

## 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) “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) “Turnitin originality report”
- (4) 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) “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) “Turnitin originality report”
- (4) The committee member’s receipt. (with one copy per oral examination instructor)

### 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 copies

- (3) YZU Authorization for Public Access of Thesis/Dissertation : an original and two copies
- (4) NDLTD Authorization for Public Access of Thesis/Dissertation : an original and two copies.
- (5) Statement of Postgraduate Dissertation Compliance with Academic Ethics Standards
- (6) The first-stage and second-stage Turnitin originality comparison reports.

**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.