Online Thesis Defense (Degree Examination) Application

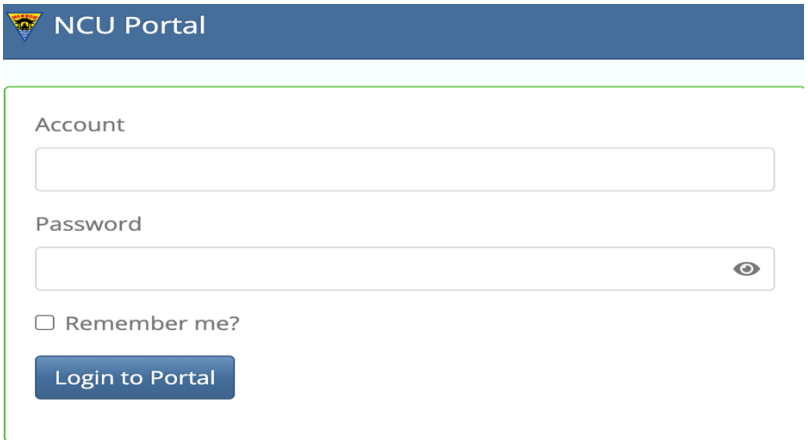
Procedure (20261113)

1. Prepare the required documents in advance.
   You may proceed to the next step once your advisor has approved the final draft of your thesis, confirmed the date and time of the defense, and finalized the list of committee members.

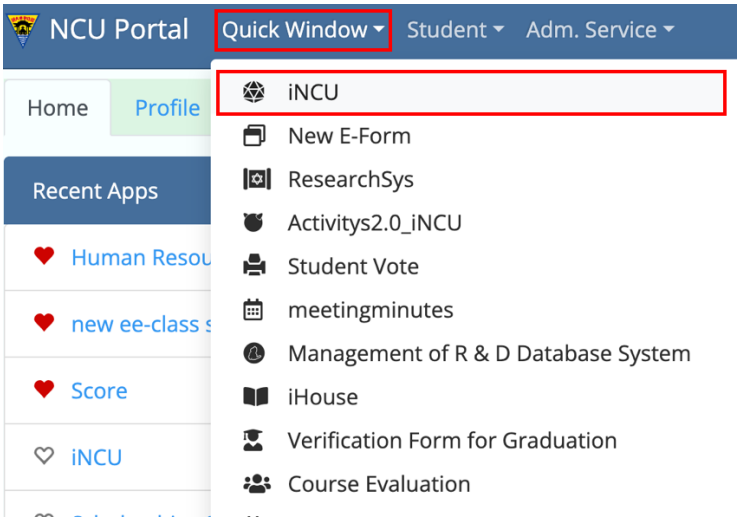
   ※ The advisor cannot serve as the committee convener. Please remind your advisor!

   ※ The thesis similarity check system (Turnitin) requires activating your university account: https://www.lib.ncu.edu.tw/TurniTin/
   https://www.turnitin.com/login_page.asp?lang=en_us
   After the similarity check is complete, please download 2 documents: the electronic similarity report receipt and the full similarity report.
   1-1 Fill out the Advisor Recommendation Letter and have your advisor sign it. (For the Advisor Recommendation Letter, please print the form generated by the online thesis application system.)
   1-2 Download the Academic Ethics Course Completion Certificate.
   1-3 Download the electronic similarity report receipt and the proof showing the similarity percentage.
   1-4 Thesis abstract.
   1-5 Thesis draft.
   1-6 Merge all of the above documents into 1 PDF file.

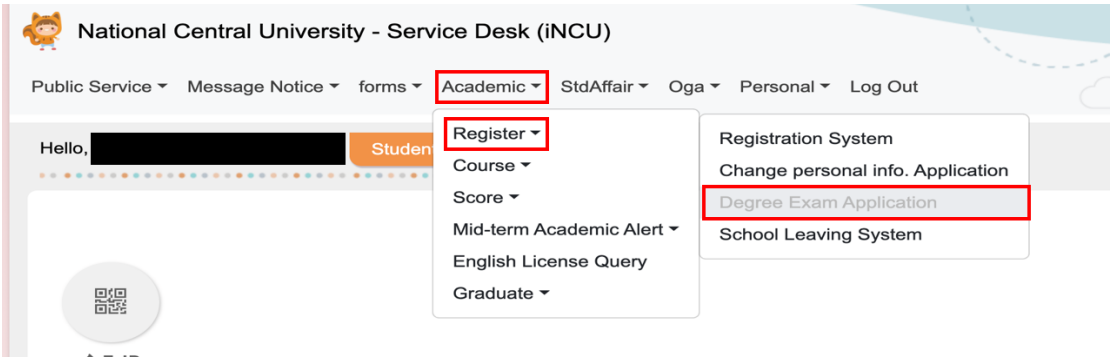
2. Apply for the defense online
   3-1 Log in to the NCU Portal https://portal.ncu.edu.tw/



3-2 Click Quick Window -> iNCU (Service Desk)



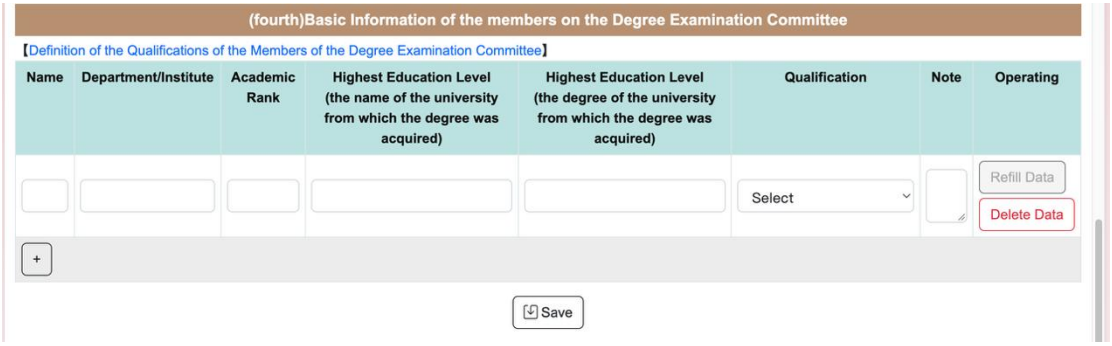
3-3 Select Academic -> Register -> Degree Exam Application



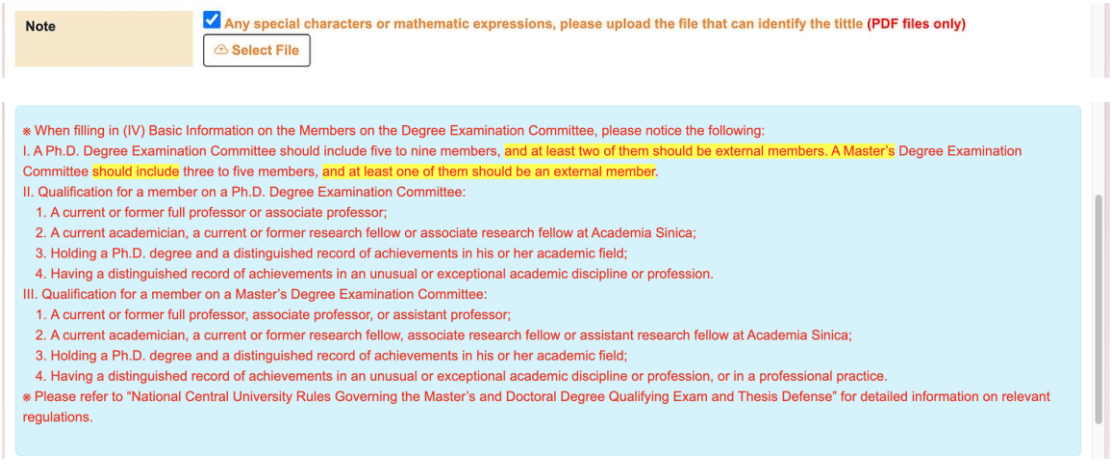
3-4 Click Add



3-5-1 Enter the information of the committee members, e.g., advisor, committee member 1, committee member 2.



3-5-2 Upload the combined PDF file prepared in Step 1



3-6 Wait for the electronic approvals from the relevant units (Department Office / Advisor / Department Chair / Dean / Registration Section)



Year / Semester	Application No.	Student ID No.	Name	Department	Program	Thesis Title	Case Type	Status	Upload Your File (PDF files only)	Management
115 / 1	[redacted]			International Master of Business Administration Program	Master's Program	<	Application form for the Degree Examination	Under application	Select File / Upload Your File	Edit / Delete / Related Forms / Submit

Approval History

Approval Stage	Approver	Approval Time	Result	Comments
Dean	[Designated Approver]: College of Management – Unit Head	Pending		
Department Chair / Institute Director	Dept. of Information Management – Chair – [redacted]	2021-04-13 16:45:17	Approved	
Advisor		2021-04-13 15:50:43	Approved	

Close

3. If the defense is held in person, please inform the Department Office of the date and time. If any committee member will drive to campus, please e-mail the member's license plate number to the office e-mail (ncu66076@ncu.edu.tw) 2 days before the defense so the online parking fee waiver can be arranged.

4. After the online application has been fully approved, on the day of the defense please give the following forms to the committee members for grading and signatures:
   (1) Committee Approval Form (the convener must sign as both convener and committee member)
   (2) Committee Evaluation Report (be sure to remind the committee members to check the thesis public-access option; all committee members must sign in the space at the bottom)
   (3) Degree Examination Score Sheet (please remind committee members to enter their scores in the score column and sign)
   (4) Rubric Evaluation Form
   ※ The Department Office will print the four forms above for you. Please pick them up at the Department Office before your defense!
   ※ The Department Office has the payment information of committee members from the past 2 years. Please ask your committee members whether they want

to change their bank account. If the Department Office does not have a member's account information, we will e-mail you, and please ask that member for their payment information.

※ Students do not need to handle the reimbursement of committee members' defense fees; the Department Office will take care of it.

5. The Department Office will help reserve a classroom.

6. After the defense, please return the following documents to the Department Office:
   (1) A copy of the Committee Approval Form.
   (2) The original Committee Evaluation Report.
   (3) The original Degree Examination Score Sheet.
   (4) The Rubric Evaluation Form.

7. Complete the school-leaving procedures and collect your diploma.
   (1) Please complete the school-leaving procedures and collect your diploma before the school-leaving deadline in the academic calendar for that semester.
   ※ If you cannot finish in time, please first submit the "Application for Delayed School Leaving" and complete the procedures before the specified deadline (only applicable in the 2nd semester; delayed school leaving is not available in the 1st semester).
   (2) Documents to be bound into the thesis, in the following order:
      A. NCU Electronic Thesis/Dissertation Authorization Form
      B. National Central Library Application for Delayed Public Access of Thesis (only if delayed public access is needed)
      C. Statement for Delayed Public Access of Printed Thesis Deposited at the National Central Library (only if delayed public access is needed)

   ※ For B and C, please have them stamped with the department seal at the Department Office first.

      D. Advisor Recommendation Letter.
      E. Committee Approval Form.
   (3) Please complete the electronic thesis upload first.
   (4) Close your library account.
   (5) Fill out the graduation (school-leaving) survey.
   (6) Have your advisor sign the School-Leaving Consent Form (department website → Download Area at top right → Department Forms → No. 0-4

NCU Student School-Leaving Department Consent Form).

(7) Please print 3 copies of your thesis. First submit 1 copy and the School-Leaving Consent Form to the Department Office. After the Department Office approves, submit 1 copy to the Library. Finally, submit 1 copy and your student ID card to the Registration Section on the 3rd floor of the Teaching and Research Building to collect your diploma.
※ If you have lost your student ID card, go to the Registration Section website → Form Downloads → Student Status Forms → [1-24 Affidavit for Lost Student ID Card (for school leaving)] to download and fill it out.
※ If you cannot collect your diploma in person, go to the Registration Section website → Form Downloads → Student Status Forms → [1-23 Letter of Authorization for Diploma Collection] to download and fill it out.