Application Form of Oral Defense of Graduate Students (for Office Retained)

Application Date: yyyy/mm/dd

　\_\_\_\_Academic Year\_\_Semester

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| Name |  | Student ID |  | Enrollment date | yyyy/mm/dd |
| Divisions | □Epidemiology □Biostatics□Preventive Medicine □Global Health | Degree | □Master□Ph.D. |
| Thesis Topic |  |
| Thesis Advisor |  |
| Time of Oral Defense | Date: yyyy/mm/dd　Time: hour/min AM/PM to hour/min AM/PM |
| Location of Oral Defense |  |
| Requirements | □Complete the required courses, total credits□Passed qualifying examination（Ph.D. only）□Complete the thesis proposal exam（in the preceding semester；Ph.D. only） |
| Graduation Documentations（Filled by Office Staff） | **※Please fill out the following documents and return to office before the deadline of oral defense application:**□Application form of Oral Defense Examination\*1（Please download from the online system of NTU <https://gra103.aca.ntu.edu.tw/degree/>）□Academic Performance Evaluation Form for Graduating and Transcripts for all Semesters\*1 (Please complete the required credits) □Core ability evaluation form\*1□Thesis draft\*1\*(Email ntuepm@ntu.edu.tw) | Date |
| **※Please fill out the following documents and return to office 2~3 weeks before the oral defense date：**□Committee member list of the oral defense□Advisor, thesis examination and transportation fee paylist (Please follow the payment standard of NTU)□Remittance information for outside-NTU committee members□Graduates submission principle for publication (Ph.D. only) | Date |
| **※Please collect the following documents from office 1 week before oral defense date：**□Take the paylist of advisor fee, thesis examination fee and transportation fee (in triplicate) | Date |
| **※Please return the following documents to the office after the oral defense date：**□Oral defense examination sheet (signature required)□Verification letter of the committee members (Signature required)□Advisor, thesis examination and transportation fee paylist (in triplicate, signature required) | Date |
| **※Please return the following documents to office before leaving school：**□Thesis paper\*1(paperback)□Statement of Academic Ethics and Originality Comparison□Permission for leaving school | Date |
| Note | 1. According to the “Regulations Governing Thesis/Dissertation Defense” of NTU and “Degree Requirements” of the Institute of Epidemiology and Preventive Medicine.
2. Please meet the requirements before the oral defense examination application.
3. The number of committee member for master oral defense should be 3~5 members; for Ph.D. oral defense should be 5~9 members. The thesis advisor must be one of the members, but cannot be the convener.
4. The application schedule of oral defense examination is usually before the November 20th of the first semester and April 20th of the second semester. **(Please note that the latest announced dates shall prevail and the office will have to leave 10 days for administrative procedures)**
5. If you cannot finish the oral defense for some reasons, please cancel the oral defense examination with formal documentation and advisor’s agreement. If you did not cancel the examination before the deadline, it would be considered as failed.
6. Please finish all school-leaving procedures (ex: hand-in thesis) before the school announced deadline during the semester, or you’ll have to graduate next semester/school year. (Notice the maximum year of study)
7. For other notification/rules, please follow “Announcements of Oral Defense Examination” of Institute of Epidemiology and Preventive Medicine.
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| Director’s signature | Advisor’s signature | Student’s signature |
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