

Notice of Oral Defense for International Students

Department of Mechanical Engineering

National Chung Cheng University

Application Period	Please check the academic calendar
Examination Period	Please check the academic calendar
Application System	Degree Examination System, Office of Academic Affairs https://www026198.ccu.edu.tw/academic/qualify/
Application Submitting	Office of the department
Contact Us	For international students student: Ms. Yen Tel: 05-2720411ext.23303 Email: admjen@ccu.edu.tw

The following documents must be submitted to the Department Office when applying for the thesis/dissertation oral defense.

Documents	Notice
1. Degree Examination Application Form	Please login the Degree Examination System, fill out/ key in the form, print it out and submit to the department office. Handwritten form is not accepted. The examination must be completed within the same semester of the students' application and should complete by the designated due day on the academic calendar.
2. Official Transcript	Please use the transcript-printing machine at the Office of Academic Affairs or Library to print it out. It will cost 10 or 20 NT. Please prepare coins.
3. The Course Completion Certificate of Academic Research Ethics Education	For the students enrolled after academic year 2016
4. Thesis Proposal Approval Form	✘For master degree, examinees must pass thesis proposal at least 3 months prior to the thesis oral defense date. ✘For Ph.D. degree, candidates must pass thesis proposal at least 6 months prior to the thesis oral defense date. ✘Students enrolled in the Graduate Institute of

	Opto-Mechatronics do not need to go through this process. (This form is not required.)
5. The Ph.D. Candidate Certificate	Only for Ph.D. degree
6. The course selection record (Outside the graduate institute or outside CCU)	Not required for those who have not taken courses outside the Department of Mechanical Engineering, CCU.
The following documents may be submitted when applying for the thesis/dissertation oral defense or 14 days before the actual defense date.	
Documents	Notice
1. The Member List (Form) of Degree Examination Committee	<ul style="list-style-type: none"> ※The applicant can submit the list either with the defense application form or at least 14 days prior to the defense date. ※The Master Degree Examination Committee is composed of 3-4 members; the Ph.D. Degree Examination Committee is composed of 5-7 members, of which at least 1 member should be outside CCU. ※All committee members should have a Ph.D. If a committee member is not in academia, who should specialize in research area related to the student's thesis. Please submit his/her research vita (or resume) with the signature of the thesis advisor. ※Please note the thesis oral defense deadline marked on the academic calendar. There must be a full two weeks (14 days) between submission of the request to the the actual defense date. Ex: If the oral defense deadline is 1/25, 1/11 will be the last day for students to submit this list. If the last day is holiday, it will be extended by one day. ※Please login the Degree Examination System, fill out/ key in the information, print the form out and submit to the department office. <p style="background-color: #ffff00; display: inline-block; padding: 2px;">Handwritten form is not accepted.</p>

2. Course Selection Results (Optional)	This form is for the applicants who takes courses in the same semester of thesis oral defense. If these courses are shown on the official transcript, this form is not required.
The following documents must be submitted before the thesis/dissertation oral defense.	
1.The Member List of Degree Examination Committee	Please submit the list at least 14 days prior to the defense date. Other notifications are as above.
2.Degree Examination Score Report	✘Please login the Degree Examination System, fill out/ key in the defense date and venue, print the form out and submit to the department office at least 2 days before your defense date.
3. Degree Examination Approval Form	✘Please login the Degree Examination System, print the form out and submit to the department office at least 2 days before your defense date.
4. Oral Examination Payment Form	<p>✘Please print out the form from the Degree Examination System.</p> <p>✘Ask the committee members to fill in the ID and sign the form.</p> <p>✘For master degree, each Degree Examination Committee member is granted NT\$1,200, the thesis advisor is granted NT\$4,000, the co-advisor is granted NT\$2,000 per person.</p> <p>✘For Ph.D. degree, Examination Committee member is granted NT\$1,800, the dissertation advisor is granted NT\$6,000, the co-advisor is granted NT\$3,000 per person. If any committee member is outside CCU, please contact Miss Yen for more information.</p> <p>✘This form should be submitted at least 2 days before your defense date.</p>
5. Transportation Fee for the Thesis	✘Please print out the form from the Degree

Oral Final Examination	<p>Examination System.</p> <ul style="list-style-type: none"> ✘ Ask the committee members to fill in the ID and sign the form. ✘ Committee members who take Taiwan High Speed Rail to come for the oral exam must attach a ticket stub for reimbursement; those who do not take High Speed Rail will be given a subsidy according to the fare of Taiwan Railway Ziqiang Express train. ✘ This form should be submitted at least 2 days before your defense date.
6. Evaluation sheet	<ul style="list-style-type: none"> ✘ Please download it from the ME department official website-Home-RECRUIT-Forms download-MS/PHD Student, key in the name of the student and the topic of the thesis. ✘ This form should be printed out and submitted at least 2 days before your defense date.
Requirements of ME department-Before submitting an application for the dissertation oral defense. (For PHD students)	
Submit the application form for the dissertation oral defense and prepare following documents:	<p>Application form for the dissertation oral defense can be downloaded from the ME department official website-Home-RECRUIT-Forms download-PHD Student.</p> <p>Please submit the application form to the department office at least 10 days prior to the deadline of oral defense application of CCU.</p>
1. Official Transcript	Please use the transcript-printing machine at the Office of Academic Affairs or Library to print it out. It will cost 10 or 20 NT. Please prepare coins.
2. The Ph.D. Candidate Certificate	Please submit it to the department office.
3. Thesis Proposal Approval Form	Once approved, please submit the form to the department office so that the department staff will attach it.

4. Personal and Research Vita	No specific format
5. Two published journal articles (Offprint or softcopy)	<ul style="list-style-type: none"> ✘ You may offer the statement of acceptance for late publication process and your pre-publishing journal article. ✘ Please submit the statement that your journal articles listed in the Science Citation Index (SCI) or The Engineering Index (EI).
6. The abstract of doctoral dissertation and the description of the connection between published journal paper and the dissertation	<p>No more than 2 pages</p> <p>Line spaces: Single</p> <p>Margins: 2cm for top margin, 2cm for left margin, 1.5cm for right margin, and 2cm for bottom margin.</p> <p>Font size: 12</p>
7. Co-author Statement	<ul style="list-style-type: none"> ✘ If necessary ✘ One per journal article ✘ It can be downloaded from the ME department official website- Home-RECRUIT-Forms download-PHD Student.