

ADMINISTRATIVE PROCESS OF THESIS DEFENSE

Thesis Final Defense

1. Upload thesis title

Before submitting a final defense application, you must upload your thesis title and the name of your advisor online at iNCCU (Campus Web Info. Systems → 校務資訊系統 → 學生資訊系統 → 學術服務 → 研究生網路申報論文題目)

To upload the thesis title, please refer to **“THESIS TITLE UPLOAD”**

2. Submit an application

If you've done the previous step already, complete and hand in the **“Thesis Final Defense Application Form 學位考試申請書”** to IMICS office **at least 2 weeks** before the scheduled thesis final defense date, and book a room beforehand. You also need to stick to the deadline set by the university, which is usually around the 17th week of a semester.

3. Get prepared

Please prepare three envelopes labeled with your committee's names. You must place the **“Thesis Final Defense Evaluation Form”** in each envelope, and place the **“Thesis Approval Page”** and **“Thesis Final Defense Transcript 學位考試成績報告單”** only in your advisor's envelope; that is to say, there will be three forms in your advisor's envelope and only one form in the rest of the committee's envelopes.

Please submit the above two forms directly to the IMICS office after you have finished the Final Defense (Students shall not open the envelopes). It is suggested that you avoid scheduling the final defense on the last few days of the semester.

Please be reminded that both English and Chinese signatures are required in the “Thesis Approval Page”, including the committee's signatures. And make sure the thesis title on the “Thesis Approval Page” and “Thesis Final Defense Transcript 學位

考試成績報告單 are the same as your official thesis title, the one on your “Thesis Final Defense Application Form.”

4. Remind all parties

Again, kindly remind all parties as your 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 wish to apply for transportation reimbursement, please contact IMICS office for more information.

5. Note the deadlines

	Fall Semester (1st Semester)	Spring Semester (2nd Semester)
Application for Final Defense	Early-January	Mid-June
Submission of Final Defense Transcript	January 31	July 31

▲ Relevant deadlines

The deadlines for final defense vary from year to year according to the university’s official calendar. Note that if you fail to meet the deadlines, **you will have to register for the next semester and pay the tuition fee.** Therefore, it’s crucial to consider what schedule and timeframe will be in line with your interests. Begin your planning and preparations early in order to avoid unnecessary stress and allow extra time to handle any unforeseen issues that may pop up.

6. Revise the thesis

The final oral defense is not your final destination. You will always need to revise your thesis based on the comments you received at the defense. It may take several weeks until your work gets final approval from your advisor. Some advisors may withhold their signature until you are done revising. So please leave yourself enough time for the post-defense work. For international students, please pay attention and leave adequate amount of time between Final Defense and the time you planned to leave Taiwan as there will be follow-up procedures to complete after the defense.