

Precautions for Graduate Degree Qualifying Examination

- Electronic Theses and Dissertations: <https://cloud.ncl.edu.tw/yzu/>
- Download The oral examination form D:
<https://www.che.yzu.edu.tw/upload/files/2022defence%20formD.docx>

Step1 Approaching the date of the oral examination (ahead a week)

- (I) Borrow the venue with Ms. Hong at the department office.
- (II) Form D “thesis oral examination general announcement,” which is to be filled out and announced in bulletin in front of 2210R.

Step2 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.

Step3 On the day when the oral examination is completed

The followings should be forward to the department office promptly

- (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) The committee member’s receipt. (with one copy per oral examination instructor)
- (4) The dissertation originality comparison checklist and the originality comparison report to the degree examination committee members

Step4 Thesis upload

- (I) Electronic Theses and Dissertations: <https://cloud.ncl.edu.tw/yzu/>
- (II) Thesis/Dissertation Document Formatting Guidelines (For details regarding document formatting and graduation process, please contact Office of Academic Affair.)
<https://www.yzu.edu.tw/admin/aa/index.php/en-us/64-students-resource/graduation-suspension/519-the-form-of-thesis-defense>
- (III) Before uploading the PDF file, you need to add a watermark and set up your security (the content is available for printing but not being copied).
- (IV) Due to personal information, please do not upload the verification letter in the electronic file, but still need to bind it in the hard copy of thesis/dissertation.

Step5 Print the thesis after verification from department. (on/before Jan.31 or Jul.27)

- (I) It takes about 3 working days for verification. Please estimate the round-trip correction time to upload it in advance.
- (II) The followings should be submitted to the department office:
 - (1) Thesis/Dissertation: two books (verification letter need to bind it in the hard copy of thesis)
 - (2) verification letter : an original and two copys

- (3) YZU Authorization for Public Access of Thesis/Dissertation : an original and two copys
- (4) NDLTD Authorization for Public Access of Thesis/Dissertation : an original and two copys
- (5) The dissertation originality comparison checklist and the originality comparison report.

Step6 Log on to the portal to complete the online school departure formalities.

- (I) The “designated graduation school departure formality form” log on to the Website to obtain a printout.
- (II) The division of teaching administration to process the graduation and receiving diploma.