

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.
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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.
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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.
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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").