

# NATIONAL SUN YAT-SEN UNIVERSITY

## Institute of Education

### Chapter Thirteen. Oral Thesis Defense Procedures, Precautions, and Application Form

#### I. Application for Thesis Proposal Presentation

A student shall submit the “**Thesis Application and Review Form**” **two weeks prior to the oral examination**. The form shall be signed by the supervisor and submitted to the relevant case officer for review.

#### II. Thesis Proposal Presentation Announcement

Proposal presentations shall be announced based on contents provided in the application form.

#### III. Thesis Proposal

■ A student shall submit **three copies of their thesis proposal** to the case officer **one week prior to the oral examination**. “Thesis Proposal” shall be stated on the front cover. Another copy shall be prepared for submission to the relevant review committee.

■ A student must prepare **several copies of the proposal briefing** on the day of the oral examination and provide them to attending faculty members and students as a reference.

#### IV. Attendance

The supervisor and the presenter shall independently appoint “essential attendees.” Other attendees may participate freely.

#### V. General Services and Record Taking

Peers in the same department (incl., supervisors) shall actively provide supports, or juniors may be asked to assist in relevant tasks.

#### VI. Funds

■ Students shall cover all costs relating to master’s thesis proposal presentations.

■ The Department Affairs Office covers all oral thesis defense fees of external committee members and travel expenses of doctoral thesis proposal presentations. Remaining costs are covered by applicants.

■ External oral examination committee members must each complete a parking application form that must be submitted to the Vehicle Management Committee in order to obtain a parking license.

■ External faculty members that serves as examiners for the first time at the university must provide their ID numbers, post office accounts, and registered address for billing purposes (university faculty or examiners previously visited the university are not applicable).

#### VII. Precautions

■ Master’s students may apply for their master’s degree oral examination **three months after** passing their oral thesis defense.

■ Doctoral students may apply for their postgraduate degree oral examination **four months after** passing their oral thesis defense.

■ Students that fail to pass their oral thesis defense may not apply for their degree oral examination.