

***Online Thesis Defense***  
***Application Process***

**A Practical Supplement Guide  
for PhD Students**

### **Go through the checks**

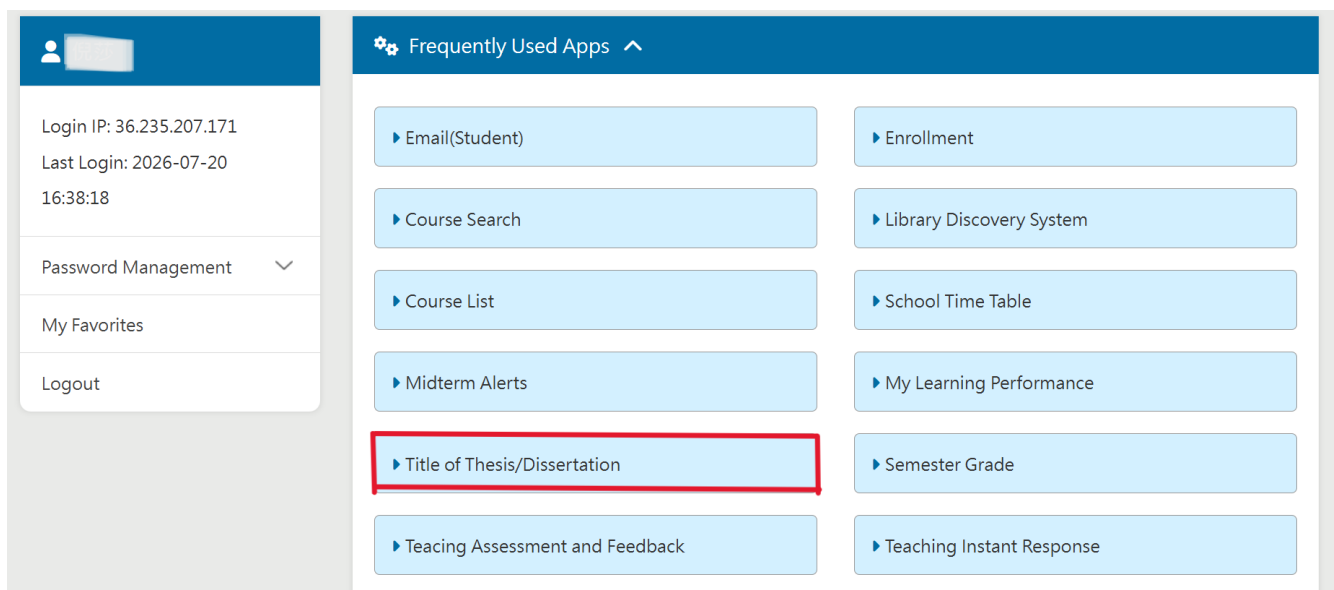
- Complete all required course credits and satisfy program's graduation requirements.
- Successfully complete the qualifying examination
- Check the official application period and deadline for that semester to ensure timely submission
- Complete your dissertation and discuss with your advisor whether it is ready for oral defense.
- Obtain your advisor's approval to proceed with the oral defense application.
- Consult with your advisor to finalize the oral defense committee members.
- Coordinate with your advisor and committee members to determine a suitable defense date and time.
- Reserve the oral defense venue (Inform program office to reserve it for you)

### **Prepare the required documents**

- Final dissertation title (English & Chinese)
- Advisor's approval
- Committee members' information (English and Chinese name with designation and institution name where they work)
- Committee members' email addresses
- Proposed oral defense date and venue
- Dissertation abstract
- Thesis Originality Report (Turnitin Similarity Report) – including the similarity percentage and the complete analysis report.

### **Fill the application**

- Log in to NCHU Single Sign on System <https://portal.nchu.edu.tw/>
- Click on English version and go ahead with the what is shown in the picture below



- Go down to the page and check the following
  - Graduation credit checking
  - Check your personal information (if you find any incorrect information about you, go ahead and change it)
- Then go down and check if you have met all the requirements as shown in the image below



國立中興大學  
National Chung Hsing University

校務資訊系統  
Academic Affairs System



熱忱  
PASSION

中 EN

Settings

D10F International Doctoral Program in Taiwan and Transcultural Studies 5 Grade

Changing Your Password

Announcements

Log Out

Status

Info. of Course

Course Selection

Academic Scores

Graduation

Assessment

Evaluation

TA Service Support

興大學位考試系統 | Degree Exam Application

聯絡資訊

|               | Registration situation                                        | Graduate credits meet           | 考試申請<br>Exam application                                                                               | 審查結果<br>Review results                                                                                                 | 口試結果登錄<br>Score Login                                            |
|---------------|---------------------------------------------------------------|---------------------------------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 說明 directions | 當學期註冊程序須完成<br>semester registration process must be completed | 畢業學分符合<br>Graduate credits meet | 登錄學位考試中英文題目、日期、地點及考試委員<br>Login Degree Exam in Chinese and English Topics, Dates, Venues and Examiners | 1. 畢業學分滿足(Graduate credits meet)<br>2. 考試委員資格符合(The qualifications of the examination committee meet the requirements) | 口試結果已登錄，可進行離校程序<br>Exam score are logged in and can leave school |
| 狀況 Status     | ✓                                                             | ✓                               | ✓                                                                                                      | ✓                                                                                                                      |                                                                  |
| 狀況說明 Status   | 1142 完成註冊 OK                                                  | 已完成 OK                          | 已完成 OK                                                                                                 | 審查完成可列印 OK                                                                                                             | OK                                                               |

- Click on '**Graduation**' at your left
- Then go to '**degree exam system**'
- Then, go to '**I understand, I'm starting to login**'
- Click on '**Next Step**'
- Answer the question and proceed further



## National Hsing University Degree Examination System

Upload file: Certificate of completion for academic ethics courses

The department office teaching assistant has been verified and cannot upload any more content.

The certificate of completion for academic ethics courses has been obtained and attached (for students enrolled from academic year 105 (August 2016-Jul 2017)).

| Upload file ( PDF only) | Upload file view              | Upload status   | Verification status                              |
|-------------------------|-------------------------------|-----------------|--------------------------------------------------|
| Unable to upload        | Upload date: 2026/04/13 11:05 | Upload complete | Department teaching assistant has been confirmed |

### Degree Examination

Chinese topic ( 300 characters limit)

在沉默與氤氳之間：印度與台灣電影中的女性主義、時間與家庭空間

- Upload your **certificate of ethics**
- Give the thesis title in **English and Chinese** (Make sure the title entered here matches the final approved version because you can't change it later)
- Then, give the details of your committee members as shown in the image below



#### National Hsing University Degree Examination System

| Serial number | Name                                         | Service Organization            | Position                       | Highest Education              | City                            | Note (limited to 10 characters)<br>Mark |
|---------------|----------------------------------------------|---------------------------------|--------------------------------|--------------------------------|---------------------------------|-----------------------------------------|
| 1             | Lin Huayuan                                  | National Chung Hsing University | Associate Professor            | PhD                            | Taichung                        | supervising professor                   |
| 2             | <input type="text" value="Zhou Hsiang-Lin"/> | National Chung Hsing            | Assistant Pro                  | PhD ▾                          | <input type="text" value="台中"/> | <input type="text"/>                    |
| 3             | <input type="text" value="Chiu-Ling Lin"/>   | National Chung Hsing            | Associate Pre                  | PhD ▾                          | <input type="text" value="台中"/> | <input type="text"/>                    |
| 4             | <input type="text" value="Shu-Jen Lin"/>     | National Taiwan Norr            | Assistant Pro                  | PhD ▾                          | <input type="text" value="台中"/> | <input type="text"/>                    |
| 5             | <input type="text" value="Po-Hsi Chen"/>     | Academia Sinica                 | Assistant Pro                  | PhD ▾                          | <input type="text" value="台北"/> | <input type="text"/>                    |
| 6             | <input type="text"/>                         | <input type="text"/>            | <input type="text" value="▾"/> | <input type="text" value="▾"/> | <input type="text"/>            | <input type="text"/>                    |
| 7             | <input type="text"/>                         | <input type="text"/>            | <input type="text" value="▾"/> | <input type="text" value="▾"/> | <input type="text"/>            | <input type="text"/>                    |

### Before Submitting Your Application

- Verify that all personal information is correct.
- Ensure the dissertation title is exactly the same as your final approved title.
- Double-check the spelling of all committee members' names and their affiliations.
- Confirm the oral defense date, time, and venue.
- Review all uploaded information before clicking **Submit**.

**Reminder:** Confirm the availability of all committee members **before** entering the defense date into the system.

### After Submitting the application

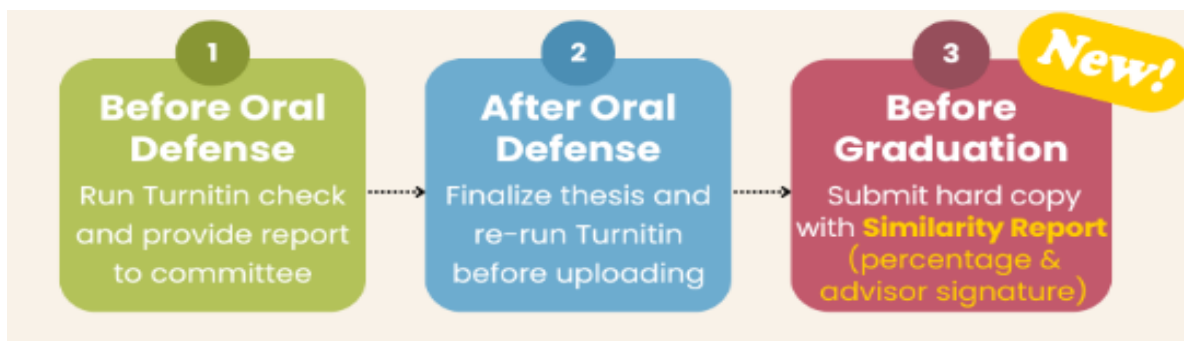
- Click on graduation on the left and download the following documents
  - **'Application of Defense for Master Thesis'**
  - **Appointment of Dissertation Committee**

- Obtain all required signatures on the **Application of Defense for Master Thesis**.



- Submit both document to the **Program Office** for review.
- The Program Office will arrange for your application to be reviewed by the **Program Affairs and Curriculum Committee**. (You will be notified of the committee's decision after the review).
- If your application is approved, the Program Office will forward the signed application form and the appointment letters to the **NCHU Registration Division** to complete the remaining administrative procedures.

### Thesis Originality Check (Before Oral Defense)



Before your oral defense, you must:

- Conduct a thesis originality check using the Turnitin system.  
<https://www.lib.nchu.edu.tw/en/study.php?cID=9>
- Provide your thesis draft together with the complete originality report (including the similarity percentage and the full analysis report) to all members of the thesis examination committee for review.
- Confirm "**Thesis originality verified via comparison system**" on the Thesis Oral Defense Result Form.

*Congrats, you have completed the process. Now prepare well for your oral defense day.*

### **Important Reminders**

Since every oral defense application must be reviewed and approved by the **Program Affairs and Curriculum Committee**, students are strongly advised to:

- Complete the online application **at least 20 days before** their scheduled oral defense date.
- Submit all required documents to the **Program Office** as early as possible to allow sufficient time for the review and administrative procedures.

### **Before Your Oral Defense**

Once your oral defense is scheduled, please send the following forms to the **Program Office**:

- **Result of Master Thesis Defense**
- **Score of Doctoral Defense**

Submitting these forms in advance allows the Program Office to prepare all required hard-copy documents and complete the necessary administrative arrangements for the day of your oral defense.

## **Final Checkpoints**

Before your oral defense, please ensure that you have completed the following:

- ☐ Completed all graduation requirements.
- ☐ Received approval for your online oral defense application.
- ☐ Obtained all required signatures.
- ☐ Submitted the signed application form to the Program Office.
- ☐ Confirmed the oral defense date, time, and venue.
- ☐ Sent the final dissertation to all committee members.
- ☐ Prepared your presentation slides.
- ☐ Tested your presentation equipment (if applicable).
- ☐ Arrived at the venue early on the day of your defense.

## **Final Reminders**

- Start preparing for your oral defense application **2–3 weeks before** the university's application deadline.
- Confirm the availability of all committee members **before** entering the defense date into the system.
- Ensure that your dissertation title is finalized and approved by your advisor before submitting the application.
- Save a copy (PDF or screenshots) of your completed online application for future reference.
- Submit the signed application form to the Program Office as soon as all required signatures have been obtained.
- Monitor your university email regularly for updates or requests from the Program Office.



- Begin preparing your oral defense presentation while waiting for your application to be approved.
- Inform your committee members promptly after your application has been approved and provide them with your dissertation according to your department's timeline.
- Remember to check the **official NCHU Academic Calendar** and your department's announcements for the latest application deadlines and graduation requirements. Failure to complete the required procedures before the official deadlines may delay your oral defense or graduation.
- If you encounter any questions during the application process, please contact **Program Office** for guidance and assistance.
- Complete the Turnitin originality check **before** your oral defense and provide the complete originality report to your examination committee.
- Ensure that the **Thesis Oral Defense Result Form** includes confirmation that the originality check has been completed.

***Congratulations on reaching this important milestone in your doctoral journey.***

*We wish you every success in your oral defense and look forward to celebrating your achievement as you complete your doctoral studies*