

## National Chiao Tung University

### Masters Degree Program: Oral Defense Checklist (碩士班畢業須知)

Institute of Computer Science and Engineering  
 Institute of Network Engineering  
 Institute of Multimedia Engineering  
 Institute of Data Science and Engineering

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| 3 weeks before Oral Defense    | <ol style="list-style-type: none"> <li>1. Fill out the <a href="#">Oral Defense Survey</a>, print out and signature on the survey, then submit it to the Department Office (系辦) 3 weeks before the day of the Oral Defense.</li> <li>2. Register for a meeting room for the Oral Defense with the Department Office.</li> </ol>   |
| 2 weeks before Oral Defense    | <ol style="list-style-type: none"> <li>1. Submit the following documents <b>2 weeks before</b> the Oral Defense date:                     <ol style="list-style-type: none"> <li>(1) <a href="#">The Thesis Validation Statement for Oral Defense Committee Members</a> (Required)</li> <li>(2) An English version of the Thesis Validation Statement (Optional)</li> <li>(3) <a href="#">The Oral Defense Evaluation Form</a> (provide a copy for each committee member).<br/>On the Form, please type your department/institute, name, thesis title in Chinese and English, and date of Oral Defense. (Required)</li> <li>(4) <a href="#">The Grading Report for the Degree Examination</a>. (Required)</li> </ol> </li> <li>2. E-mail the thesis draft to assistant of each Institute :                     <ol style="list-style-type: none"> <li>(1) Institute of Computer Science and Engineering, <a href="#">Miss. Chen</a></li> <li>(2) Institute of Network Engineering, <a href="#">Miss. Chang</a></li> <li>(3) Institute of Multimedia Engineering, <a href="#">Miss. Chang</a></li> <li>(4) Institute of Data Science and Engineering, <a href="#">Miss. Liu</a></li> </ol> </li> <li>2. In the subject line of the e-mail, write “Thesis draft – student number – name – date of Oral Defense”.</li> </ol> |
| Day of Oral Defense            | <ol style="list-style-type: none"> <li>1. If a projector is needed, be sure to borrow a projector and test it beforehand.</li> <li>2. Prepare appropriate refreshments for the committee.</li> <li>3. Obtain the following information from the departmental assistant:                     <ol style="list-style-type: none"> <li>(1) Folder for Oral Defense Committee Members (one for each committee member and the thesis advisor)</li> <li>(2) Receipt for committee members outside the school for Oral Defense examination fee and transportation fee. (please obtain the signature from the committee members).</li> <li>(3) Parking permit and the letter of appointment for the committee members outside the school.</li> </ol> </li> <li>4. After the Oral Defense, please return Items (1) ~ (3) to the departmental assistant.</li> </ol>  |
| After Passing the Oral Defense | <ol style="list-style-type: none"> <li>1. The composition and format of the thesis should comply with the “<a href="#">NCTU Format for Thesis/Dissertation</a>”. Theses that do not comply with the Format will be rejected by the Institute.                     <ol style="list-style-type: none"> <li>(1) After the oral defense, the thesis should be revised according to the comments from the committee members. The changes should be approved by the thesis advisor. The revised thesis should be typed and proofread before it is sent for binding.</li> <li>(2) Before making copies of the thesis, please obtain a Thesis Validation Statement signed by the Director of the Institute from the Department Office.</li> <li>(3) <b>Two copies</b> of the master’s thesis should be delivered to the department assistant. A bound copy should be provided to each committee member and the thesis advisor.</li> </ol> </li> </ol>   |

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| After Passing the Oral Defense | <p>2. Online submission (electronization) of the abstract:</p> <p>(1) Logon with your library account and password: <a href="#">National Chiao Tung University Electronic Theses and Dissertations system</a></p> <p>(2) Carefully check that all information is accurate when submitting your file.</p> <p>(3) After submission, an automated email will be sent to the departmental assistant for a preliminary review, followed by a secondary review by the library.</p> <p>(4) After the secondary review is completed, a notification will be sent to you by email.</p>  |
| Thesis Format                  | <p>1. The content of the thesis should be arranged as follows:</p> <p>(1) The cover of the thesis</p> <p>① Institute of Computer Science and Engineering: <b>light blue</b></p> <p>② Institute of Network Engineering: <b>pale green</b></p> <p>③ Institute of Multimedia Engineering: <b>light pink.</b></p> <p>④ Institute of Data Science and Engineering: <b>light yellow</b></p> <p>(2) Inside front cover.</p> <p>(3) Online authorization statement for the NCTU Library (after uploading the electronic file of the thesis, you will be able to print out the statement)</p> <p>(4) Thesis Validation Statement</p> <p>(5) Thesis Validation Statement in English (optional)</p> <p>(6) Main body of the thesis.</p> <p>2. Text font and type:</p> <p>(For international students, the Chinese name and title are <u>optional</u>. For English, the font should be <u>Times New Roman</u> unless otherwise specified.)</p> <p>1. Cover page:</p> <p>Please use the text font and type of the sample page and make any necessary changes. (If your computer does not have the respective text types, please try the insert or copy-paste functions.)</p> <p>2. Binding: The academic year is <b>108</b>. The title should be in 11 pt (font: 標楷體 for Chinese). The name should be in 14 pt (font: 華康中黑體).</p> |
| Graduation Procedures          | <p>1. Before you graduate, be sure to return all public belongings from the Department, such as keys, books or discs. Bring the <u>Department-Leaving Checklist</u> (離系單) with advisor's signature to the Department Office to be verified.</p> <p>2. Graduation procedures are explained online. Please go to <a href="#">School-leaving system</a>, logon, print a hardcopy, and follow the procedures.</p> <p>3. Provide a poster (a PPT file) which summarizes your research results. <b>Email</b> the file to the thesis draft to assistant of each Institute :</p> <p>(1) Institute of Computer Science and Engineering, <a href="#">Miss. Chen</a></p> <p>(2) Institute of Network Engineering, <a href="#">Miss. Chang</a></p> <p>(3) Institute of Multimedia Engineering, <a href="#">Miss. Chang</a></p> <p>(4) Institute of Data Science and Engineering, <a href="#">Miss. Liu</a></p> <p>4. Bring the School-leaving Checklist, Department Leaving Checklist, two copies of the master's thesis to the department assistant.</p>  |