

ADMINISTRATIVE PROCESS OF THESIS DEFENSE

Thesis Proposal Defense

1. Submit an application

Complete the **“Thesis Proposal Defense Application Form”** and submit it to the IMICS office **at least two weeks before the defense**. You will need to inform the IMICS office of your defense date, meeting place, the committee members’ names and their affiliated universities. As a reminder, **at least one** of your committee members must be from **outside the university**.

2. Get prepared

Send a copy of your thesis proposal to your committee at least a week prior to the proposal defense. You must prepare one copy of the **“Thesis Proposal Defense Result Form”** and placed it in an envelope. All committee members must sign on the form to show approval. Ask your advisor to place the form back in the envelope after the proposal defense.

Students are also responsible for ensuring that everything in the classroom is in order and meets requirements. It is therefore highly recommended that you test the projector, and other equipment needed in advance of the defense. It is better to have all the materials prepared a few days before the defense and double check everything with the IMICS office.

3. Remind all parties

Kindly remind all parties as your thesis defense date approaches. Inform the IMICS office beforehand if your committee member needs a temporary parking permit. If your Non-NCCU committee is from outside Taipei or New Taipei City and requires transportation reimbursement, please contact IMICS office for further information.

4. Note the one-month interval

The recommended minimum interval between the proposal defense and final defense is **one month**. This one-month interval is to ensure students take adequate time to revise the proposal and be fully-prepared for the final defense. The interval may only be waived with explicit approval from the thesis advisor.