

## **ADMINISTRATIVE PROCESS OF THESIS DEFENSE**

### **Thesis Final Defense (Graduate Degree Examination)**

1. Apply for Graduate Degree Examination at iNCCU

(Login to iNCCU account → 校務系統 Web 入口 [Campus Web Info.Portals]  
→ 學術服務 [Academics] → 學位考試申請系統)

For more instructions: Please refer to “[How to apply for Graduate Degree Examination](#)”

2. Submit an application

Submit the application form that has been signed by the thesis advisor to the IMICS office **at least 2 weeks** before the scheduled thesis final defense date. You also need to stick to the deadline set by the university, which is usually around the 17<sup>th</sup> week of a semester.

3. Get prepared

Please prepare three envelopes labeled with your committee’s names. You must place the “**Thesis Final Defense Evaluation Form**” in each envelope, and place the “**Thesis Approval Page**” and “**Thesis Final Defense Transcript 學位考試成績報告單**” only in your advisor’s envelope; that is to say, there will be three forms in your advisor’s envelope and only one form in the rest of the committee’s envelopes.

Please submit the above two forms directly to the IMICS office after you have finished the Final Defense (Students shall not open the envelopes). It is suggested that you avoid scheduling the final defense on the last few days of the semester.

Please be reminded that both English and Chinese signatures are required in the “Thesis Approval Page”, including the committee’s signatures. And make sure the thesis title on the “Thesis Approval Page” and “Thesis Final Defense Transcript 學位考試成績報告單” are the same as your official thesis title, the one on your “Thesis Final Defense Application Form.”

4. Remind all parties

Again, kindly remind all parties as your defense date approaches. Inform the IMICS office beforehand if your committee member needs a temporary parking permit. If your Non-NCCU committee is from outside Taipei or New Taipei City and wishes to apply for transportation reimbursement, please contact the IMICS office for more information.

5. Note the deadlines

	Fall Semester (1st Semester)	Spring Semester (2nd Semester)
Application for Final Defense	Early-January	Mid-June
Submission of Final Defense Transcript	January 31	July 31

**▲ Relevant deadlines**

The deadlines for final defense vary from year to year according to the university's official calendar. Note that if you fail to meet the deadlines, **you will have to register for the next semester and pay the tuition fee.** Therefore, it's crucial to consider what schedule and timeframe will be in line with your interests. Begin your planning and preparations early in order to avoid unnecessary stress and allow extra time to handle any unforeseen issues that may pop up.

6. Revise the thesis

The final oral defense is not your final destination. You will need to revise your thesis based on the comments you received at the defense. It may take several weeks until your work gets final approval from your advisor. Some advisors may withhold their signature until you are done revising. So please leave yourself enough time for the post-defense work. For international students, please pay attention and leave an adequate amount of time between Final Defense and the time you planned to leave Taiwan as there will be follow-up procedures to complete after the defense.