**National Chung Hsing University Department of Chemical Engineering** **Thesis Defense Application Process**

### **◎ Application Process ◎**

1. **Fulfill Course and Credit Requirements:** Complete all required courses, credits, and related regulations.
2. **Prepare Initial Thesis Draft:** Write a draft and have it reviewed and approved by your advisor.
3. **Submit Online Application for Thesis Defense:** Refer to **Stage 1** below for details.

### **◎ Workflow ◎**

1. **Pass Graduation Eligibility Review:**
	* The department office reviews applications.
	* The application and proposed defense committee are approved by the department and recommended by the program director (allow at least one week).
	* The school issues invitations to the defense committee members (allow at least one week).
2. **Conduct Thesis Defense:**
	* Refer to **Stage 2** for details.
3. **Submit Thesis and Complete Clearance Procedures:**
	* Refer to **Stage 3** for details.

### **Stage 1: Online Application for Thesis Defense**

* **Application Timeline:** Submit the application **at least 25 days before the defense** after completing registration for the semester.
* **Defense Committee Requirements:**
	1. Master’s Thesis: 3–5 members.
	2. Doctoral Thesis: 5–9 members, with at least one-third being external members.
* **Required Forms and Documents:** *(Please type all forms to ensure legibility.)*
	1. **Thesis Defense Application Form:** Download from the Academic Affairs Office website.
	2. **Faculty Member Thesis Supervision Form and Appointment Letter:** Download from the same website.
	3. **Envelopes for External Committee Invitations:** Templates available on the department website; include postal code and address.
	4. **Bank Account Details for External Committee Members:** Templates available on the department website or from the department office.
	5. **Vehicle Plate Information:** For committee members driving to campus, submit the plate number to Mr. Wu in the department office.

### **Stage 2: Thesis Defense**

* **Scheduling and Modifications:**
	+ If rescheduling, reprocess the invitation and inform the department assistant.
	+ If the thesis title changes, update the online record and include a note in the meeting minutes.
	+ Any changes to committee members require re-evaluation.
* **Department Responsibilities:**
	+ Issue appointment letters to committee members.
	+ Process payment of defense fees (direct deposit based on the student-provided committee details).
* **Student Responsibilities:**
	+ Review guidelines for formatting (cover, spine, internal layout) and ensure compliance.
	+ Submit committee members' account details to the assistant before the defense for reimbursement.
	+ On the defense day, prepare the following:
		1. **Thesis Review Page:** (1 copy, downloadable from the school website).
		2. **Thesis Defense Result Notification Form:** (1 copy).
		3. **Evaluation Forms:** (as many as there are committee members).
		4. **Plagiarism Check Results:** Attach to the result notification form.
		5. For committee members traveling by high-speed rail, collect ticket stubs on the same day for reimbursement.
		6. Keep one copy of the defense meeting minutes for final clearance.

### **Stage 3: Clearance and Submission of Documents**

1. **Thesis Submission:**
	* Complete online submission to the NCHU Library, adhering to the library’s review schedule (including authorization forms).
2. **Submit the Following to the Department Office:** *(All online submissions can be done via the link at the bottom-right corner of the department clearance form.)*
	* **Research Area Information:** Fill out and submit.
	* **Electronic Thesis Copy:** Submit to the assistant’s email at yrku@nchu.edu.tw. The paper thesis must comply with library regulations.
	* **Meeting Minutes:** Original signed copy or submit online.
	* **Thesis Defense Result Notification:** Original copy or submitted by the advisor.
	* **Evaluation Forms:** Original copies or submitted by the advisor.
	* **Clearance Forms:** Two copies (school and department). Submit to the assistant.
	* **Alumni Association Membership:** Join both the NCHU Chemical Engineering Alumni Association and the department’s specific Facebook group for graduating students (e.g., "NCHU ChemE 2017 Graduates").