

A Note on PhD's Degree Thesis Oral Examination

Here is some information about the oral examination:

1. The oral examinations are held every year from **Oct. 1st to Jan. 31th in the first semester and Apr. 1st to Jul. 31th in the second semester**. The departure date is accordance with the regulations of the Academic Affairs Office.
2. Starting from the 112 academic year (Aug. 2023), new graduate students must log into the "Thesis/Dissertation and Advisor Information System" to register the research objectives of their thesis and submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department's academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period deadline of the semester of the degree exam. Students who do not comply with these regulations are not eligible to apply for the degree exam.
3. Please submit the oral examination application **at least three weeks before** the exam.
4. **If you want to apply for the oral examination this semester, please submit following documents to MI office at least three weeks before your oral date, and also book the exam room for oral. You can find the relevant documents (1~3) on [Student Information System] / [Thesis/Dissertation and Advisor Information System].**
 - (1) PhD oral examination application form
 - (2) PhD's Thesis Recommendation Form.
 - (3) PhD's Degree Examination Committee Form
 - (4) **The draft of the thesis (Bound as a paperback: softcover in yellow color (pantone NO:255), and the content sequence must be the same as the formal paper)**
 - (5) Transcript
 - (6) **Certification for PhD Courses of Department of Information Management (International students only). (You can find the form below)**
 - (7) **Publications (signed by the thesis advisor on the first page)**
5. Documents needed on the date of the oral exam:
 - A. Qualification Form by PhD's Degree Examination Committee (each oral exam committee's signature is required) (submit to MI Office, and it can be taken back after 2 working days from MI Office).
 - B. PhD's Degree Examination Committee Form (advisor's signature is required)
 - C. PhD's 's Thesis Oral Exam Score Form (a copy for each oral exam committee) (submit to MI Office)
 - D. Committee's Receipt (a copy for each oral exam committee) (submit to MI Office)
 - E. **【National Taiwan University of Science and Technology – Graduate Students Thesis Academic Ethics and Authentication of Originality Statement】 : The standard of the paper similarity index should be less than 20%. If the similarity index exceeds this standard, the application will be rejected. If you use the Filters and Settings, please explain the reason in the statement. Only these two tools can be used in this system : "1. Exclude Quotes" and "2. Exclude Bibliography".**

****For forms mentioned in A, B, C, D, and E above, all must fill in the oral exam date. For forms mentioned in A, B, C, and E above, please go to the "Student Information System" of school first and key in the thesis topic and the advisor's name, then download and print the**

forms. For form mentioned in D above, please come to MI office to take it 1 day before your oral exam.

6. If the thesis with classified information, patent-related matters. Please fill out "Application for delayed public release of thesis/dissertation" notarized by several Developments. Please make sure all fields have been correctly filled and signed. Attach application form and supporting document (2copies) withinyour paper thesis/ dissertation (but not bind). One copy is for the department, the other is for the university library.
<https://library.ntust.edu.tw/index.php?Lang=en>
7. For leaving procedure:
 - A. **Print the Turnitin similarity comparison result of your thesis which should below 20%, and submit to MI office. Only need the first page (show %) and the last page (show whether to use the filter tool), and sign your name, student number. on the first page.**
 - B. Please prepare two Thesis. One is softcover in yellow color (pantone NO:255) submitted to the department office, and the other One is hardcover in red color to the library by yourself.
 - C. Please ask your advisor to sign the "School leaving processes for final year graduate students form" first (**You can find the form in the "Student Information System" of school**). **After 1 working day**, you might go to "Section of Graduate Studies" to finish the procedure.

【Academic Affairs】

1. Rules and Precautions for Writing and Formatting Theses :

<https://www.academic.ntust.edu.tw/p/412-1048-9652.php?Lang=en>

【Library】

1. <https://etheses.lib.ntust.edu.tw/>

Certification for PHD Courses of Department of Information Management (International student only)

◎Please fill in 5 courses offered by the teachers in the department of information management, and check other requirements.

		Course No	Course Name	Teacher	Score
MI Course	1	MI			
	2	MI			
	3	MI			
	4	MI			
	5	MI			
<input type="checkbox"/> Pass Academic Reseach Ethics Course					
<input type="checkbox"/> Total 24 credits					

*Following the department meeting on September 14, 2023, starting from this semester(Fall 2023),international students are not required to take 2 seminar courses.

Applicant's signature: _____

Date: : D____/M____/Y_____

Student I.D. No.: _____

MI Sample

National Taiwan University of Science and Technology
Graduate Student Thesis Academic Ethics and Authentication of
Originality Statement

1111226 修訂

Department/ Graduate Institute: _____

Name: _____ Student I.D. No. : _____

Thesis Title: _____

1. As the author of this thesis, I confirm that I adhered to the principles of academic ethics. I will be responsible for any falsification, alteration, plagiarism, writing by others, or any other violation of copyright and academic ethics, as well as any related civil or criminal liability.
2. I confirm that my thesis has been verified by the originality comparison system of the university. The similarity index of my thesis is _____% (please fill in the results of the report), which is in accordance with the standard set by the respective department, graduate institute, and degree program. I submitted the originality comparison reports to the supervising professor and the members of the defense committee for reference on the day of the defense.

Choose one

- I confirm that my similarity report did not use Filters and Settings, just download.
- I confirm that my similarity report use Filters and Settings (Funnel Icon)

Please explain the reason: If you use the Filters and Settings, please explain the reason in Here _____Use Item : 1. Exclude Quotes 2. Exclude Bibliography 3. Exclude source that are less than : _____ words , _____ % 4. Other _____Only these two tools can be used.

Signature of Student: _____

Date(yyyy/mm/dd): _____ / _____ / _____

Signature of Thesis Advisor: _____

Signature of Thesis Co-advisor (if any): _____

Department/Graduate Institute (Degree Program) Chair (Director) Signature: _____

Notes:

1. Starting from the 2022 academic year, as stated in Article 7, Paragraph 2 of the *Master's and Doctoral Degree Thesis Defense Examination Regulations*: "Before their thesis defense examination, students shall have first completed all steps regarding the authentication of the originality of their thesis, with an accompanying report to be submitted to the students' thesis advisor and members of their thesis defense committee on the day of their thesis defense examination."
2. This statement has to be completed by the student, and signed by the thesis advisor, and the director of the respective department/graduate institute/ degree program. The original copy of this statement, along with the thesis defense examination result, and the evaluation sheets, have to be submitted to the Office of Academic Affairs, Graduate Studies Division for filing. The originality comparison report will be kept by the of the respective department/graduate institute/ degree program.