

Yuan Ze University Department of Chemical Engineering and Materials Science  
Ph.D. / Master's / Professional Master's Thesis Oral Defense Procedure

Please carefully read the relevant regulations on our department website under: [Student Affairs > Curriculum and Study > Master's and Doctoral Thesis Oral Defense Procedure.](#)

Relevant forms can be downloaded from: [Portal > Learning Portfolio > Thesis > Thesis Defense Application Record.](#) (Note: The English and Chinese titles on the Approval Form must match the final uploaded version.)

**Thesis Oral Defense Procedure:**

Once the oral defense date is confirmed, register to reserve a meeting room with Ms. Hung (at least one week before the defense).

Download the “Welcome Speech” and post it on the bulletin board in front of Room 2210R.

**Preparation before the oral defense:**

1. Oral Defense Evaluation Forms (one for each committee member)
2. Thesis Approval Forms (two original copies per student)
3. Collect oral defense fees and receipts from the department office in advance
4. Submit the Thesis Originality Comparison Report to the committee for reference, and have each member sign on the blank space of the report

**On the day of the oral defense:**

Submit the committee members’ receipts to the department office immediately.

Evaluation forms, approval forms, and the signed originality report can be submitted together.

**Thesis Upload and Grade Submission Deadlines:**

First semester: Before January 28 ; Second semester: Before July 28 (Exact dates are based on the academic calendar.)

Grades can only be submitted after the electronic thesis is approved and all hardcopy documents are submitted. Late submissions will be considered as graduation in the following semester.

Do not upload the Approval Form to the electronic thesis system, but it must be bound into the hardcopy thesis.

**Electronic Thesis Submission:**

Submit your thesis via the Yuan Ze University Electronic Thesis Service

(Accessible through the Library > Thesis System on the Yuan Ze homepage).

Be sure to read the System User Manual (available in the system’s download section).

**Required Hardcopy Documents:**

Item	Number of Copies
(1) Hardcopy Thesis	2 copies (Approval Form photocopy must be bound in)
(2) Verification Letter from the Oral Examination Committee	2 originals (1 stamped copy will be returned to the student)
(3) Oral Defense Score Sheet	1 original per committee member
(4) Yuan Ze Library the authorization letter	1 original, 2 photocopies
(5) National Central Library <u>the authorization letter</u>	1 original, 2 photocopies
(6) Academic Ethics and Originality Declaration Form	1 original
(7) Originality Comparison Report	1 copy before and 1 copy after final submission

**Final Step:**

Only after completing all the above procedures can you proceed with the school leaving process.

**Refer to the Academic Affairs Office Calendar for the university’s annual schedule.**

※ Please pay special attention to all relevant dates and regulations. ※

Sincerely,

Department of Chemical Engineering and Materials Science