

National Taiwan University Institute of Applied Mechanics  
Spring Semester 2022/2023  
Masters/PhD examination (oral defense) and graduation information  
20/02/2023

1. Application for Oral Thesis/Dissertation Defense

i. Relevant deadlines for this semester are as following:

Application deadline: 01/05/ 2023;

Withdrawal of defense:31/07/ 2023;

Final date for defense: 31/07/ 2023;

Deadline for thesis/dissertation submission: 14/08//2023.

ii. Submissions of the following documents must be done **before 01/05/ 2023**:

a. Application form for thesis/dissertation defense.

Online application: web page of NTU's Office of Academic Affairs→  
【About Us】→【Graduate Academic Affairs Division】→【GAAD Service】→【Application for Master's or Doctoral degree】→ click on the link provided on the page and fill in the relevant data. Print out the application form and send to Miss Hsu after acquiring the signature of your advisor. Please note the graduation date should be June, 20XX, with the exception of early graduation under special circumstances.

b. Copy of SCI journal paper (for PhD students, please attach the journal paper that has been published or has been accepted by a SCI Journal)

c. The Application Form for the Award Honoring Journal Publications Relevant to the Graduate Thesis or Dissertation of the Institute of Applied Mechanics

To encourage the Masters/PhD students of the Institute to expedite the publication of their thesis, starting from the second semester of the 2021 academic year, students whose thesis has been accepted for publication will receive a certificate from the Institute. The application steps are: fill out the application form, attach the first page of the publication including the name of the author and the number of pages, and must be approved the Director.

2. Oral Thesis/Dissertation Defense

i. Discuss with your advisor regarding the invitation of defense committee members and date for the thesis/dissertation defense, and come to the department office to register the location for defense.

a. Submit [Name Lists of Defense Committee Members for the Defense]



through email to you. Add watermark and DOI, and PDF protection. (Please refer to <http://www.lib.ntu.edu.tw/doc/CL/etdsguide.pdf> for complete guidelines.)

- ii. Submit 2 copies of printed theses/ dissertations (hardcover or paperback) and the Copyright License Agreement form to the university library. **(For hardcover: Masters (red background with gold words), PhD (black background with gold words))** Please remember to attach the approval form of defense committee members to the thesis/dissertation. Please follow the specified NTU format when preparing the thesis/dissertation. Please refer to <http://www.lib.ntu.edu.tw/node/103> for more information.
  - iii. If students intend to apply for patents, you can fill out [Application Form for Delaying Public Access to Theses/Dissertations], and you can download this form from <http://www.lib.ntu.edu.tw/node/153>. The duration of the delay public access can be at most 5 years.
  - iv. If students intend to delay public access of theses/dissertations that have been sent to the National Library, please apply to the National Library via National Library Website. The application form can be downloaded from the website.
  - v. Students can choose to authorize your theses/dissertations to National Digital Library of Theses and Dissertations in Taiwan for public access. Please see [http://ndltdcc.ncl.edu.tw/get\\_thesis\\_authorize.php](http://ndltdcc.ncl.edu.tw/get_thesis_authorize.php) for more information.
  - vi. After uploading your thesis/dissertation, the graduation procedures required are as follows:
    - a. Please email your thesis/dissertation (PDF file and word file, with student ID and your name as the file name) to [hsuwj@ntu.edu.tw](mailto:hsuwj@ntu.edu.tw), or upload them onto the cloud drive and send the link to Miss Hsu. PhD students have to submit a hard copy of dissertation for future reference.
    - b. Please complete the survey on <http://www.iam.ntu.edu.tw/> -> Alumni -> survey for graduates
    - c. Please validate the details of your graduation procedure with Miss Hsu at the department office.
    - d. Please complete the graduation procedure online. After being approved, you can obtain the degree certificate from the Office of Academic Affairs of the university.
    - e. After the completion of all procedures, please register your personal information on [http://host.cc.ntu.edu.tw/Alumni/index\\_home.html](http://host.cc.ntu.edu.tw/Alumni/index_home.html)
4. Others
- i. Last day for the withdrawal of defense will be on 31/07/2023. For students

who will not be able to complete the defense this semester, please submit [Application for Thesis/Dissertation Defense Withdrawal] to the department office before the deadline, otherwise the defense will be regarded as failed.

- ii. For students who want to graduate this semester, please submit the thesis/dissertation to the university library before 14/08/2023.
- iii. Students who have passed the defense but will not intend to graduate this semester, please submit the [Application for Postponement of Graduation after Passing Thesis/Dissertation Defense] before 31/07/2023.
- iv. If there is any other question, please contact Miss Hsu (TEL: 02-3366-5606 or Email: [hsuwj@ntu.edu.tw](mailto:hsuwj@ntu.edu.tw))