

National Yunlin University of Science and Technology

Procedures for Application of Masters and Ph.D. Degree Examination

(January, 2017)

For graduate students

The application for degree examination can be accessed during the following periods:
Fall semester: from the first day of new classes to December 15th
Spring semester: from the first day of new classes to May 15th

©SSO/Academic System/[Application for Masters and Ph.D. Degree Examination](#):
 Please print the application form online and attach the following documentation: “Review Form for Master’s/Doctoral Oral Defense Application,” “a copy of the academic transcript,” and “draft of thesis/dissertation”. Students shall have the application approved and signed by the advisor and submit it to their home department/institute for processing.

© [Withdrawal of Degree Examination](#): Students who haven’t satisfied all degree requirements for the degree examination or are not able to take the examination due to any special circumstance can request withdrawal of the application with a hard-copy form prior to the end of the semester.

Application for withdrawal of degree examination

If you are not qualified to take the degree examination on..., the examination on that date shall be cancelled.

If the committee member is not qualified, a new one shall be appointed.

For department/institute

1. After reviewing the documentation for degree examination, please recommend and appoint degree examination committee members.
2. **Submission of official document:** Please attach the “Application Form” and “Review Form for Master’s/Doctoral Oral Defense” and have the official document countersigned by the Office of Academic Affairs. Request the approval of the President when appointing committee members.

After reviewed by the Registration Division, your graduation credits are not enough.

Office of Academic Affairs

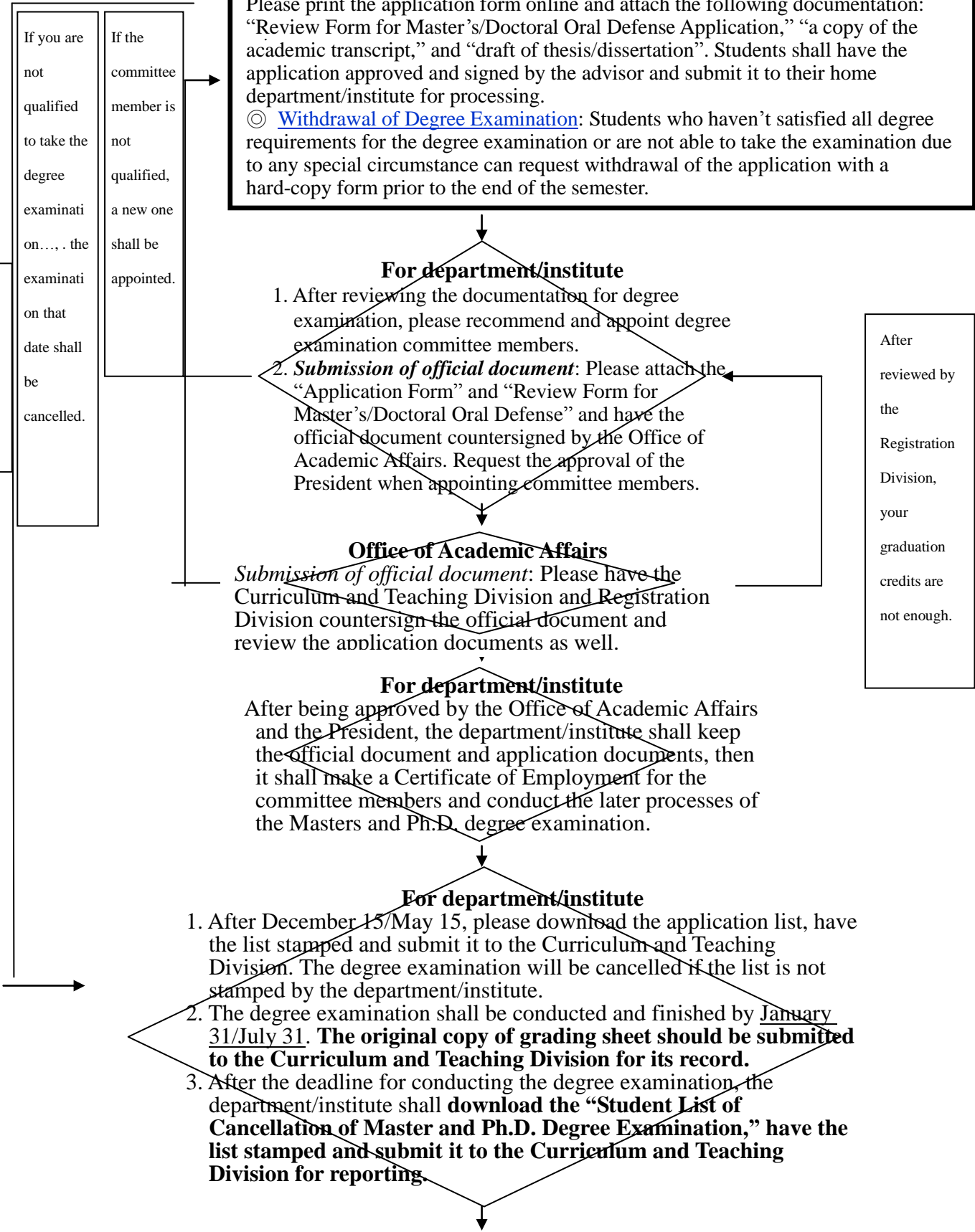
Submission of official document: Please have the Curriculum and Teaching Division and Registration Division countersign the official document and review the application documents as well.

For department/institute

After being approved by the Office of Academic Affairs and the President, the department/institute shall keep the official document and application documents, then it shall make a Certificate of Employment for the committee members and conduct the later processes of the Masters and Ph.D. degree examination.

For department/institute

1. After December 15/May 15, please download the application list, have the list stamped and submit it to the Curriculum and Teaching Division. The degree examination will be cancelled if the list is not stamped by the department/institute.
2. The degree examination shall be conducted and finished by January 31/July 31. **The original copy of grading sheet should be submitted to the Curriculum and Teaching Division for its record.**
3. After the deadline for conducting the degree examination, the department/institute shall **download the “Student List of Cancellation of Master and Ph.D. Degree Examination,”** have the list stamped and submit it to the Curriculum and Teaching Division for reporting.



Thesis/Dissertation:

1. Please upload the whole content of your thesis/dissertation to the website of the library. After being approved, please visit the library to sign the “Letter of Authorization to Upload E-file of Thesis/Dissertation” and submit the regulated number of hard copies of your thesis/dissertation. (For further information, please contact the library.)
 2. **Please submit a hard copy of your thesis/dissertation to the Curriculum and Teaching Division of the Office of Academic Affairs.** The hard copy will be send to the National Library in accordance with “Degree Conferral Law” regulated by the Ministry of Education.
- **Deadline to leave the school (For further information, please contact the Registration Division): Please finish all the processes within the regulated time.** Students who do not finish all the processes within the regulated time in the current semester shall register for the next semester, and students who want to apply for earlier graduation shall fill out the “Application Form for Request of Diploma due to Earlier Graduation (Graduate Students)” and go to the Registration Division to obtain their diploma 3 days after the application is approved.