

Schedule and Guidelines for the Postgraduate Degree Examination Dept. of Medicinal and Applied Chemistry

● How to do

I. Oral defense application:

Please print the related documents on both sides of the paper.

Submit the following documents to Ms. Lin at Room N845 by the given deadlines. (Please refer to the application form for an up-to-date list of the required documents.)

- ✓ **Master's degree:** application form; transcript for all semesters; thesis cover and abstract; the result page of the “Turnitin” report (signed off by both the student and thesis advisor); certificate of attendance at the final evaluation on the “Center of Taiwan Academic Research Ethics Education” website; thesis Quality Evaluation Form (This document must be stamped or signed by the advisor.)
- ✓ **Doctoral degree:** application form; related document of applicant’s published journal article; English proficiency test results; the certificate of the doctoral candidate; thesis cover and abstract; the result page of the “Turnitin” report (signed off by both the student and thesis advisor); certificate of attendance at the final evaluation on the “Center of Taiwan Academic Research Ethics Education” website; thesis Quality Evaluation Form (This document must be stamped or signed by the advisor.)

This document “Thesis Quality Evaluation Form” is necessary. Please download and complete it and send it along with the application for the oral defense.

※ Note:

1. Please access the “Data input for thesis examination” interface to print out your thesis application form after filling in the required information.
 - Before going to apply this, discuss with your advisor to get approval for your final thesis defence exam committee members. The Ph. D./Master student’s committee consists of two inside-KMU members and three/one outside-KMU members. The chairman of the oral committee is preferred to be a above associate professor grade, but he/she should not be your advisor.
 - Please key in 999999 for external examiners’ ID at “Data input for thesis examination” interface, and contact your external examiners to confirm their teaching certificate numbers.
2. To access Turnitin plagiarism detection system, visit the following websites: Office of Library and Information Services → Library Services → Electronic Resources → Turnitin. Please contact extension 2133#73 if you have any questions.
3. For doctoral students, please provide the following documents as a proof of originality of your published journal article: the first page of the original thesis; a proof of your thesis’ entry (Please refer to the Chinese version of the Student Service website, visit entry ”D.7.03.”, fill in your English name or matriculation number therein to find your

journal article, and then print out the website.); as well as the JCR Data of the year of, or that of the year before, the publication of your article.

- For regulations concerning the originality of journal articles, please refer to the "PhD program Graduate Rule" page on the department's website.
- 4. Please confirm your English name, date of birth, and email address in the "Academic Profile" section on the Student Service panel.
- 5. Please manage the record of your research progress reports in seminars through the "Progress report for research" interface, and submit relevant material to Ms. Shu-Ting Chen of the Office of Academic Affairs in accordance with the regulations.
- 6. Please verify your co-advisor (if applicable) in the "Supervisor finding & print notification" section.

II. Preparations before taking the oral defense:

Please obtain: a proof of payment; the certificate of appointment of external defense examiner; the notice form of the thesis examination. The first draft of your thesis as well as the attendance certificate of the final evaluation on the "Center of Taiwan Academic Research Ethics Education" website shall be returned to you.

※ Note:

1. The students have no obligation to make advance payments for the examination fees to the internal and external examiners, or for the latter's travel expenses. The aforementioned payments shall be made directly by the school.
2. Rules on the travel expenses for the external examiners are as follows; if the schools of the examiners' employment are in Kaohsiung, their travel expenses shall not be reimbursed.
 - a. If they are visiting by public transport, unless they are taking Taiwan Railways, they will be requested to provide their transport tickets. If they are taking Taiwan High Speed Rail, it is preferable that they apply for a proof of purchase from the company (at the ticket office or the information desk).
 - b. As for taxi fares, we accept electronic receipts with a reimbursement limit of NT\$500 per day.
 - c. If the external examiners wish to park their cars on campus that day, they need to go on the Office of General Affairs website, download the "Application Form for Parking Permit" from the Form Download page, and file an application as instructed.
3. Oral Defense Refreshments Allowance: The maximum subsidy is NT\$180 per person for master's students and NT\$300 per person for doctoral students. Please remember to request a receipt or invoice when making a purchase. For invoices, please provide the uniform invoice number: 76001900, and write your student ID and name on the invoice by pencil.
4. Please print out the certificate of passing examination, grading form, and the notification

of outcome from “Application for thesis examination”. You can also refer to the procedure table for a more detailed list of procedures.

5. After the list of committee members has been approved by the supervisor, if there is a need to change the oral examination committee, a memorandum must be submitted and the updated list of committee members should be updated in “Application for thesis examination”. Both the memorandum and the new application form should be submitted to the Office of Academic Affairs for review and approval.
6. Students shall complete the oral defense before the semester ends. If you cannot take the exam, you are required to “Application for thesis examination” to fill out the application for waiver, complete the necessary endorsements, and submit it to Ms. Shu-Ting Chen of the Office of Academic Affairs, otherwise you will be considered absent, and shall be suspended if you do not pass the exam on second try.

III. Procedures after taking the oral defense:

1. You are required to upload your thesis to the “Submission” tab on the “Electronic Theses and Dissertations” website. For more information, please contact the Division of Readers’ Services at 2133#73.
2. Please confirm the information on “Data input for thesis examination” and “D.1.42.a 填寫研究生學習成效問卷” before handing in your notification of outcome to the Office of Academic Affairs.

Related Documents	Recipient
Grading form; notification of outcome	Ms. Shu-Ting Chen, Office of Academic Affairs ext.: 2423
Submit ASAP: proof of payment; receipts for external examiners; meal costs receipts Hand in before leaving school: notification of outcome; Original copy of your thesis	N845 Ms. Lin Dept. of Medicinal and Applied Chemistry ext.: 2215
Original copy of the thesis and related documents	3 rd floor of the Library

Congratulations in advance on your graduation!