

2023 fall semester (112-1)

Department of Chemical Engineering and Materials Science, Yuan Ze University PhD/Master Program Graduation Thesis Oral Defense Procedure

- I. The procedure of thesis oral defense of graduate students is as follows: M.S. candidate for preliminary exam; Ph.D., qualification. By fulfilling all the requirements, the oral defense should be held.
- II. Doctoral Program: According to the Article 5 of the department's "Regulations Governing the Doctoral Program of Chemical Engineering and Materials Science" – Those students who choose to fulfill the first and second conditions listed above should do so before their third semester after being admitted into the program.
- III. Master Program: According to the Article 8 of the department's "Regulations Governing the Master Program of Chemical Engineering and Materials Science" – the preliminary exam of M.S. thesis review: The candidate of the M.S. program are required to submit a recommendation letter from the thesis advisor and complete the preliminary exam two weeks prior to the due for applying graduation thesis oral examination; The committee of preliminary exam should be composed of three members either as full-time faculty or those with Ph.D. degrees. Those fail to pass the exam are eligible to retake the oral examination once; whereas those fail to pass the oral examine twice will not be recommended to apply for graduation thesis oral examination.
 - (I) Application for the preliminary exam **due on 12:00 pm, Aug. 23, 2023.**
 - (II) The preliminary exam of full and part-time M.S. candidates should be arranged collaboratively with the Department, which is tentatively scheduled during the summer break from **Sep. 4-6.** Those who fail to pass the exam are subjected to undergo the makeup examination arranged by their correlated laboratories prior to the makeup exam due on **Oct. 20, 2023.** Involved laboratories are kindly asked to submit the following information to apply for the initial oral examination on/before 12:00 noon (Wed.) **Aug. 23.** Those who fail to submit the information shall be deemed as not intending to apply for the preliminary exam. [The oral examination form B]
 - (1) The application list of preliminary thesis survey (including one copy of the general students and part-time students per laboratory, and their advisors are kindly asked to sign the list,
 - (2) "The preliminary review evaluation sheet" (one copy per student),
 - (3) The draft of the thesis (in one format with three copies per student),Please forward (1) and (2), along with the electronic file, to the Department secretary, Ms.yuchi Lee (styuchi@saturn.yzu.edu.tw); the timeslot of preliminary exam and group sessions are tentatively scheduled to be announced one week before the exam.
- IV. If it is necessary to arrange the pre-oral by each research group, it should be conducted prior to the due of preliminary exam held by the Department. Subsequently, the application of the graduation oral exam should be accepted. Note that candidate's corresponding advisor should be excluded in the preliminary exam committee. [The oral examination form A]
- V. Procedure of oral examination for graduation thesis: **(Thesis titles in all forms must have Chinese)**
 - (I) **Application for the oral exam (due: on/before 12:00 noon Nov. 3, 2023):**
 - (1) Filing an application: YZU homepage> Portal > Learning Portfolio > Graduation Degree Qualifying Examination ◦ [Instructions](#)

- (2) please submit the thesis advisor's letter of recommendation to the department secretary, Ms. Yuchi Lee. [The oral examination form C] **(Thesis titles in all forms must have Chinese)**
- (II) Upon approaching the date of graduation thesis oral examination, it is required to register with Ms. Hong at the department office and to borrow the venue. Then, log on to the Website to download the "thesis oral examination general announcement," which is to be filled out and announced in bulletin in front of 2210R.
- (III) On the day of the oral examination, the followings should be in ready: (1) the "Oral Defense Score Sheet" (with one copy per oral examination instructor), (2) "Verification Letter from the Oral Examination Committee" (two original copies per student), (3) To collect the oral examination fee and committee member's receipt at the department office in advance, (4) The originality comparison report to the degree examination committee members (Committee signs in the blank space of the report). In addition, please log on the Website on your own to download the form, which is to be handed to the thesis advisor, with which to complete the graduation thesis oral examination. [The oral examination form D] **(Thesis titles in all forms must have Chinese)**
- For the above oral examination forms, please download [here](#). **(Thesis titles in all forms must have Chinese)**
- (IV) On the day when the oral examination is completed, please promptly forward "the oral examination committee receipt", "Score Sheet", "the originality comparison report (Must have committee's signature)" and "Verification Letter from the Oral Examination Committee" (with one copy to be returned to the student taking the oral exam upon affixing the director's endorsement) to the department office.

VI. Thesis upload: to be completed on/before January 30, 2024. Delay of thesis upload is subjected to postpone the graduation by the next semester. **(The title and abstract of the thesis must contain both Chinese and English)**

Electronic Theses and Dissertations: <https://cloud.ncl.edu.tw/yzu/>

The format of degree thesis, please refer to, <https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-01-14-06-58-46/2017-04-13-06-25-12/98-2016-03-23-06-06-30> **(The title and abstract of the thesis must contain both Chinese and English)**

- VII. Upon fulfilling the aforementioned processes, which along with **two copies of the thesis, "Statement of Postgraduate Dissertation Compliance with Academic Ethics Standards", "the first-stage (before the oral examination) and second-stage (the final draft) Turnitin originality comparison reports", "the authorization letter (YZU&NDLTD) +signature signed in person", "Score Sheet", "Verification Letter from the Oral Examination Committee"** are to be forwarded to the department office. →Log on to the "individual portal" to complete the online school departure formalities, the division of teaching administration to process the graduation and receiving diploma. The "designated graduation school departure formality form" log on to the Website to obtain a printout.

Please caution for relevant dates and the guideline. Best wish for your oral examination!

By the Department of Chemical Engineering and Materials Science