

Procedures for Master's Degree Examination, Department of Environmental Engineering, National Cheng Kung University

Revised on 2025.08.20

Before applying for the oral defense, please download the relevant regulations and forms regarding the university's graduate degree examination rules from the 'University/Administration/Office of Academic Affairs/Curriculum Division/Degree Examination' section on the website : <https://cid-acad.ncku.edu.tw/p/412-1042-1378.php?Lang=zh-tw>.

I. Application time, deadline, and grade submission time (All information is for degree examination purposes only).

1. 1st semester : **Applications must be submitted two weeks before the oral defense date. Example: If the defense is scheduled for January 10, the application must be submitted by December 27;** the online application deadline is January 20. The Department office must submit Oral examination results to the Registration Division before January 31.

Please complete the following two tasks by December 20:

(1) Must inform the department office through email with the following content: 'Hello, I am a master's student, XXX. I plan to apply for the degree examination on [Month] [Day]. My student ID is P56XXXXXX. Thank you.'

(2) The department office will request the official transcript from the Registration Division. Once received, students will be contacted via email to confirm graduation credits and English proficiency results at the department office and sign for verification.

2. 2nd semester : **By the department's announced schedule** (around mid-March), **the online application deadline is July 20**. The Department Office must submit the oral defense results to the Registration Division by July 31.

II. Application System : Graduate Degree Examination Online Application Process (system website <http://campus4.ncku.edu.tw/wwwmenu/program/mou/>)

If the appointed committee member's name cannot be found in the system, please first create the member's profile under External Committee Member Information.

(Enter the member's institutional address and unit name for the mailing address field.) After completion, re-select "Add" in the system. If modifications are required after submission, please get in touch with Ms. Kuan-Hua Huang at extension 65806, providing your student ID and name.

★**Due to word count limitations in the application system, please uniformly fill in the exam location as 'Environmental Engineering Department, X Floor, Room 47XXX'.** Additionally, if multiple graduate students from the same laboratory defend on the same day, oral defense times must be staggered. Each exam session typically lasts approximately 70-80 minutes."

★**Online Application Process**

FAQ (Q2-3): What should I do if there is an error in my degree examination application information?

A2-3: Different handling methods depending on the time.

1. **Modifications to advisor, committee member, examination date, thesis/dissertation title (Chinese/English), or withdrawal:**
 - (1) **If the application form has not been submitted:**
Contact the department office. The staff will mark the application as "incomplete" in the system (Student Examination Data Maintenance Program), allowing the student to log in again and edit.
 - (2) **If the application form has been submitted but not yet sent for review:**
Contact the department office. Staff will assist with corrections in the system, and the changes must be stamped/approved on the revised form.
 - (3) **If the application form has already been sent for review by the department office:**
Wait until the review is completed, then log back into the [online application system](#) to submit a modification request.
2. **Modifications to examination time, venue, or thesis/dissertation writing language:**
Log in to the [online application system](#), make the necessary changes under "**Examination Application,**" and save.

FAQ (Q2-4): How should I handle modifications to the thesis/dissertation title or withdrawal if the application semester has already ended?

A2-4: Treatment depends on the stage or timing

1. If the thesis has not yet been uploaded, and it is before the start of the following semester, modifications may still be made through the online application system.

2. If the thesis has not yet been uploaded, and it is after the start of the following semester: Download the “Application for Overdue Change Topic of Thesis/Dissertation” or “Application for Overdue Degree Examination Withdrawal” from the Curriculum Division → Application Forms → Summer Course section. Complete the form, obtain the required approvals and stamps, and submit it to the Curriculum Division.
3. If the thesis has already been uploaded (graduation and clearance completed): Modifications to the thesis/dissertation title will not be accepted.

★ Supervisor and Defense Committee

FAQ (Q4-1): Why can't I find a committee member's information in the system?

A4-1: Students may create the member's profile directly in the [online application system](#) for external committee members. Please contact the department office so internal committee members can add the information via the [Committee Member Data Entry Program](#).

FAQ (Q4-2): What if a committee member's title or institutional affiliation is incorrect in the system?

A4-2: First, confirm that the information corresponds to the correct committee member (to avoid confusion with another person of the same name). Then contact the department office to request [Committee Member Data Entry Program](#) corrections.

FAQ (Q4-3): Can an external committee member be designated as the thesis/dissertation advisor?

A4-3: No. According to NCKU Graduate Student Policies and Rules, advisors must be faculty members of NCKU, including full-time and adjunct faculty.

★ **Starting from the 2025–2026 Academic Year, Fall Semester (AY 114, 1st Semester)**, students who wish to apply for **thesis embargo (to not make their thesis public for a specific period) must apply through the online application system before the oral defense**. Details are as follows:

◆ Review Procedure:

Effective from the 2025-2026 academic year, Fall Semester (AY 114, 1st Semester), **students must apply for a thesis embargo before their oral defense**. They should submit the necessary documents for the examination committee during the defense to review and confirm whether the thesis contains confidential, patent-related, or legally restricted information.

◆ Review Requirements:

1. Confidentiality or Legal Restrictions: Applicants must provide the relevant legal provisions or concrete supporting evidence.
2. Patent Documentation: Applicants must provide the patent application number or relevant supporting documentation.

◆ Embargo Period:

1. **Each application for deferring the public release of the electronic full text and the hard copy may be approved for a maximum of five years and must be applied sequentially.**
2. A second application requires approval from all original members of the degree examination committee, or review and approval by the department/graduate institute council. The National Cheng Kung University Thesis Embargo Application form is shown below. Please download it from the Registrar Division website under "Application Forms >> No. 26."

國立成功大學學位論文延後公開申請書
Application for Embargo of Thesis/Dissertation

申請日期：民國____年____月____日

請雙面列印

Application Date: ____/____/____(YYYY/MM/DD)

Print on Both Sides

姓名 Name	學號 Student ID	學位類別 Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor
電子郵件 Email Address	聯絡電話 TEL	畢業年月 Graduation Date (YYYY/MM)	民國____年____月 ____/____/____ (YYYY/MM)
系所名稱 School/Department			
論文名稱 Article Title			
延後公開原因 Reason for embargo	<input type="checkbox"/> 專利事項 Patent matters <input type="checkbox"/> 涉及機密 Confidential information <input type="checkbox"/> 依法不得提供 Not permitted to be provided on statutory grounds		
申請項目 Options	<input type="checkbox"/> 紙本論文及電子全文延後公開 Delay public access to the printed and electronic copies of my thesis, including the online bibliographic record.	公開日期 / Delayed Until 延後至多5年 / Not exceed 5Ys	民國____年____月____日 西元____/____/____ (YYYYMMDD)
申請人簽名： Applicant Signature: _____	指導教授簽名： Advisor Signature: _____		
學校權責單位章戳(請蓋申請系所章戳)：已經過學位考試委員或系所務會議審核通過。 Seal of the Authorization Institute: <u>Committee Signature, or the department affairs meeting.</u>		送件流程 / Procedure 	

【說明】

1. 依教育部107年12月5日臺教高(二)字第1070210758號函、109年3月13日臺教高通字第1090027810號函、112年2月14日臺教高(二)字第1122200197號函、114年6月4日臺教高通字第1142201506號函，請據實填寫並檢附由學校權責單位認定之證明文件，經由學校向國家圖書館提出申請，無認定單位簽章者將退回學校處理。
延後公開之學位論文送存本館時，應將延後公開申請書及相關證明文件，併同紙本論文及電子全文檔送存。
依教育部114年6月4日臺教高通字第1142201506號函有關學位論文延後公開(一定期間不予公開)機制：每次申請紙本論文及電子全文延後公開至多為5年，且需逐次申請；第2次起之申請程序，仍應取得原所有學位考試委員審核確認，或經原就讀系(所)務會議審核確認，經由學校向本館提出申請。
論文已送達國家圖書館者，有申請延後公開之需求，須經由學校發函，並將延後公開申請書及相關證明文件送本館申請。
5. 為保障權益作者權益，申請全文延後公開即包含書目延後公開。

III. Application Documents :

The Department of Environmental Engineering provides three meeting rooms available for oral defense: **Room 47102 (1F) and Room 47207 (2F) [please scan the QR code posted outside the room to register], and Room 47222 (2F) [please inquire at the Department Chair's Office].** Students must first confirm the desired date and time of use, ensure no prior reservation, and complete registration.

Afterwards, the following application documents shall be submitted to the Department Office for processing:

1. **Master's Degree Examination Application Form**- Signed by the thesis advisor.
2. **Print out the 'Turnitin report' for the thesis:** The report must show results below 20% similar. The advisor and the student must sign it personally (no stamps).

IV. Pre-Examination Guidelines :

1. If the **examination date or committee members need to be changed**, the [Degree Examination Change Application] must be submitted at least 5 days before the oral defense. If the **thesis title (in both Chinese and English) or the exam time (not the date)** must be changed, please apply at least 2 days before the oral defense. All changes must be processed through the "Amendment to defense application" and submitted to the Department Office.

2. Two Days Before the Examination, Students must collect the following documents from the Department Office: **Thesis Review and Transportation Reimbursement Form, Committee Appointment Letters, Degree Examination Evaluation Sheets, and Certificate of Degree Examination.**

★If multiple students from the same laboratory are defending on the same day, they must coordinate to designate one representative (or an assistant) to handle the collection and safekeeping of the above materials. (No additional appointment letter will be issued if a committee member has served in a defense that semester.)

3. If the examination committee requires corrections to any **wording or punctuation** in the thesis **(Chinese or English):**

★**For modifications that can be made directly through the Degree Examination Change Application**, students must **personally** log in to the [Graduate Degree Examination Online](#)



研究生學位考試網路申請作業

Operation of postgraduate degree examination online application

國立成功大學 National Cheng Kung University

學位考試申請
Defense apply

學位考試申請書列印
Print defense application form

學位考試論文評分表
Defense scoring sheet

學位考試論文證明書
Defense certificate

校外委員資料建檔
File information of external committee members

學位考試異動申請作業
Amendment to defense application

學位考試異動表列印
Print Amendment to defense application

視訊考試申請
application for the degree examination conducted via video conferencing

請登入帳戶 Login	
學號： NCKU ID Number	<input type="text"/>
密碼： Password	<input type="password"/>
<input type="button" value="登入Login"/> <input type="button" value="重設Reset"/> <input type="button" value="注意事項"/>	

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System during the defense and correct before requesting assistance from the Department Office (Ms. Kuan-Hua Huang).

★ **For modifications that cannot be made through the Change Application**, students must also request assistance from the Department Office during the defense.

4. Committee Member Review and Travel Reimbursement

★ Before the defense, students must confirm the mode of transportation used by committee members (e.g., train, High-Speed Rail). Travel reimbursement is limited to the **actual fare from the committee member's place of employment to Tainan City**.

Reimbursement Methods	Document Required [Please inform the department office of the reimbursement method and the committee member's mode of transportation before the oral defense.]
1. Advisor pays in advance (review and travel fees)	reimbursed later into the advisor's account.
2. Direct reimbursement to committee members	<p>Students must email the following to the Department Office (Ms. Kuan-Hua Huang, z9507024@ncku.edu.tw):</p> <p>1. Committee member's e-mail address, 2. Post Office or bank account number (with scanned copy of account passbook cover) 【The oral defense committee members may directly submit the above documents to the department office staff, or the student may collect the documents from the committee members and forward them to the office. In either case, please ensure that the student's name and the examination date are clearly indicated.】</p> <p>Example of a message to a committee member:</p> <p>“Dear Professor OOO, as NCKU's financial system does not yet have your account information, your oral defense participation reimbursement will be transferred directly into your Post Office account. For record purposes, kindly provide a scanned copy or photo of your passbook cover (showing the account number and account holder's name).</p> <p>A bank account may be used if you do not have a Post Office account, but NT\$10 will be deducted as a handling fee. I appreciate your cooperation.”</p>

- ★Arrangements for notifying committee members, mailing theses for review, and providing meals/accommodation for external committee members are the responsibility of each advisor's laboratory.

V. Notes for the Day of the Oral Defense:

1. After the oral defense, students must return the documents signed by all committee members: the Degree Examination Evaluation Sheet (one for each committee member) and the Thesis Review and Transportation Reimbursement Form to the department office. (If external committee members are invited, transportation reimbursement shall be based on the **actual round-trip fare from the committee member's place of employment to Tainan City**, reimbursed on an actual expense basis (實報實銷), according to the three reimbursement methods specified earlier.)

If a committee member drives a private vehicle, reimbursement will be calculated based on a Tze-Chiang Limited Express (自強號) train ticket fare. If parking on campus is required, students must apply to the Campus Security Office for vehicle entry. Note: Beginning January 1, 2020, same-day round-trip transportation reimbursements no longer require ticket stubs.

2. Students must retain their own copy of the **Degree Examination Certificate**, which will be required when uploading the thesis to the Library's "[Information about Graduation Procedure.](#)"
3. Miscellaneous Fees:
 - (1) Each Master's student is eligible for a miscellaneous fee of NT\$250, and each Doctoral student is eligible for NT\$1,000. These funds may be used for refreshments, stationery, printing, or photocopying. Invoices or receipts must clearly indicate: Date, item name, unit price, quantity, total amount, and the **NCKU Unified Business No. 69115908**.

Reimbursement methods	Document required
Advisor pays in advance	Reimbursed into the advisor's account.
The student pays in advance.	Only students serving as NCKU part-time assistants are eligible; the student must provide their ARC number for reimbursement.

- (2) Receipts for meals may be submitted jointly by laboratories, but must include all applicants' student ID and name. (please include student ID + name).

VI. Note After the oral defense:

1. After passing the thesis oral examination, students must **revise the thesis draft as the committee requires. They must then print** a Turnitin Similarity Report showing a similarity index below 20%, **signed by hand** (not stamped) **by both the advisor and the student**.

★Before binding the thesis, prepare the **Thesis Certificate Signature Page**, signed by the thesis advisor. **Before submitting the certificate to the Department Chair for signature**, ensure that **the following text has been deleted** from the bottom of the certificate: “**(The certificate must be signed by the committee members and advisor(s). Each department/graduate institute/degree program can determine whether the chair/director also needs to sign.)**”

★Upload a complete scanned copy of the thesis (including the **Certificate of Degree Examination** and the **Turnitin Similarity Report**) to the NCKU Library system. After the Library approves the submission, students may proceed with the official printing and binding of the thesis.

2. For regulation regarding thesis formatting, please refer to: NCKU Thesis/Dissertation Formatting Guidelines. <http://cid.acad.ncku.edu.tw/var/file/42/1042/img/3133795.pdf>

VII. Note for Clearance procedures:

Please refer to our Department's website → Documents → **School-leaving Procedures 業生離校手續(PDF File)**.

Please submit the following school-leaving application documents to Ms. Huang in the department office:

1. After passing the oral defense, students must revise the thesis draft and resubmit a printed **Turnitin Similarity Report** with a similarity index below 20%, signed in **handwriting** (not stamped) **by both the advisor and the student**.

2. English Proficiency Certification

★If the requirement is unmet: Students must submit the original transcript of the failed English proficiency test to the Department Office for verification before graduation clearance.

★If the requirement is met: Students must upload the test results to the NCKU online system: 「[Confirmation of Foreign Language Competence System](#)」.