

Graduate Institute of European Cultures and Tourism
Regulations Governing Thesis Proposal Oral Defense Applications
Evaluation

Article 1 Application Procedures:
Download the “Thesis Proposal Oral Defense Application Document 1” and “Thesis Proposal Oral Defense Application Document 2” from the website of the Graduate Institute of European Cultures and Tourism at least three weeks prior to the date of your oral defense. Fill out the required information (leave the Location field blank), submit the documents to your advisor for their review and signature, and hand in your application at the Graduate Institute Office to arrange for the location of the oral defense.

Article 2 Preparation:

1. After the application is approved, download Proposal Forms 1 to 5 from the website of the Graduate Institute and fill out the yellow fields. Oral defense committee members traveling from outside of Taipei and New Taipei City should leave the Travel Expenses field blank.
2. Submit the electronic versions of Forms 1 to 4 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 5 (invitation letter) to each oral defense committee member. First-time oral defense committee members at National Taiwan Normal University (NTNU) must 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.
→ Inform the committee member to 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:

1. Pick up the oral defense documents from 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.
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 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.

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