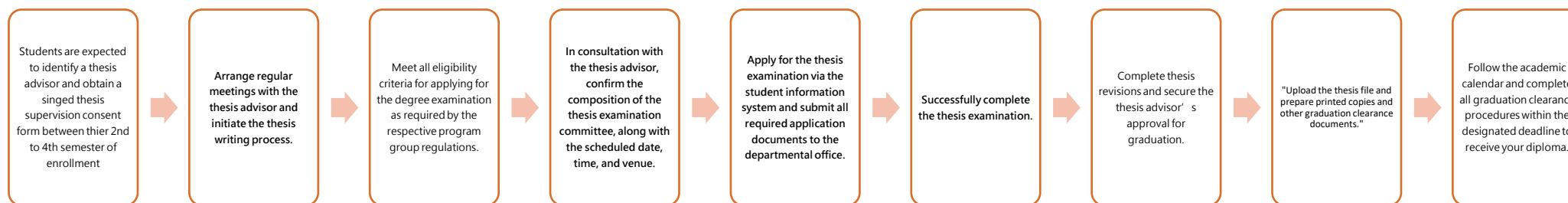


Master's Degree Examination Application Instructions



► Students must fulfill the graduation requirements of their respective program groups before applying for the thesis examination

Steps	Procedure	Remarks (Required Forms)
Confirm Advisor	Time: Starting from the 2nd semester or 2nd year. 1. The advisor should be a full-time faculty member (Assistant Professor or above). 2. A part-time faculty member may co-advise with departmental approval.	Submit the "Consent Form for Thesis Instruction". (download) This form serves as confirmation of the professor's agreement to supervise your thesis work.
Before Applying	3. Application period: Follow the schedule as specified in the school calendar .(study at THU) 4. Application Requirements 4-1. Fulfill the academic requirements stipulated by the respective program group (refer to the Tunghai University Regulations for Master's & PhD Degree Examination and the Master's Program Requirements of the Department of Architecture). 4-2. Meet the required graduation credits, including courses taken in the semester of the examination (refer to the compulsory course list for your admission year). 4-3. Complete the 6-hour Academic Ethics Course: https://ethics.moe.edu.tw/ (The account is your student ID number ; password is the last 5 digit of your student ID) 5. Prior to applying for the examination , students must confirm the thesis title, oral	The thesis examination committee must include at least 1/3 external members, with a minimum of three and a maximum of five committee members.

Steps	Procedure	Remarks (Required Forms)
	<p><u>defense date, location, and committee member list</u> (including names, highest academic degrees, affiliated institutions and departments, and titles) with their thesis advisor.</p>	
<p>Submit information (6 , 8 , 9)</p>	<p>(Please complete the following application steps at least two weeks before the oral defense. Submit items 6, 8, and 9 to the department office.)</p> <p>6. Advisor Consent Form. Log in to the Student Information System to apply and complete the following steps:</p> <p>6-1. Enter the thesis title in both Chinese and English.</p> <p>6-2. Provide the full information of the thesis examination committee members, including:</p> <ul style="list-style-type: none"> • Name • Affiliated institution • Academic title • Internal or external status • Highest academic degree <p>Note: The committee chair cannot be the thesis advisor.</p> <p>6-3. The examination date, time, and location cannot be entered directly in the student system. First, check the classroom reservation system and confirm the availability, then notify the department office of the preferred classroom and schedule.</p> <p>6-4. Download the Advisor Consent Form and obtain your advisor's signature. (This form serves as confirmation that your advisor agrees to your application for the thesis examination.)</p> <p>7. Complete the 6-hour Academic Ethics Course and obtain the certificate of completion (https://ethics.moe.edu.tw/)</p> <p>For students who have already completed the course, the certification will appear in the bottom-right corner of the academic transcript.</p>	<p>The thesis advisor may not serve as the chair of the examination committee. The chair may be designated by the advisor.</p> <p>All applications must be reviewed and confirmed by the department office before being forwarded to the Registrar's Curriculum Division for processing.</p> <p>As this process takes time, all application steps listed above must be completed at least 10 to 14 days before the oral defense.</p> <p>Submit hard copies of the following documents to the department office: the signed Advisor Consent Form and your full academic transcript.</p> <p>Students should verify in the system that they have completed the course before printing their academic transcript. If any issues arise, they must contact the department office in advance.</p>

Steps	Procedure	Remarks (Required Forms)
	<p>8. Full Academic Transcript (If you are enrolled in courses during the current semester, please also attach your individual course schedule.) Transcripts can be printed by inserting coins into the transcript vending machines located at the Office of Academic Affairs (see location map on the last page).</p> <p>9. Submit the Thesis Originality Comparison Report (Submit the report in electronic format to the department office.) The thesis must be reviewed through Turnitin and Airiti plagiarism detection systems provided by the university library. A similarity index below 20% is required. Only after the report has been reviewed and approved by the department may the student apply for the thesis oral defense. <i>Note 1: For details on plagiarism check requirements, refer to the file and relevant web pages below (Link).</i> <i>Note 2: For degree thesis services, refer to the Tunghai University Library website.</i></p>	
Exam Preparation	<p>11. Complete the invitation letter for the committee members and submit the file to the department office for printing on official department letterhead (Printing the letter is optional and at the student's discretion.) 12.7–14 days before the oral defense. Students must send the following materials to each committee member:</p> <ul style="list-style-type: none"> • The invitation letter • The committee appointment letter • A printed copy of the thesis or design project booklet <p>If the appointment letter cannot be delivered in time, it may be handed over on the day of the examination.</p> <hr/> <p>13. Welcome Poster for Committee Members Students are responsible for preparing the welcome poster, which may be custom-</p>	<p>*Download and submit the electronic files of the <u>invitation letter</u>, <u>thesis examination evaluation form</u>, and <u>thesis cover</u> to the department office for printing. (The department can print posters in A3 or A4 size. If other specifications are needed, students must handle them independently.)</p> <p>*Students are responsible for mailing the documents (the department can provide envelopes).</p>

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	<p>designed or created using a standard template.</p> <p>14. 3–5 Days Before the Oral Defense (1) Fill out the Thesis Examination Evaluation Form and the Thesis Cover Page, and submit them to the designated staff member in the department office. <i>Note: Students in Group C must consult their advisor or the committee chair to confirm whether the evaluation criteria or weighting have been adjusted due to the nature of their graduation design project.</i> (2) Confirm the mode of public transportation each committee member will use and their point of departure and report this information to the department office for reimbursement.</p> <p>15. If your thesis requires delayed publication, please prepare the National Central Library Application for Delayed Thesis Publication form, and ensure it is signed by all examination committee members. <i>Note:</i> If the reason for delayed publication is not listed on the official form, the thesis must be published immediately and cannot be postponed.</p>	<p>All materials should be sent to the committee members at least one week before the oral defense.</p> <p>For group oral defenses, a designated student should be assigned to handle the mailing.</p> <p>Download the films: 2 學位考試-各組評審表 Master's Thesis Defense Scoring Chart.doc 3-1 論文-學位考認證封面 degree exam certification-格式 format.doc 3-2 論文-全書內外格式參考 Thesis Example Word.docx</p>
<p>On the day of the Examination</p>	<p>16. Recruit helpers and prepare the examination venue in advance. Set up the room, and prepare necessary supplies and equipment (e.g., audio/video recording), as well as refreshments and beverages for the committee members.</p> <p>17. If the thesis title needs to be changed before the examination, directly revise the evaluation form, thesis cover, and other related documents, and submit the updated files to the department office.</p> <p>18. If the thesis title is changed on the day of or after the examination, All documents signed by the committee members will need to be updated. <i>Note: The thesis cover must not be manually altered; committee members may need to re-sign the documents. It is strongly advised to confirm any title changes</i></p>	<p>If it is truly necessary, the thesis title may be changed; however, numerous details must be handled with great care, and students should exercise caution.</p> <p>Audio or video recording of the defense requires prior notification to the examination</p>

Steps	Procedure	Remarks (Required Forms)
	<p><i>during the examination and inform the department office accordingly.</i></p>	<p>committee and may be used solely for the purpose of revising the thesis. Recording is permitted only during the oral defense itself. Recording must cease while the committee deliberates on the grade; failure to comply will result in the examination being nullified.</p>
<p>After the exam</p>	<p>19. If the thesis title has been changed, please resend the final version of the thesis title in both Chinese and English to the department office.</p> <p>20. After completing thesis or graduation project revisions:</p> <p>20-1 Conduct a final similarity check on the completed thesis, and have the result confirmed by your advisor. Submit the Thesis Similarity Report (digital file) to the department office.</p> <p>20-2 Refer to the Thesis Submission Review Procedure and Thesis Submission Guidelines for detailed instructions.</p> <p>20-3 The thesis cover signed by all committee members should be provided by the advisor or forwarded by the department office. You must scan and insert the signed cover page as the first page of your final thesis PDF.</p> <p>21. You will receive email from the National Central Library's Thesis and Dissertation Submission System, allowing you to upload the full electronic version of your thesis and proceed with graduation clearance.</p> <p>22. Printing the Thesis</p>	<ul style="list-style-type: none"> • If the thesis title has been changed, ensure that the title on the signed cover page by the committee members matches the final version. • Be mindful of the file size—if the PDF is too large, it may fail to upload. Save the file as an optimized PDF to reduce the file size. • After uploading, print two copies of the authorization form and submit them to the university's main library.

Steps	Procedure	Remarks (Required Forms)
	<p>Avoid landscape layout (binding on the short edge) whenever possible, as it is not ideal for library storage.</p> <p>If landscape printing is necessary, bind along the long edge.</p> <p>Submission quantity:</p> <ul style="list-style-type: none"> • Group A: 3 copies • Group B: 3 copies • Group C: 3–5 copies (depending on advisor’s instructions) <p>The printed thesis cover must include a spine label, showing: School + Department name, Thesis title, Student name, Graduation year and month. (Refer to past thesis samples in the department for formatting.)</p> <p>23. Upload the thesis to the “<u>National Digital Library of Theses and Dissertations in Taiwan</u>”(login Submission by THU-NID account and password)</p> <p>Complete all required fields as instructed on the website. Key points include:</p> <p>23-1 Select your thesis type (one of four categories):</p> <ul style="list-style-type: none"> 23-1-1 Academic Thesis 23-1-2 Substituted Thesis: Creative Work + Written Report (Arts) 23-1-3 Substituted Thesis: Technical Report (Applied Science) 23-1-4 Substituted Thesis: Professional Practice Report (Professional Field) <p>23-2 Be sure to include your thesis advisor in the list of oral defense committee members.</p> <p>23-3 The full-text electronic thesis must include the signed cover page and be uploaded as a secured PDF (see item 20-2 for instructions).</p>	
Graduation Clearance Procedures	<p>24. Be mindful of the graduation clearance deadline: If you plan to complete clearance procedures by mid-July or late January, consult the department office in advance to confirm the expected diploma issuance date. Since the Office of Academic Affairs needs time to print the</p>	<p>Students should pay close attention to the academic calendar, particularly the final thesis submission deadline, as this</p>

Steps	Procedure	Remarks (Required Forms)
	<p>diploma, failure to notify in advance may result in the diploma not being available on the day of clearance.</p> <p>25. Obtain the departmental graduation clearance form from the department office.</p> <p>26. Complete the steps listed on the departmental clearance form:</p> <p>26-1 Clean out your assigned workspace or studio.</p> <p>26-2 Submit printed copies of your thesis and two signed authorization forms (after uploading your thesis to the "National Digital Library of Theses and Dissertations in Taiwan").</p> <p>26-3 Complete the internal clearance process with the departmental teaching assistant.</p> <p>26-4 Check all remaining clearance steps via the Student Information System.</p> <p>26-5 Pick up your diploma from the Office of Academic Affairs after all steps are completed.</p> <p>27. Summer and winter break office hours for on-campus administrative units: Monday to Thursday, 08:00–12:00 and 13:30–16:00.</p>	<p>date also serves as the last possible day to complete graduation clearance procedures.</p> <p>Two to three days before completing the clearance process, students should contact the Office of Academic Affairs to confirm whether their diploma will be available for pickup on the scheduled day of clearance.</p>

Automatic payment printer

Location: First Campus: Next to the Admissions Strategy Center of the Academic Affairs Office

