

IEECS Oral Defense and Graduation Procedures

1. Before the Oral Defense

■ Eligibility

- I. **Degree Requirements:** All the courses required for the degree must be finished and meet the graduation requirements. (已滿足畢業學分及符合畢業條件)
 - List of Credits for Graduation <https://aps.ntut.edu.tw/course/en/Cprog.jsp?format=-1>
- II. **Research Ethics:** Complete the academic research ethics education courses and pass the final exam to obtain the certificate of course completion. (完成 6 小時學術研究倫理教育課程並取得修課證明)
 - Instructions <https://oaa.ntut.edu.tw/p/404-1008-142055.php?Lang=zh-tw>
- III. **Study Procedure:** Please refer to the [EECS website](#) > International program > Master/Ph.D. study procedure. (請參閱電資學院網站碩士/博士修業流程)

■ Important Deadlines

Item (項目)	First Semester (第一學期) Fall	Second Semester (第二學期) Spring
Application	From registration completion to November 29 .	From registration completion to May 30 .
Processing	From registration date to January 31 .	From registration date to July 31 .
Withdrawal	Before January 31 . (Students who fail to complete the oral defense and do not officially withdraw the application will receive a "Fail" grade)	Before July 31 . (Students who fail to complete the oral defense and do not officially withdraw the application will receive a "Fail" grade)

2. Oral Defense Application Steps

- **STEP 1: Submit Hardcopy Documents :** Please submit the following documents in paper to the EECS office before the application deadline. **Please download the latest official forms from the OAA website** :<https://oaa.ntut.edu.tw/p/404-1008-109445.php?Lang=en>
 - I. **(J1 / J7)** Application for Oral Defense / Doctoral Degree Examination Application Form (碩/博-學位考試申請書)
 - II. **(J5 / J8)** Sheet of Degree Examination Committee (碩/博-學位考試委員名單)
 - III. **Thesis / Dissertation Draft** (論文初稿)
 - IV. **Thesis / Dissertation Abstract** (論文摘要)
 - V. **Transcript of All Academic Years (in Chinese)** (歷年中文成績表)
 - VI. **Academic Research Ethics Education Certificate** (學術倫理修課證明)

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■ Committee Regulations & Fee Budget

Degree Level	Number of Committee Members	Attendance Fee Standard	Maximum Budget per Student
Master's Students	3–5 members (At least 1 external committee member is required.)	1,200 NTD per member	Up to 5,000 NTD (Including transportation)
Doctoral Students	5–7 members (At least 2 external committee members are required.)	1,500 NTD per member	Up to 11,700 NTD (Including transportation)

⚠ Important Notice Regarding Payments

- **No Out-of-Pocket Payments:** Due to the Second-Generation National Health Insurance policy, oral examination fees **cannot be paid in advance by professors or students**. The school will remit the funds directly to the committee members' accounts after the defense. (費用事後由學校撥款入帳，請教授與學生絕對不要先代墊)
- **Please remind external committee members in advance to provide a clear photocopy of their bank passbook cover** (the branch name and account number must be clearly legible) on the day of the oral defense. (請事先提醒校外委員口試提供個人存摺封面影本)
- **One Transportation Fee per Day:** External committee members can only claim one transportation fee per day, regardless of how many students' defenses they attend on that day. (校外委員同一天不論口試幾位學生，均只能請領一次交通費)
- **High-Speed Rail (HSR) Reimbursement:** For external committee members traveling via HSR, please mail the physical ticket stubs to the department office after the defense. For electronic ticket stubs, please print them out and sign them. (搭乘高鐵之校外委員，請於事後將票根郵寄給系辦，電子票根請列印後簽名)
- For members traveling via Taiwan Railways (TRA / Regular Trains), ticket stubs or proof of purchase are not required, but members must note the names of the departure and arrival stations. (搭台鐵/火車免檢附票根或購票證明，請委員備註乘車起迄站名)
- No transportation allowance is provided for round trips within Taipei City, New Taipei City, and Keelung City (fuel/gas costs for driving will not be subsidized either). (台北市、新北市及基隆市往返不補助交通費，開車亦不補助油資)
- Taxi fares or MRT fares are not subsidized. (不補助計程車或捷運車資)

■ STEP 2: Confirm Schedule : Confirm the exam date and time with your advisor and all committee members.

- **If there is any change in the committee members, please submit the J2 Amendment to Thesis Defense Committee (for Master's) or J10 (for Doctoral).**
(委員更換請繳交學位考試委員異動申請表)

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- **STEP 3: Turnitin Originality Comparison and Library Review 【論文原創性比對及複核】：**
 - ⚠ Complete the originality comparison using the Turnitin system and apply for the **Library Review of the Originality Comparison Report** via the library's website before your oral defense. (Download the **J16 Checklist** from the OAA website for your oral defense).
<https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/SLP.asp&ctNode=1605&CtUnit=461&BaseDSD=7&mp=200>
 - ⚠ The library reviews applications manually in order and **requires up to 7 working days to reply**. Urgent requests are NOT accepted.
- **STEP 4: Pre-Defense Check :** Remind all committee members one day before the exam date. Check the projector and computer interface at the venue, and ensure your computer and PowerPoint files work properly.
- **STEP 5: Prepare Hardcopy Documents Required for Committee Signatures**

3. During the Oral Defense

- **Hardcopy Forms to Bring for Committee Signatures on the Exam Day 【當日須備文件】**
 - ⚠ **Please download the latest official forms from [the OAA website](#)**
 - ⚠ Notice: Wherever "Department" (系所) is mentioned in this document or any official forms, please fill in "**Electrical Engineering and Computer Science (IEECS)**".
 - ⚠ You may use the Checklist at the end of this document for a direct reference on the exam day.
- I. **(J3 / J9) Thesis/Dissertation Oral Defense Verification Form** (碩/博 論文口試審定書)
 - ⚠ Must be **signed by all committee members** and the thesis advisor.
- II. **(J4) Evaluation Form for Degree Examination** (學位考試評分表)
 - ⚠ **Prepare one form per committee member**. Please pay attention to whether you should use **J4-1 (Made Public after Approval)** or **J4-2 (Under Embargo Request)**.
- III. **(J15) Score Sheet for Degree Examination** (學位考試成績表)
- IV. **(J16) Degree Dissertation Originality Comparison Checklist(Oral Defense) and a copy of the Library Review Result Email** (Print out the email directly)
- V. ✖ **Oral Examination Fee Remittance List** (研究生學位考試費用印領清冊)
 - ⚠ Every single committee member must sign the form.
 - ⚠ Ensure **ALL** fields are fully completed (**especially for external members**)
 - ⚠ External committee members provide a photocopy of their bank passbook cover

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📌 For Students Applying for "Thesis/Dissertation Embargo": In addition to preparing the J4-2 Evaluation Form (Under Embargo Request) on your oral defense day, please read the library guidelines carefully and prepare the following two application forms by yourself:

1. "Application Form of Embargo on Release of Thesis/Dissertation (NTUT)"
2. "Application for Embargo of Thesis/Dissertation (NCL)"

💡 Important Reminders:

- 📄 The EECS office DOES NOT collect these two forms. They are only required later when you submit and upload your electronic thesis to the library.
- 🔗 Please refer to the library website for official regulations and form downloads: [Library Guide & Downloads](#) (Updated 2026.05.04).

4. After the Oral Defense

⚠️ **Please use the Checklist at the end of this document to verify and submit.**

- If the thesis title is different from the one submitted with the initial draft application, please submit the (J17) Application Form for New Thesis Topic (論文題目如果與初稿申請時不同，請繳交更改論文題目申請書。)

5. Submission of Electronic Theses 【學位論文上傳】

➤ <https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/SLP.asp&ctNode=1605&CtUnit=461&BaseDSD=7&mp=200>

⚠️ Please proceed in accordance with the latest regulations announced by the library, and please pay close attention to the submission deadline. (請依照圖書館最新公告之規定辦理，並請留意截止日期)

6. Graduation Clearance Procedure 【畢業與離校流程】

➤ <https://oaa.ntut.edu.tw/p/404-1008-154449.php?Lang=zh-tw>

⚠️ Please proceed in accordance with the latest regulations announced by the Office of Academic Affairs (OAA), and please pay close attention to the deadline. (請依照教務處最新公告之規定辦理，並請留意截止日期)


⚠️ After the oral defense, you must conduct a final check on the revised thesis, complete the **J19** Degree Dissertation Originality Comparison Checklist (Final version) **signed by your advisor, and upload it to the university's departure system.** (Library review is NOT required for the J19 final version).


⚠️ Please email your thesis file to the EECS office before departure. The graduation clearance will be approved upon receipt.

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IEECS Graduate Defense Document Submission Checklist

 Submit all oral defense-related documents to the **EECS office within 3 days** after your defense.

 Final Deadline for 2025/2026 Spring Semester (114-2): **Before 4:00 PM on July 30, 2026 (THU).**

(Early submission is highly recommended to avoid any unexpected issues).

Check	Document Name	Key Requirements & Reminders
<input type="checkbox"/>	(J3 / J9) Thesis/Dissertation Oral Defense Verification Form (碩/博)論文口試審定書	[] Must be signed by all committee members and the thesis advisor .
<input type="checkbox"/>	(J4) Degree Examination Evaluation Form 學位考試評分表	[] Must be signed by each committee member (1 form per member). [] Double-check if you used the correct version: J4-1 (Made Public after Approval) OR J4-2 (Under Embargo Request).
<input type="checkbox"/>	(J15) Degree Examination Score Sheet 學位考試成績表	[] Must be signed by the thesis advisor .
<input type="checkbox"/>	(J16) Degree Dissertation Originality Comparison Checklist (Oral Defense) & Library Review Result Email 論文原創性比對檢核表與圖書館複核確認信	[] The J16 Form must be signed by the thesis advisor . [] Attach a printed copy of the Library Review Result Email directly.
<input type="checkbox"/>	※Oral Examination Fee Remittance List 研究生學位考試費用印領清冊	[] Every single committee member must sign the form. [] Ensure ALL fields are fully completed (especially for external members)
<input type="checkbox"/>	Photocopy of Bank Passbook Cover 校外委員存摺封面影本	[] Required for all external committee members . [] Must be a clear photocopy showing legible branch name and account number.

 **Reimbursement requests with missing or incomplete information on the Oral Examination Fee Remittance List will not be processed.**(口試費印領清冊資料缺漏者，不受理核銷)

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