

Graduate Institute of European Cultures and Tourism Regulation Governing Final Thesis Oral Defense Applications Evaluation

Article 1 Application Procedures:

1. Submit a list of expected graduates and the academic transcript of these students to the Graduate Institute Office by mid-semester (April-May or in November).
2. At least three weeks prior to the date of oral defense, prepare the following documents and hand in the application at the Graduate Institute Office to arrange for the oral defense location:
 - (1) Download Final Thesis Oral Defense Application Document 1 from the website of the Graduate Institute of European Cultures and Tourism and ask your advisor to affix their signature to it.
 - (2) Download Final Thesis Oral Defense Application Document 2 from the website of the Graduate Institute of European Cultures and Tourism.
 - (3) Originality report for the thesis: Print out the comparison result report and ask your advisor to sign on the first page.
 - (4) Proof of completion of an academic integrity course (not required if already submitted).

Article 2 Preparation:

1. After the student's application is approved, download the Final Defense Forms 1 to 7 from the website of the Graduate Institute and fill out the yellow fields. Inform the oral defense committee members traveling from outside of Taipei and New Taipei City to leave the Travel Expenses field blank.
2. Submit the electronic versions of Forms 1 to 6 to Ms. Linda Hsieh for verification. Once verified, the forms will be printed out by the Graduate Institute Office.
3. Mail a hard copy of the thesis and Form 7 (invitation letter) to each oral defense committee member. Inform the first-time oral defense committee members at National Taiwan Normal University (NTNU) to bring a photocopy of their national ID card and passbook cover with them on the date of the oral defense.
4. At least one week prior to your oral defense, two posters shall be prepared: one to be put up on the blackboard in the students' lab, the other to be put up on the door of the classroom in which the oral defense will be held.
5. If a discounted parking rate is needed:
Print out the invitation letter and take it to the Graduate Institute Office to be affixed with a seal.
→ The invitation card can be used to redeem a parking card with a discount rate at the underground parking garage.
→ The committee member shall take a ticket when entering the parking garage and use the parking card to complete payment.

Article 3 On the Day of the Oral Defense:

This English translation is provided for references only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.

1. Pick up the oral defense documents from your personal drawer at the Graduate Institute Office 30 minutes prior to the start of the oral defense.
2. Put up the posters, prepare the classroom for the oral defense, and set out cups of tea for the committee members.
3. Obtain ticket stubs from non-NTNU oral defense committee members and prepare prepaid envelopes that they can use to mail back the ticket stub from their return trip.
4. All documents except for the letter of appointment shall be signed and submitted to the Graduate Institute Office after the oral defense.
5. Restore the classroom to its original state.