

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Education

Chapter Fourteen. Procedures and Precautions for Application of Degree Examinations

I. Application

- A. Students must apply for their degree examinations at http://selcrs.nsysu.edu.tw/edu_apply/.
- B. Deadline: Applicants must be submitted no later than two weeks before the degree examination date.
- C. Submission documents: (1) **Degree Examination Application Form**; (2) **Full Academic Transcripts**; (3) **Course Selection Record** (courses selected in the current semester); documents must be submitted to the case officer for review.
- D. Students must fill in the blank fields of the **Degree Examination Application Form**, including (1) oral examination date; (2) oral examination location; and (3) general services.

II. Thesis Degree Examination Announcement

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

III. Thesis Proposal

- A. A student shall submit **three copies of their thesis proposal** to the case officer **one week prior to the oral examination**. “Oral Examination Copy” shall be stated on the front cover. Another copy shall be prepared for submission to the relevant oral examination committee.
- B. 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 Service 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

- A. The Department Affairs Office covers all thesis advisory fees, oral thesis defense fees, and transportation costs. Remaining costs are covered by applicants.
- B. External oral examination committee members must each complete a parking application form, which must be submitted to the Vehicle Management Committee in order to obtain a parking license.
- C. 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 who previously visited the university are not applicable).

VII. Precautions

Students that fail their degree examinations may apply for re-sits in the following semester or following school year. Each student is allowed one re-sit of examination. Students that fail their re-sits will face withdrawal from the school in accordance with university regulations.