Directions for the Degree Exam of Master Program of International Smart Manufacturing

1. Application period:

The degree exam application period start date and end date will be announced on the annual calendar by the University each academic year. A degree exam can be held two weeks after an application is approved by the Office of Academic Affairs.

2. Self-prepared forms (the following forms must be submitted to the Program Office for initial review and the application process must be completed two weeks before the oral exam):

   A. Application form (Go to the following website (http://kiki.ccu.edu.tw/) and select "Degree Examination System" (學位考試系統) to request the degree exam form. Print out the form after successful registration and obtain a signature from your thesis advisor.)

   B. Academic transcripts (request from the Office of Academic Affairs)

   C. Notice of course selection results (If the number of required credits includes credits currently in progress at the time of applying for the oral exam and the classes in question have not yet been recorded in academic transcripts, applicants should include a copy of the "Notice of Course Selection.")

   D. Proof of completion of course in academic ethics (downloaded from http://ethics.nctu.edu.tw/intro/)

   E. Submit a roster of oral exam committee members (downloaded from the "Degree Examination System"學位考試系統) and obtain the signature of your advisor. After confirming the oral exam date and time and informing the Program Office, submit the degree exam schedule (downloaded from the program course website) and the draft of your thesis to the oral exam committee members. (Master degree oral exam committees are composed of 3 to 5 members. Based on the regulations of the College of Engineering, at least one member of the committee must be external to the University. Members of master degree oral exam committees composed of four or fewer members receive a fee for advising on the thesis and an oral exam stipend, and is reimbursed for transportation expenses.)

3. The following five documents must be prepared and checked by the Program Office prior to the oral exam:

   A. One copy of the thesis examination certificate (downloaded from the "Degree Examination System"學位考試系統)

   B. One copy of the degree examination results (downloaded from the Degree Examination System)

   C. Advisory fee pay list
   ＊NTD 4,000 for the master thesis advising fee (only the advisor receives this fee)
   ＊NTD 1,200 advisory fee for each master oral exam committee member

   D. Pay list for reimbursing transportation expense (downloaded from the "Degree Examination System"學位考試系統)
      ＊ Oral exam committee member who is not teaching at our University can

be reimbursed for transportation fare.
* Only one committee member who is not the faculty of CCU can be reimbursed for transportation fare.

E. Degree examination score table (downloaded from the program website)
The University will announce the start dates and end dates of graduate student degree exams on the official academic calendar each year.
After passing the oral examination, the degree examination grades must be submitted to the Program Office and sent to the Office of Academic Affairs. The deadline for submitting degree examination grades will be announced on the official academic calendar.

F. Graduating student departure deadlines will be announced on the official academic calendar each year. When departing from the University, please submit one copy of the final revised thesis at the Program Office, one copy at the Library, and one copy at the Curriculum Section before the last departure date listed on the academic calendar, complete departure procedures, and receive your diploma (diplomas can be obtained 3 days after submitting degree examination grades to the Office of Academic Affairs).

G. Students who have completed the degree examination but have yet to submit a thesis and who have yet to reach the program duration limit must complete a "Graduate Student Degree Examination Grade Withhold Application" before the last departure date and submit it to the curriculum section. Degree examination grades can be retained for one semester, after which an "Application for Graduation in the Current Semester with Previously Completed Degree Examination" and one copy of your thesis can be submitted to the curriculum section during the following semester to complete your degree.

H. Students who have completed the degree examination but have yet to complete the required education curriculum should complete the "Graduate Student Degree Examination Grade Withhold Application" to retain their degree examination grades for the following semester.

I. For other regulations and measures related to the degree examination, please refer to "Degree Conferral Rules" of the University.