

ADMINISTRATIVE PROCESS OF THESIS DEFENSE

Thesis Proposal Defense (Graduate Qualification Examination)

1. Upload thesis title

Before submitting a thesis proposal defense application, you must upload your thesis title and the name of your advisor at iNCCU.

(Login to iNCCU account → 校務系統 Web 入口 [Campus Web Info. Portal]
→ 學術服務 [Academics] → 研究生申報論文題目)

For more instructions: Please refer to “[How to upload thesis title](#)”

2. Submit an application

Download and complete the “**Proposal Defense Application Form**” and submit it to the IMICS office **at least two weeks before the defense.**

You will need to inform the IMICS office of your defense date, meeting place, the committee members’ names, and their affiliated universities. As a reminder, **at least one** of your committee members must be from **outside the university.**

Remember to inform the IMICS office beforehand if your committee member needs a temporary parking permit. If your Non-NCCU committee is from outside Taipei or New Taipei City and requires transportation reimbursement, please contact the IMICS office for further information.

Forms you need to submit for proposal defense application:

- Proposal defense application form (with advisor’s signature)
- Thesis title application form (with advisor’s signature)

3. Note the one-month interval

The recommended minimum interval between the proposal defense and final defense is **one month**. This one-month interval is to ensure students take adequate time to revise the proposal and be fully prepared for the final defense. The interval may only be waived with explicit approval from the thesis advisor.

4. On the proposal defense day

Students must prepare one copy of the **“Proposal Defense Result Form”** and place it in an envelope. All committee members must sign on the form to show approval. Ask your advisor to place the form back in the envelope after the proposal defense and submit the form to the IMICS office.

Students are also responsible for ensuring that everything in the classroom is in order and meets requirements. It is therefore highly recommended that you test the projector, and other equipment needed in advance of the defense. It is better to have all the materials prepared a few days before the defense and double-check everything with the IMICS office.