

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Master Defense Application Procedure

◆ Please read carefully the relevant regulations of the master defense announced by the Curriculum Division, Academic Affairs before defense application

Procedures

Relevant Regulations

Document Preparation

1. Thesis Writing & Defense Application

[R1-NCKU Guidelines for the Format of Theses and Dissertation](#)

[R2-NCKU Rules and Regulations of Graduation Examination for Graduate Students](#)

[R3-NCKU Guidelines for Turnitin](#)

[L1-6-Hour Academic Research Ethics Certificate for Completion](#)

[R3-Thesis Originality Report-Turnitin](#)

[L2-Master Defense Application Form](#)

2. Defense

[R2-NCKU Rules and Regulations of Graduation Examination for Graduate Students](#)

[L2-Master Thesis Defense Scoring Chart](#)

[L2-Master Thesis Certificate of Approval](#)

3. Turnitin & Thesis Upload (NCKU Library)

[R4-National Cheng Kung University Guidelines for Collecting Multimedia Audio-visual Materials](#)

[L3-Guideline for ETDS Uploading](#)

[R5-Notice about the leaving school procedure at the Library](#)

• 1 copy of paperback Master Thesis

[L3-Electronic Thesis Copy Right Authorization Agreement](#)

[L3-Paperback Thesis Copy Right Authorization Agreement](#)

[L3-National Central Library Public Access to Online Thesis Authorization Agreement](#)

4. Thesis Submission (MSS program)

[R1-NCKU Rules and Regulations of Graduation Examination for Graduate Students](#)

• 1 copy of paperback Master Thesis

[R3-1 copy of thesis originality report-Turnitin](#)

◆ Email E-thesis to the contraction e-mail of MSS Program

5. Leaving Campus

[L4-Online Application System for Graduation from NCKU](#)

[L5-NCKU Questionnaire of Career Development for Graduates](#)

[L6-NCKU Graduate Proficiency in Core Areas Survey](#)

[L7-Online Survey for MSS Program Graduates Profile](#)

[L4-Leaving Campus Procedure Checklist](#)

◆ All the information is conform to the relevant regulations of the Curriculum Division, Registrar Division and Library of NCKU, and the latest announcement.

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Detail for Defense Procedures

1. Thesis Writing & Defense Application

◆ **Qualification for Application:** After course-taking for two semesters, and finish the 24 credit course of subjects of expertise (At least 12 EMI credits). Attain 6-Hour Academic Research Ethics Certificate for Completion, and thesis has approved by advisor(s).

◆ **Application Duration :**

Fall Semester: Starts from the beginning of semester to **20th, January**. The grade for thesis defense shall be submitted to the Registrar Division by **31st, January**.

Spring Semester: Starts from the beginning of semester to **20th, July**. The grade for thesis defense shall be submitted to the Registrar Division by **31st, July**.

◆ **Info for confirmation :**

1. Thesis Title, Date, Time, location and committee member list of Defense
2. If the thesis contains special characters, please download "Rare characters on Campus"

◆ **Application:** Online application. Please follow "L2-Thesis & Dissertation Defense Online Application" regulated by the Curriculum Division.

1. Apply defense online : Print out Master Defense Application & Defense Committee Member Name list

- For the regulations concerning defense committee members, please read carefully "NCKU Rules and Regulations of Graduation Examination for Graduate Students" & "Guidelines and Regulations of International Master's Program in Interdisciplinary Sustainability Studies Graduate Students". If the research disciplines belong to committee members of scarcity and exclusivity, the students shall propose committee member reviewing two months before defense, and submit "Oral Defense Committee Member CV Review Form"
- If the committee members do not belong to faculty member of NCKU, the applicant shall create a new profile in the system "File information of external committee members" (including the official title and address of the organization external committee members serve).
- If any revision needed for the on-line application data, please contact the MSS program office.

2. Go to "NCKU Turnitin " to conduct the thesis originality check: print out the Turnitin report

- The Turnitin report shall let the advisor and the advised student sign and add the date on the page with the similarity percentage

3. Fill in "International Master's Program in Interdisciplinary Sustainability Studies-Master Defense Form"-(Submit Online)

4. Submit Thesis Application paper documents (3 copies)

- 6-Hour Academic Research Ethics Certificate for Completion (Please finish 6-hour online courses on the CITI Program and register the certificate on the "Academic Research Ethics Education Hour Registry Platform" for inquiry purpose and submit the document when applying for oral defense).
- Turnitin Report (Overall Similarity index **shall not exceed 12%, while no more than 3% for single source**)
- Master Thesis Application Form (After apply in the "Operation of postgraduate degree examination online application " and print out the document. Add the at least 3 items of SDGs that the thesis content is align with)

➤ **Notice 1:** Once the thesis defense procedure has been confirmed, if the applicant would like to change any defense item (e.g. thesis title, committee member, date, etc.), please log in to the web page to apply for amendment and print out the [Amendment to defense application](#) and let advisor sign and send back to the MSS Program Office.

➤ **Notice 2 :** Graduate students that have applied for thesis defense cannot finish the dense within the semester applied due to any reason. Cancellation of the thesis defense shall be submitted before the final day of semester. Once cancellation is overdue and the defense is not held, it will be regarded as failure in defense once.

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Detail for Defense Procedures

2. Defense

◆ Document Preparation:

1. Master Thesis Defense Scoring Chart –

Please prepare the number of copies based on the committee member number. Send the scoring chart back to the MSS office after defense.

2. Master Thesis Certificate of Approval-

After the oral defense committee members and advisor sign, send to the MSS office for the Director signature and return to the student. Please insert the copy of Master Thesis Certificate of Approval in the thesis.

3. Letter of Appointment for Committee Members –

One week after submit master defense application form, come to obtain the document at the MSS office.

◆ Item for confirmation:

Notification to NCKU and off-campus committee members, the sending for thesis reviewing, and relevant pre-oral defense matters is in the hands of the applied graduate students.

◆ Fund subsidy:

1. 1000 NTD for each committee member as the thesis review and audit fee. If the member is not from NCKU, the travel stipend will be reimbursed based on the actual amount of the provided tickets. Please come to MSS office to get "**Thesis Review and Audit Fee and Travel Subsidy Name list**" from the MSS office and let members to sign.

2. Subsidy from NCKU: 250 NTD for each master student as miscellaneous fee for defense.

3. Receipt or invoice shall be addressed to (Title: 國立成功大學) or Tax ID No: 69115908
Receipt shall contain the Tax ID No., Add., Phone No., and the stamp of the person in charge.
The food expense for each meal per person is up to the limit of 120 NTD.
The fee for copying and appliances are reimbursed by the actual payment.
The dates for all the reimbursement proofs shall be on the date of defense or one day before.

1. Prepare all the signed documents by the committee members before oral defense

- "Master Thesis Defense Scoring Chart" , "Master Thesis Certificate of Approval"
and "Consolidated Income Receipt"

2. The defense will be presented either in Chinese or English based on the request of committee members.

3. Submit " Master Thesis Defense Scoring Chart", "Master Thesis Certificate of Approval" and other proofs for reimbursement to the MSS office.

4. Send the oral defense grade to the Registrar Division

- The score for the fall semester shall be sent before 31st, Jan. Spring semester: before 31st, July.

➤ **Notice 1** : The thesis advisor shall not act as the convener of the committee. Please elect the convener from among the committee members.

➤ **Notice 2** : Based on the NCKU remittance regulation, the applicant for master defense shall create the file for remittance at the Cashier Division.

➤ **Notice 3** : After the grade is sent to the Registrar Division, the leaving campus procedure shall be finished no later than one day before the next semester starts. Or else the applicants shall re-register and enroll for class and wait until the grade for the enrolled class is announced before applying for leaving campus procedure in the coming next semester.

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Detail for Defense Procedures

3. Turnitin & Thesis Upload

1. Please refer to the Thesis Uploading Guideline on "[Theses and Dissertations of National Cheng Kung University](#)"

- The format for the thesis shall comply to "[NCKU Guidelines for the Format of Theses and Dissertation](#)", among which the thesis title, abstract, keywords shall be listed both in Chinese and English. If the thesis is written in English, the abstract and keywords shall attach Chinese version; those written in Chinese shall attach 800-1200 words of English abstract.
- Paperback thesis shall print double-sided.

2. Go to "NCKU Turnitin " to conduct the thesis originality check: print out the Turnitin report

- The Turnitin report shall let the advisor and the advised student sign and add the date on the page with the similarity percentage
- Turnitin Report (Overall Similarity index shall not exceed 12%, while no more than 3% for single source).

3. Finish uploading the final version thesis to "Theses and Dissertations of National Cheng Kung University "

❖ Detail for Defense Procedures

4. Thesis Submission (MSS Program)

1. Submit 1 copy of paperback thesis

- MSS office will collect and send to the Registrar Division and transfer to National Central Library.

2. Submit 1 copy of the Turnitin report with similarity index for thesis originality check

- The Turnitin report shall let the advisor and the advised student sign and add the date on the page with the similarity percentage
- Turnitin Report (Overall Similarity index shall not exceed 12%, while no more than 3% for single source.)

3. Submit 1 copy file of the Electronic thesis file of the final version of thesis

- Please email the PDF file of the thesis final version to the official email of MSS Program : mss@ctld.ncku.edu.tw

➤ **Notice 1** : If the thesis need to apply for patent application need to delay for access to paper thesis(up to delay for 5 years), please fill in the "**Application for Embargo of Thesis/Dissertation**" **Form** and prepare the relevant proof documents for delayed public access(e.g. patent application, involvement project R&D confidentiality, no provision according to Industry-Academe Collaboration Contracts, etc) signed by the students and advisors personally and send to the MSS office.

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Detail for Defense Procedures

5. Leaving Campus

1. Go to "Online Application System for graduation from NCKU " to download "Graduation Procedure Form"

- Graduation Procedure Form shall be signed by the advisor personally then send to the MSS office for stamp approval

2. Fill in online survey for graduates

- Log in e-portfolio to fill in "Graduate Proficiency in Core Areas Survey"
- Go to NCKU Career Destination Survey for Graduates System at the Career Consultant Division to fill in "NCKU Questionnaire of Career Development"

3. Go to MSS office for relevant leaving campus procedure

- Fill in the online survey: "MSS Program Graduate Profile Survey".
- Stamp approval on the Leaving Campus Form

4. Go to NCKU library for thesis submission and relevant documents

- Stamp for approval on leaving campus procedure form
- Submit "Electronic Thesis Copy Right Authorization Agreement", "Paperback Thesis Copy Right Authorization Agreement", and "National Central Library Public Access to Online Thesis Authorization Agreement", 3 copies of authorization paper shall be signed by the students and advisor.
- Submit 1 copy of paperback thesis.

5. Go to Registrar Division for leaving campus procedures completion.

- Submit back the "Leaving Campus Procedure Form" with all the stamps of approval from all the units.
- Obtain Graduation Diploma

➤ **Note 1:** Students plan to finish the leaving campus procedures amidst of the semester, it is required to finish "Application for Graduation during interim of semester" before leaving campus procedure.

➤ **Note 2:** Print out the ""Leaving campus procedure form" is considered as a graduate of NCKU. Thus, the student cannot go to the library to borrow books and not available for NCKU library electronic resources, including **Turnitin**.

➤ **Note 3:** Leaving campus procedure and obtain the graduation diploma shall not be later than the the last working day before next semester starts.

International Master's Program in Inter-disciplinary Sustainability Studies

Master Defense Application Procedure

❖ Appendix-Defense and Leaving campus procedure links

No.	Relevant Regulations and Provisions	URL
R1	NCKU Guidelines for the Format of Theses and Dissertation	https://www.cc.ncku.edu.tw/rule/content.php?sn=684
R2	NCKU Rules and Regulations of Graduation Examination for Graduate Students	https://www.cc.ncku.edu.tw/rule/files/20030000/a61_e.pdf
R3	NCKU Guidelines for Turnitin	https://reurl.cc/INVIKq
R4	National Cheng Kung University Guidelines for Collecting Multimedia Audio-visual Materials	https://www.cc.ncku.edu.tw/rule/files/35000000/AI11-051.pdf
R5	Notice about the leaving school procedure at the Library	https://reurl.cc/RL48Mx
No.	Website Information	URL
L1	Academic Ethics Courses-CITC Program	https://reurl.cc/WxROLx
L2	Graduate Student Defense Application System	https://reurl.cc/gG4Y87
L3	Theses and Dissertation of National Cheng Kung University(Electronic theses uploading guideline)	https://reurl.cc/707Vr9
L4	Leaving Procedure for Graduates(Inquiry System)	https://reurl.cc/Gj4NmD
L5	NCKU Questionnaire of Career Development for Graduates	https://reurl.cc/yLYAey
L6	NCKU Graduate Proficiency in Core Areas Survey	https://reurl.cc/bVDmnd
L7	Information Survey Form for Graduates of MSS Program,NCKU	https://reurl.cc/GjpZlp
No.	Additional Information	URL
A1	Leaving Campus Procedure additional info from Registrar Division	https://reurl.cc/yLYAQ6
A2	Guide For ETD Submitting (English Clip)	https://reurl.cc/Gj4NEd