

Yuan Ze University Chemical Engineering and Materials Science Department

Supplementary Regulations for Degree Examinations

Approved at the 14th Department Faculty Meeting of 2022 dated Jun. 2, 2022

Amended and approved at the 7th Department Faculty Meeting of 2023 dated Apr.6, 2023

- I. Graduate students who meet the following requirements may apply for degree examinations:
 - (i) Complete the requirements of the required courses of the department and obtain the required grades.
 - (ii) Completion of academic ethics education courses
 - (iii) Pass the preliminary review of the master's thesis of the department; doctoral students must complete the graduation qualification review of doctoral students in addition to passing the preliminary review of the doctoral thesis.
- II. Application date: The date announced in the school calendar. (The first semester: from the beginning of the semester to the first ten days of November; the second semester: from the beginning of the semester to the first ten days of April)
- III. Application process: Log in to the degree examination online application system to apply. After the degree examination application documents are sent to the school for review, the school will issue a letter of appointment for the oral examination committee and forward it to the applicant.
- IV. The date, location and topic of the dissertation test must be announced on the department bulletin board at least one week before the test date, and an appointment for a conference room must be made with the department office.
- V. Compare the originality of papers
 - (i) Use the originality comparison system of Turnitin papers in the university library to compare papers. Do not use the screening tool of Turnitin during the comparison, only download the comparison report directly.
 - (ii) The standard of the comparison report shall not exceed 20%, and there shall be no large length or similar whole paragraphs.
 - (iii) Postgraduate thesis comparison is handled in two stages:
 - (a) The first stage: Before the oral examination of the postgraduate thesis, use the Turnitin originality comparison system of the university library to compare the papers (including the abstract), and provide the comparison result "Turnitin originality report" to the supervisor and the oral examination committee review.
 - (b) The second stage: When graduate students leave school after graduation, they need to submit the finalized graduation thesis "Turnitin Originality Report" and "Graduate Degree Thesis Compliance Statement of Academic Ethics" to the department office for archiving.
- VI. The thesis examination date must be completed one day before the deadline announced by the Accounting Office of this semester. Overdue will not be subsidized oral test travel expenses.
- VII. The following documents should be prepared on the day of the oral examination:
 - (i) Graduation "Thesis Oral Examination Scoring Form" (one for each oral examination professor)
 - (ii) "Approval Letter of the Thesis Oral Examination Committee" (two original copies for each student)
 - (iii) "Turnitin Originality Comparison Report"
 - (iv) Come to the department office in advance to collect the transportation fee and receipt.
 - (v) After the oral examination, return the "Receipt of Oral Examination Committee Member", "Approval Letter", "Scoring Form" and the first stage "Turnitin Originality Comparison Report" to

the Department Office.

VIII. After confirming that this semester meets the graduation requirements, graduate students must complete the electronic version of the full-text online filing process before the last day of this semester. Overdue is regarded as graduation in the next semester. Graduate students who have not graduated this semester are not allowed to upload their thesis.

IX. Documents to be handed in before leaving school:

- (i) 2 papers of hard copy (please bind the photocopy of the approval book together)
- (ii) 1 original copy of the approval letter and 2 photocopies
- (iii) 1 original copy and 2 photocopies of Yuan Ze University Electronic Thesis Authorization Letter
- (iv) 1 original copy and 2 photocopies of authorization letter for National Central Library online publication of electronic papers
- (v) 1 original copy of the "Statement of Postgraduate Dissertation Compliance with Academic Ethics Standards", the first-stage and second-stage Turnitin originality comparison reports.

X. School leaving procedure:

- (i) Log in to the personal portal and click "Graduation Leaving School" in the "School Leaving Procedures" option, and confirm that the control items of the relevant units have been completed.
- (ii) After completing the verification and seal of the units that must be signed in accordance with the graduation and leaving school formalities, send it to the Registration Section of the Academic Affairs Office.

Yuan Ze University Chemical Engineering and Materials Science Department
Graduate Student Thesis Academic Ethics and Authentication of Originality Statement

Graduation year : _____

Graduate Degree : Master ; Ph.D.

Student Name : _____

Student ID : _____

Thesis topic : _____

- I. As the author of this thesis, I confirm that I adhered to the principles of academic ethics. I will be responsible for any falsification, alteration, plagiarism, writing by others, or any other violation of copyright and academic ethics, as well as any related civil or criminal liability.
- II. I confirm that my thesis has been verified by the originality comparison system of the university. The similarity score my thesis is _____% (please fill in the results of the report), which is in accordance with the standard set by the department. I submitted the originality comparison reports to the supervising professor and the members of the defense committee for reference on the day of the defense.

I confirm that my similarity report did not use Filters and Settings, just download.

I confirm that my similarity report use Filters and Settings (Funnel Icon)

Use Item : 1. Exclude Quotes 2. Exclude Bibliography 3. Exclude source that are less than : _____ words 、 _____%.

Please explain the reason:

Signature of Student: : _____

Date: _____ Y _____ M _____ D

Signature of Thesis Advisor: _____

Signature of Thesis Co-advisor (if any): _____

Chair of Dept.: _____

Note:

- I. Graduate students should follow the provisions of Article 7 of the Master and Doctoral Degree Qualifying Examination Regulations: "Students should complete the thesis originality comparison assignment before the degree examination, and send the thesis originality comparison report to the supervisor and professor on the day of the degree examination. Degree Examination Committee Reference".
- II. This statement has to be completed by the student, and signed by the thesis advisor, and the chair of the department, along with the originality comparison report, have to be submitted to the Office of the department.