

# National Cheng Kung University Department of Environmental Engineering Master's Program Degree Examination Procedures

Revision time : 2025.05.22

Before applying for the oral defense, please download the relevant regulations and forms regarding the university's graduate degree examination rules from the 'University/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. 1<sup>st</sup> semester : **Please submit your application at least two weeks before the oral examination date (for example, if the oral exam is on January 10, submit by December 27).** the online application deadline is January 20. Oral examination results must be submitted to the Registration Division by 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 notify the registration office to provide the academic transcripts from previous years.

2. 2<sup>nd</sup> semester : By the department's announced schedule (around mid-March), **the online application deadline is July 20.** The oral defense results must be submitted to the registration office by July 31.

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

If the name of a committee member is not found during the online application, please register the external committee member in the external committee member data system (in the address field, please fill in the service institution's address and unit name), then select to add them. If data amendments are needed after application submission, please call 65806 and provide your student ID and name

for amendments. ★ **Due to word count limitations in the application system, please uniformly fill in the exam location as 'Environmental Engineering Department, X Building, Room 47xxx'.** Additionally, if multiple graduate students from the same lab conduct the oral defense on the same day, please schedule each session alternately. Each exam session will last approximately 70-80 minutes."

### III. Application Documents :

Our department has three meeting rooms available for use as oral defense venues:

- Room 47102 (1F) [Please get in touch with Ms. Huang at the department office for inquiries]
- Room 47207 (2F) [Please get in touch with Ms. Huang at the department office for inquiries]
- Room 47222 (2F) [Please inquire at the department head's office]

Please confirm the scheduled date and time for the oral defense, ensuring that no one else has already reserved the room. After confirming the reservation and registering, please submit your application to the department office.

1. **Print out the 'Master's Degree Examination Application Form':** Please have your advisor sign and stamp it, then submit it to the department office for processing.
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**, please submit the [Degree Examination Change Application] 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 2 days **before the oral defense and** submit the revised documents to the office.
2. Please go to the department office to collect the [Thesis Review and Travel Expense Reimbursement List] and the [Oral Examination Committee Appointment Letter] (if the committee member has already participated in an oral defense this semester, no appointment letter will be issued) 2 days before the oral defense.

3. Please print out the **Master's Degree Examination Thesis Evaluation Form**. The number of copies should match the number of oral defense committee members.

4. Please print out the **Thesis Certificate**. You do not need to submit it to the department office; **bring it to the oral defense and have the oral defense committee members sign it.** ; If the format of the Thesis Certificate is incorrect, please find Ms. Huang in the department office for assistance at least 2 days before the oral defense.
5. Reimbursement methods for the [Thesis Review Fee] and [Travel Expense] of the oral examination committee's thesis:
- ★Please first confirm the transportation method used by the oral examination committee members on the day of the exam, such as train or high-speed rail (fares can only be reimbursed for travel **from the committee member's current workplace to Tainan**). This will simplify the subsequent application process.

Reimbursement Methods	Document Required
1. Paid by the advisor first	The payment will be transferred later to the advisor's account, which paid the fees.
2. The payment will be directly deposited into the committee member's account after reimbursement.	Please email the department office's Ms. Huang (z9507024@ncku.edu.tw), the committee member, with the following information: 1. <b><u>E-mail</u></b> 、2. <b><u>Post Office or Bank Account Number (Please attach an electronic copy of the bank or postal savings book.)</u></b> 【The oral examination committee members can directly send the above documents to the department office staff, or the student can collect the documents from the committee members

	and then forward them (please make sure to include the student's name and the examination date).】
--	---

- ★ Each advisor's lab should handle the notification to internal and external committee members, send the thesis for review, and arrange transportation, accommodation, and meals for external committee members.

## V. Important things to note on the day of the oral defense:

- After the oral exam, please submit the **Master's Degree Thesis Examination Scoring Form** (based on the number of committee members at the time of application) and the **Thesis Review and Transportation Fee Reimbursement List** to the department office after having them signed by the committee members. (If external committee members are invited, the transportation fees will be reimbursed based on the actual mode of transportation used for the round-trip **from the committee member's current workplace to Tainan** (the fees will be processed using the reimbursement methods mentioned above). If the committee member drives their car, the reimbursement will be calculated based on the Tze-Chiang (Express) train ticket fare. If the committee member needs to drive onto campus and park, the student should apply to the university's security team for campus entry permission. Note: Starting January 1, 2020, no ticket receipts are required for same-day round-trip transportation expenses.
- Please keep the **Thesis Certificate** if you need to upload it.
- Miscellaneous Expense Application :
  - (1) Each graduate student has a miscellaneous allowance of 250 NTD, which can be used for purchasing snacks, stationery, and photocopying. The invoice or receipt must include the tax ID number 69115908.

Reimbursement Methods	Document Required
1. Paid by the advisor first	The payment will be transferred later to the advisor's account, which paid the fees.
2. Paid by the student first	Please provide the ARC (Alien Resident Certificate) number of the student who made the advance payment. The student must have served as a part-time assistant at the school in order for the reimbursement to be processed.

- (2) The date, item name, unit price, quantity, total price, and tax ID number on the receipt or invoice must be filled in clearly. Meal receipts can be submitted with the research lab's application (please include student ID + name).

## VI. Important things to note after the oral defense:

1. After passing the thesis oral examination, please revise the thesis draft and resubmit it along with the **Turnitin Thesis Similarity Report** (the similarity result must be below 20%). The report must bear the handwritten signatures (not stamps) of both the advisor and the student. Before binding the thesis, prepare the **Thesis Certificate Signature Page**. After obtaining the advisor's signature, please submit it to the department chair for signing. Please remove the "Qualified Cover Page" text at the bottom before signing (**Whether the unit supervisor's signature authorization is required is determined by each college, department (institute, degree program) independently.**) (**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.**) and others ; The complete thesis (including the Thesis Certificate) and the Turnitin Thesis Similarity Report must be uploaded as scanned files to the library. Once the library approves the submission, the thesis can be officially printed.
2. Please refer to the "National Cheng Kung University Master's and Doctoral Thesis Format Guidelines: <http://cid.acad.ncku.edu.tw/var/file/42/1042/img/3133795.pdf>

## **VII. Important things to note for school-leaving procedures:**

Please refer to our department's website → Download Documents → Master's Degree → **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 thesis oral examination, please revise the thesis draft and resubmit it along with the **Turnitin Thesis Similarity Report** (the similarity result must be below 20%). The report must bear the **handwritten signatures (not stamps) of both the advisor and the student.**
2. English Proficiency Certification

**★Those who have yet to pass: Please attach the photocopy of the score report during the school-leaving procedure**

**or**

**★Those who have passed: Please upload the result to NCKU's website 「[英文抵免及外國語言能力成就檢定系統 Confirmation of Foreign Language Competence System](#)」.**