

National Taiwan University Institute of Applied Mechanics
Fall Semester 2023
Masters/PhD examination (oral defense) and graduation information
26/09/2023

1. Application for Oral Thesis/Dissertation Defense

i. Relevant deadlines for this semester are as following:

Application deadline: 30/11/ 2023;

Withdrawal of defense: 31/01/ 2024;

Final date for defense: 31/01/ 2024;

Deadline for thesis/dissertation submission: 19/02//2024.

ii. Submissions of the following documents must be done **before 30/11/ 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]

to the department office 2 weeks before the defense.

- b. The number of committee member for Masters student should be three to five, with at least two members are not your advisor and co-advisor and at least one of them must be from outside the Institute. The number of committee member for PhD student should be five to nine, with at least four members are not your advisor and co-advisor and at least one of them must be from outside the Institute. (If thesis title is changed, please inform Miss Hsu for alteration.)
 - ii. Students must take the letter of appointment and the letter of invitation from the department office, and hand them to the defense committee members together with the thesis/dissertation draft two weeks before the defense.
 - iii. The department office will prepare a file for the advisor one day before the defense date, which will include the following documents:
 - a. Receipts of the examination fee and the transportation fee for defense committee members (1 copy for each member)
 - b. Approval (signature) form of defense committee members (2 copies)
 - c. Oral defense recording form (1 copy)
 - d. Defense scoring sheet (1 copy)
 - iv. After the defense, please ask your advisor to hand the file back to the office. The documents inside the file must be signed by the defense committee members. After finalizing your thesis/dissertation draft, please fill out and submit the [Validation Form for Thesis/Dissertation Submission] together with the modified thesis/dissertation to your advisor. After being approved by the advisor, students can take the approval form of defense committee members back from the Institute's office. Students undertaking the defense after the second semester of the 2017academic year must conduct the originality check for your thesis/dissertation, and submit the PDF report of the originality check through email to Miss Hsu (hsuwj@iam.ntu.edu.tw). Hand the final page of the report of the originality check showing the checking result, together with the thesis/dissertation and the approval form of defense committee members and National Taiwan University Statement of Academic Ethics and Originality Comparison, to the director of the institute.
- 3. Submission of Thesis/Dissertation and Graduation Procedures
 - i. Please log onto the Electronic Thesis & Dissertations Service System (ETDS), fill out the basic information of your thesis/dissertation, upload the relevant PDF files, and select the option for your Copyright License Agreement. The system will perform the automatic check and send the notice of approval

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 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, 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
4. Others
- i. Last day for the withdrawal of defense will be on 31/01/2024. 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 19/02/2024.
- 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 31/01/2024.
- iv. If there is any other question, please contact Miss Hsu (TEL: 02-3366-5606 or Email: hsuwj@ntu.edu.tw)