

# Department of Forestry Postgraduate Oral Examination and Departure Information (Revised on 2024/07/02)

1. Thesis comparison: Originality comparison will be conducted before the oral examination, and the comparison results shall be reviewed by the oral examination committee. Please apply for an account by yourself (Library/Reader Services/Turnitin's Authorship Originality Comparison System/左側的帳號申請)。
2. Oral exam committee members who are driving : Provide the license plate of the oral exam committee members to Ms. Li of the department office 3 days before the oral test, so as to apply for free toll payment for vehicles entering and leaving the campus.
3. Dissertation format: Please follow the "Dissertation Format Specification" of the University (file download: Registration Group/Form Download/Institute-Student Status Related Forms/F2-65 Dissertation Format Specification (revised on 111.4.21)).
4. Oral examination time: It should be consistent with the application for the dissertation examination, if there is any change in the date, please contact Miss Wang of the department office.
5. Forms required for the oral examination: Please download the form from the website of the Registration Office of the Academic Affairs Office of the school and fill in the form for use on the day of the oral examination.
  - ※ Master Candidate
    - ✦ Master's thesis examination results notification (To be sent to the department office within one week after the oral examination)
    - ✦ Master's thesis oral examination score sheet (To be sent to the department office within one week after the oral examination)
    - ✦ Master's thesis oral examination committee signature sheet (Please refer to the dissertation format specification) (Keep it with you)
  - ※ Doctoral Candidate
    - ✦ Doctoral dissertation examination results notification (To be sent to the department office within one week after the oral examination)
    - ✦ Doctoral dissertation oral examination score sheet (To be sent to the department office within one week after the oral examination)
    - ✦ Doctoral dissertation oral examination committee signature sheet (Please refer to the dissertation format specification) (Keep it with you)
6. The letter of appointment should be sent to each member of the oral examination committee together with the first draft of the thesis (the required brown paper bag envelope can be obtained from the department office).
7. Cancellation of oral examination: If you are unable to take the oral examination for any reason in the current semester, please fill in the application form for cancellation of the oral examination and send it to the registration team before the oral examination date (inclusive).
8. Oral examination fee: handled by account transfer (made and provided by Miss Wang. If you take the high-speed rail, please keep the ticket stub).
9. Oral Examination Record: The detailed rules of the master's degree examination of National Chung Hsing University, Article 6, the oral examination of the dissertation shall be open to observers, and the convener of the examination committee shall appoint a special person in advance to record the oral examination process in detail. (Includes: A. Oral examination time. B. Location of the oral examination. C. Oral examiner. D. Recorder. E. Oral Examination Committee. F. For questions and answers from each member, please refer to the sample on the next page). (☐ Sent to the department office when leaving the school)
10. Submit to the department office within one week after the oral examination: (1) Notification of the results of the thesis examination (confirm that the Chinese and English questions are consistent with the information of the academic affairs system, and the results cannot be modified after entering); (2) Oral examination score sheet; (3) Accounting list of oral examination fees (including high-speed rail ticket stubs).

11. Upload the full text of the dissertation: Please upload the full text from the "Electronic Dissertation Service System" of the University Library. The "Authorization Letter for Accessing the Electronic File of Doctoral and Master's Dissertations" will be automatically generated after the aforesaid full text is uploaded. Due to the review or re-submission of papers, it will take time to work, so please upload your papers as soon as possible.

12. Procedures for leaving the university: (1) [Each laboratory shall handle the return of materials, items and keys by itself]: the consent of the supervisor (all teachers must sign); (2) Miss Lin of the Department Office - return all the books of the department; (3) Miss Wang of the Department Office -  submit 3 copies of the thesis to the office for stamping, the department will receive 1 copy, and the other 2 copies will be submitted to the library (from February 2017 onwards, the paper copy of the electronic reply slip of the original comparison result of the thesis shall be submitted to the library), and  the graduation and departure procedures for graduate students (please download from the department's website/regulations and download/form) with the consent of the supervisor (including co-designated professors); (4) After checking the academic affairs system and displaying "OK" in all units, please bring your student ID card to the Registration Team to collect the graduation certificate (Note: If you want to collect the graduation certificate before the deadline for oral examination application (July 10th), please notify the Registration Team 3 working days in advance).

13. Completion time of departure from the school: (those who take the oral examination in the second semester should leave the school before the end of August each year) / (those who take the oral examination in the first semester should leave the school before the start of the second semester). Those who intend to postpone the departure from school for any reason must submit the "Notification of Thesis Examination Result" and "Notice of Postponement of Departure" before the aforesaid deadline.

