

Precautions and Required Documents of the Oral Defense for the Master's Students

- ⑥ There are totally five documents that required to be prepared for the oral defense. Please ensure that the documents are signed by the committee members after the defense.
- ⑥ It is recommended that the graduate students can decide the color for thesis cover by themselves and avoid using the same color as last year. It is better that the entire class coordinate with the same printing shop to ensure color consistency of thesis cover.
- ⑥ If the thesis title is revised after the oral defense, please update the English and Chinese titles in the online academic affairs system at the same time.

| Document Name | Before Oral Defense | At the Oral Defense | After Oral Defense |
|--|--|---|---|
| 1. Review Page | Print it by yourself. | After completing the defense, make sure all committee members have signed. | Retain it for your records, and the student must bind it into the thesis. |
| 2. Thesis Oral Defense Grading Form | Print it by yourself. (Each file has two forms; please cut them yourself). Receive the sealing envelope before the date of oral defense at the department office. | Each committee member has one form. During grading, the student should temporarily leave the room. The chair of the committee (not the advisor) will calculate the scores and seal the forms. | Submit the sealed grading forms to the department office immediately. |
| 3. Oral Defense Record | Print it by yourself. | Find the recorder. | Submit the record to the department office immediately. |
| 4. Thesis Examination Result | Print it by yourself. | The chair of the committee will fill in the exam result section after calculating the scores, and all committee members will sign on the signature section. | The advisor must sign at the bottom of the form, and then submit it to the department office immediately. |
| 5. Core Competency Checklist | Print it by yourself. | Each committee member has one core competency checklist. | Submit the checklist to the department office immediately. |
| 6. Fee Notice for External Committee of Oral Defense | The department office will contact the external committee members of the oral defense to confirm the identity card number, branch number and account number, and registered address of external committee members. | Confirm the mode of transportation used by the committee members. | Notify the department office after the oral defense. |

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.