of the "Master's Program and Master's In-Service Program Graduate Study Regulations" of our School.
3. To apply for the thesis defense, follow the schedule announced by the university. The application process is as follows: Log in to the Academic Affairs System → Master's and Doctoral Degrees → Apply for Thesis Defense → Fill out and print the form (Please make sure to reserve the examination room through the Academic Affairs System before applying for the thesis defense).
4. Three weeks before the thesis defense date, follow the guidelines specified in the "Academic Ethics Courses/Degree Thesis Related Application Procedures" section on the department's website to prepare the required documents: "Taiwan Academic Ethics Education Resource Center Course Completion Certificate" (for courses totaling at least 6 hours), "Thesis Defense Committee Member Application Form," "Affidavit," "Thesis Defense Application Form," "Thesis Draft" and "Thesis Draft Comparison Results" (1 copy for submission to the department office and 3 copies for the committee members), and an original copy of your "Academic Transcript." Submit these documents to the department office.
5. One week before the thesis defense, the department office will notify students to collect the "Score Submission Form," "Thesis Committee Member Review Fee," "Committee Member Receipt," "Supervision Fee Receipt" (if applicable), and "Thesis Committee Member Appointment Letter."
6. On the day before the thesis defense, please download three copies of the "Thesis Defense Evaluation Form" and one copy of the "Thesis Defense Committee Member Assessment Form" from the department's website. Fill in your personal information and the thesis title before printing (If there are any changes to the thesis title, please inform the department assistant in advance).
7. Students are responsible for contacting the committee members to remind them of the thesis defense date and location. On the day of the defense, submit the "Score Submission Form," "Committee Member Receipt," "Supervision Fee Receipt (if applicable)," "Thesis Defense Evaluation Form," and "Thesis Defense Committee Member Assessment Form" to the department office. If the thesis defense takes place on a holiday, submit the documents on the next working day.