

# Degree Examination Application System

– Student Operation Manual



◆ System opening hours : 8 AM~11 PM

◆ log in “iPORTAL”(https://iportal.ntnu.edu.tw/ntnu/) ⇨ Academic Affairs ⇨ Degree Examination Application System

# 1. Read the “Notices”

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [username] (6)

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 1 minutes 25 seconds

- 舉行學位論文口試當學期辦理休學者，其學位論文成績不予登錄。  
If taking the degree oral examination between the stage of leave, the grade will not be recorded.
- 「學位考試申請表暨論文切結書」請於送出申請後至「進度查詢」功能列印。  
After sending out the application, please check it in "Status" and print the form "Final Oral Examination Application and Affidavit" out.
- 論文名稱與口試委員資料在送出後若有異動，務必通知系所助教退回資料或協助修改。  
If there is change about the thesis / dissertation title or the list of committee members, please inform the department assistant to help to revise it.
- 4-1. 撤銷申請學位考試非即時作業，須等待系所助教確認後才會取消。  
The withdrawing of application is not synchronized immediately, and it will be withdrew after confirming by the department assistant.
- 4-2. 本校學位授予暨研究生學位考試辦法第12條規定學生逾期未撤銷亦未考試者，以一次不及格論。  
如果您已進行過考試，但無法於當學期畢業者，學生無須啟動撤銷申請，若選擇於當學期的其他月份按月畢業，只需申請修改畢業年月即可。  
If you had finished the degree oral examination but can not graduate at the same month that you applied, you only need to choose the "Apply for Graduate", fill the graduating month and send it out for the application.
5. 請關心自身學位考試申請進度。  
Please pay attention to the progress of the application.

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## 2. Click the "Fill out the Application Form"

(1) Confirm the following information :  
Student ID No., Status, Name,  
College/Department/Group Name

(2) Fill out your cell phone number,  
excepted year of graduation, thesis  
types, chinese title, english title, etc.

👉 If you decide to graduate after  
the degree exam semester, you  
can choose “未畢業” which means  
you are not expected to graduate  
this semester.

(3) Check the above information again,  
and click the button “Send out the  
application” .

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [blacked out] (6: [blacked out])

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 1 minutes 1 seconds

Open Year : [input] Open Semester : [input]

Open Date of this month : ~

Graduate Year and Month :

Student ID :	6 [blacked out]
Student Status :	Current Student
Semesters/terms of Study :	5
Chinese Name :	[input]
English Name :	[input] <input type="checkbox"/> English name is confirmed.(Required)

1. Please confirm the name spelling is the same as passport for diploma printed.  
2. Local student's english name spelling example : LI, Ling-Ling. For other reason, please contact the Undertaker of the Academic Affairs Office .

Mobile : [input]

College/Department/Group Name : [blacked out] 學院(College of [blacked out])  
[blacked out] 碩士班(Graduate Institute of [blacked out])

Information Confirmed.(Required)

Year of graduation : [input] please choose ▼

Type : [input] Thesis ▼

Chinese Title : [input] 研究

## 2. Click the "Fill out the Application Form"

(4) After sending out the application, the system will help you to turn to the next page "Application Status", and please remember to "Download Final Oral Examination Application and Affidavit".

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [redacted] (6)

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds

Application Number : 1121 [redacted] application canceled

Graduation year : 112 Semester : 1

Year and month of graduation : [redacted]

Requisition status : Send out the application

Department review results : Department review results

Download Final Oral Examination Application and Affidavit Edit graduation date Revise the thesis title

### 3. Click the "Information of Oral Defense Committee Member"

(1) Click the " Add Committee Member" , and it will pop up a box for filling committee member information.

The screenshot shows a web application interface with a navigation bar at the top containing links for 'Notices', 'Department Checklist', 'Fill out the Application Form', 'Application Status', and 'Information of Oral Defense Committee Member'. Below the navigation bar, there are links for 'Graduation Application Form' and 'logout'. A user greeting 'Hello, [username] (6)' is visible in the top right corner. A system message states: 'The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 17 seconds'. The main content area displays 'Student ID : 6' and 'List Status : Not sent'. A red box highlights the 'Add Committee Member' button, with a red arrow pointing from the text on the left. Other buttons include 'Send The Entire List', 'pdf', and 'word'. A 'Download relative report' link is also present. Below the buttons, there are several asterisked notes: '\* If the document cannot be downloaded, it may be that the system cannot recognize special characters in the thesis title. DO NOT copy and paste from Word.', '\* Your final thesis title will be based on the name submitted to the library during the graduation process.', '\* If your committee member is changed, please make sure to inform department staff to correct after sending out the application.', '\* If resit in the same semester, only the 2nd oral examination data will be saved in system.', '\* Master : 3-5 committee members is needed.(Up to 9 people, and the department will adjust the list after sending the form out.) / Doctor : 5-9 committee members is needed.', and '\* The off-campus member proportion must be at least one-third.'

### 3. Click the "Information of Oral Defense Committee Member"

(2) After filling the thesis adviser(Yes/No), internal or external, qualifications, name, unit/dept. etc., please remember to click "Submit" .

(3) If you want to add the another committee member, just click the " Add Committee Member" again.

#### Add Committee Member ✕

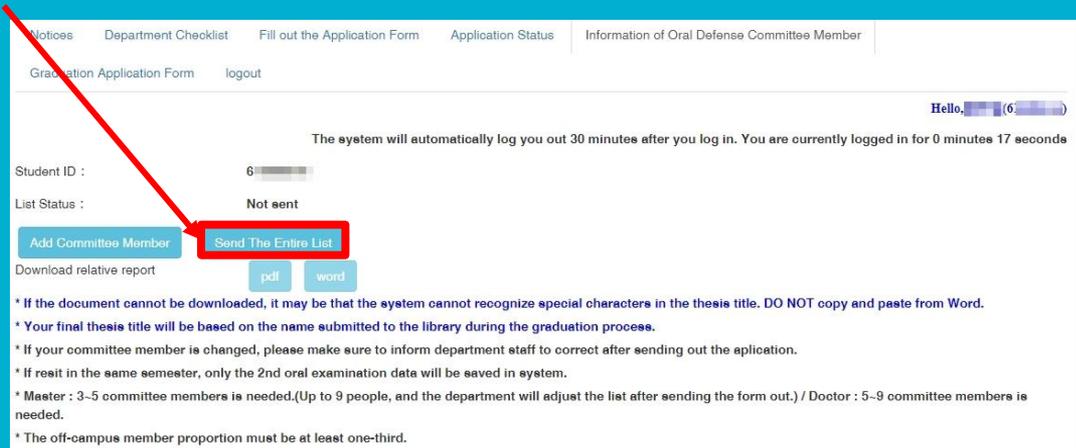
Thesis Adviser :	<input type="text" value="Option"/>
Internal Committee Members/External Committee Members :	<input type="text" value="Option"/>
Qualifications :	<input type="text" value="Option"/>
Name :	<input type="text"/>
Unit/Dept. :	<input type="text"/>
Position/Title :	<input type="text"/>
Areas of Specialization :	<input type="text"/>

\*Notices : The retired or adjunct professor is off-campus professor.

### 3. Click the "Information of Oral Defense Committee Member"

(4) After filling all of the members' information, please click the "Send The Entire List" for college or department review.

(5) If you are asked to revise, please remember to click the "Send The Entire List" again for the next review.



Notes Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [User Name] (6 [User Name])

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 17 seconds

Student ID : 6 [User ID]

List Status : Not sent

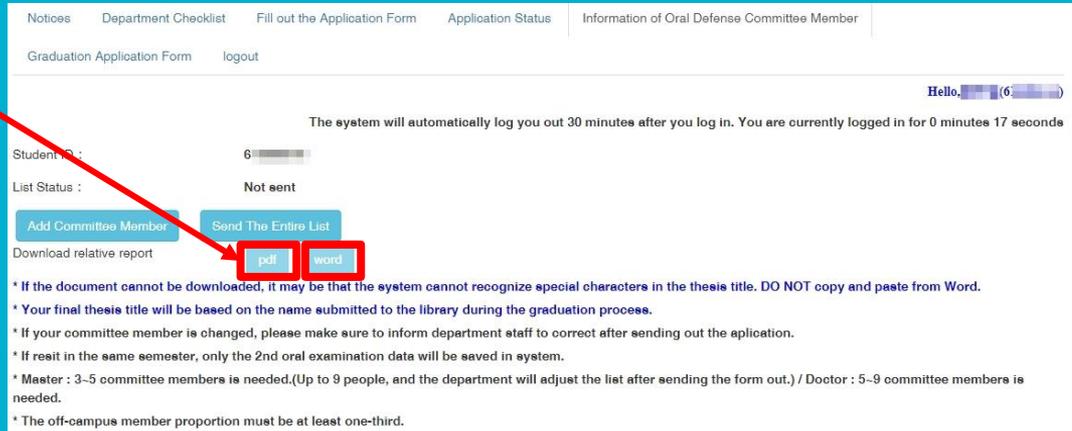
Add Committee Member **Send The Entire List**

Download relative report pdf word

- \* If the document cannot be downloaded, it may be that the system cannot recognize special characters in the thesis title. DO NOT copy and paste from Word.
- \* Your final thesis title will be based on the name submitted to the library during the graduation process.
- \* If your committee member is changed, please make sure to inform department staff to correct after sending out the application.
- \* If resit in the same semester, only the 2nd oral examination data will be saved in system.
- \* Master : 3-5 committee members is needed.(Up to 9 people, and the department will adjust the list after sending the form out.) / Doctor : 5-9 committee members is needed.
- \* The off-campus member proportion must be at least one-third.

### 3. Click the "Information of Oral Defense Committee Member"

(6) Click the button "pdf" / "word" to download the "Committee List", "Approval Form", and the "Evaluation Form" for future self editing.



# 4. Click the "Application Status"

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(1) Remember to "Download Final Oral Examination Application and Affidavit"

Notices Department Checklist Fill out the Application Form **Application Status** Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [User Name] (6 [User Name])

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds

Application Number : 1121 [User ID] application canceled

Graduation year : 112 Semester : 1

Year and month of graduation : [User ID]

Requisition status : Send out the application

Department review results : Department review results

Download Final Oral Examination Application and Affidavit Edit graduation date Revise the thesis title

# 5. Click the “Department Checklist”

(1) Prepare all the documents that shown on the department checklist and provide these to your department for qualification review.

Notices **Department Checklist** Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [Name] (6 [Number])

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds

**==學位考試相關== (About Thesis Defense Evaluation)**

**【系所共同規定】 ([Department Regulations])**

- 論文口試申請書 (6\_Graduation Application Form)
- 學位論文學術倫理聲明書 (Declaration of Academic Integrity)
- 線上剽竊系統之論文原創性報告 (Turnitin Record (sign by Advisor))
- 歷年修課檢視表或歷年成績單 (A Copy of Transcript of Record)
- 投稿論文、接受函或發表證明文件(至遲於口試日前2週繳交) (Submitted paper(s), acceptance letter(s), or other documents proving the submission of the paper(s)(It must be submitted 2 weeks before the thesis defense date to be eligible for the thesis defense))
- 英語能力證明(至遲於口試日前2週繳交) (English language proficiency certificate(It must be submitted 2 weeks before the thesis defense date to be eligible for the thesis defense))

# 6.Let's go back to the "Application Status" for more!

(1) You can check the "Requisition status" and "Department review results" here.

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, (6)

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds

Application Number : 1121 application canceled

Graduation year : 112 Semester : 1

Year and month of graduation :

Requisition status : Send out the application

Department review results : Department review results

Download Final Oral Examination Application and Affidavit Edit graduation date Revise the thesis title

# 6. Let's go back to the "Application Status" for more!

(2) You can **edit your expected month of graduation** before review finished, and **it is only for who still have year of study left.**

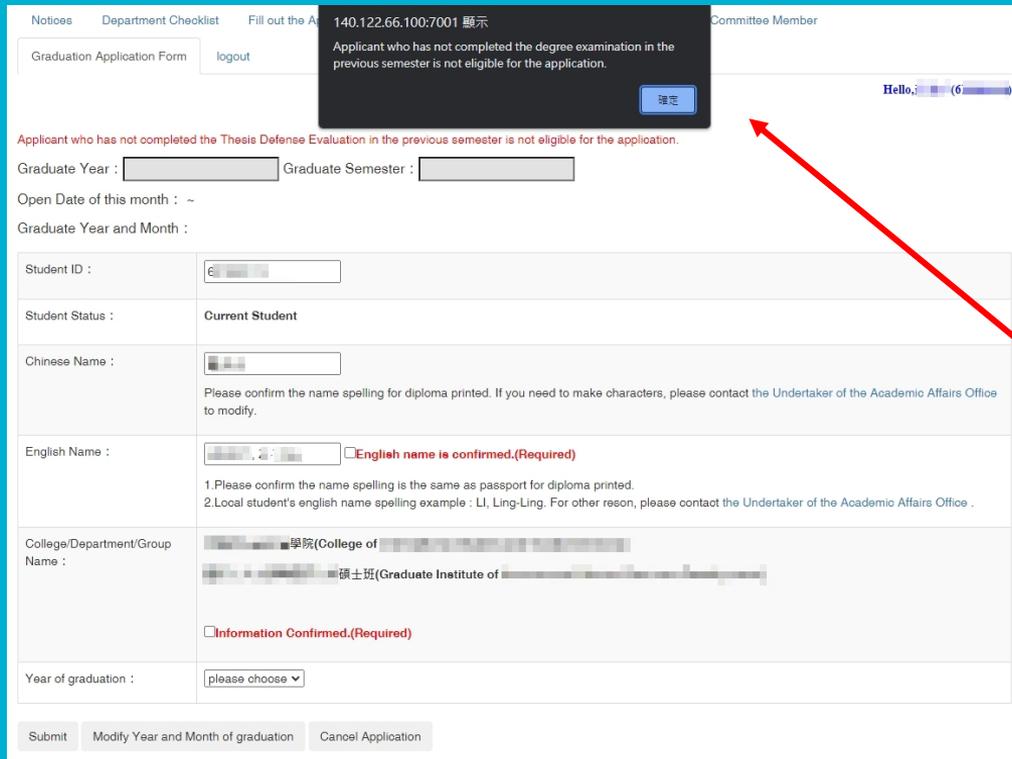
The screenshot shows a web interface for 'Application Status'. At the top, there are navigation tabs: 'Notices', 'Department Checklist', 'Fill out the Application Form', 'Application Status', and 'Information of Oral Defense Committee Member'. Below the tabs, there are links for 'Graduation Application Form' and 'logout'. A user greeting 'Hello, [username] (6)' is visible in the top right. A system message states: 'The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds'. The main content area displays application details for 'Application Number : 1121 [redacted]'. A yellow banner at the top of this area says 'application canceled'. Below this, the details are: 'Graduation year : 112 Semester : 1', 'Year and month of graduation : [redacted]', and 'Requisition status : Send out the application'. There is a 'Department review results' section with a button labeled 'Department review results'. At the bottom, there are three buttons: 'Download Final Oral Examination Application and Affidavit', 'Edit graduation date' (highlighted with a red box and a red arrow pointing to it from above), and 'Revise the thesis title'.

# 6.Let's go back to the “Application Status” for more!

(3) You can revise your thesis title here.

The screenshot shows a web interface for a graduation application system. At the top, there are navigation tabs: 'Notices', 'Department Checklist', 'Fill out the Application Form', 'Application Status', and 'Information of Oral Defense Committee Member'. Below the tabs, there are links for 'Graduation Application Form' and 'logout'. A user greeting 'Hello, [username] (6)' is visible in the top right. A system message states: 'The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds'. The main content area displays application details: 'Application Number : 1121 [redacted]' with a 'application canceled' button; 'Graduation year : 112 Semester : 1'; 'Year and month of graduation : [redacted]'; 'Requisition status : Send out the application'; and 'Department review results : Department review results'. At the bottom, there are three buttons: 'Download Final Oral Examination Application and Affidavit', 'Edit graduation date', and 'Revise the thesis title'. A red arrow points from the top of the page down to the 'Revise the thesis title' button, which is also highlighted with a red border.

# If you have passed the degree examination before this semester...



The screenshot shows a web application interface for a graduation application. At the top, there are navigation links: "Notioes", "Department Checklist", "Fill out the A...", and "Committee Member". A dark error message box is overlaid on the page, containing the text: "140.122.66.100:7001 顯示 Applicant who has not completed the degree examination in the previous semester is not eligible for the application." with a "確定" (Confirm) button. Below the error message, the form includes a "Graduation Application Form" link and a "logout" button. The form fields include: "Graduate Year" and "Graduate Semester" (text boxes), "Open Date of this month" (text box), "Graduate Year and Month" (text box), "Student ID" (text box), "Student Status" (dropdown menu, currently "Current Student"), "Chinese Name" (text box), "English Name" (text box with a checkbox "English name is confirmed.(Required)"), "College/Department/Group Name" (text box with a dropdown menu, currently "學院(College of ...)"), and "Year of graduation" (dropdown menu, currently "please choose"). At the bottom, there are three buttons: "Submit", "Modify Year and Month of graduation", and "Cancel Application".

(1) You don't have to apply the degree exam again, and just have to click the "Graduation Application Form" to claim your expected month of graduation.

(2) And it is only for who have passed the degree exam before this semester.

# If you have passed the degree examination before this semester...

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello [User Name] (6:00)

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 38 seconds

Applicant who has not completed the Thesis Defense Evaluation in the previous semester is not eligible for the application.

Graduate Year : 112 Graduate Semester : 1

Open Date of this month : 2023-09-01 15:00:00 ~ 2023-09-30 00:23:00

Graduate Year and Month : 11210-11301

Student ID :	<input type="text"/>
Student Status :	Current Student
Chinese Name :	<input type="text"/> Please confirm the name spelling for diploma printed. If you need to make characters, please contact the Undertaker of the Academic Affairs Office to modify.
English Name :	<input type="text"/> <input type="checkbox"/> English name is confirmed.(Required) 1. Please confirm the name spelling is the same as passport for diploma printed. 2. Local student's english name spelling example : LI, Ling-Ling. For other reason, please contact the Undertaker of the Academic Affairs Office .
College/Department/Group Name :	<input type="text"/> 學院(College of <input type="text"/> <input type="text"/> 碩士班(Graduate Institute of <input type="text"/> <input type="checkbox"/> Information Confirmed.(Required)
Year of graduation :	<input type="text" value="11210"/>

Submit Modify Year and Month of graduation Cancel Application

(3) Here you have to confirm your Student ID No., Status, Name, College/Department/Group Name.

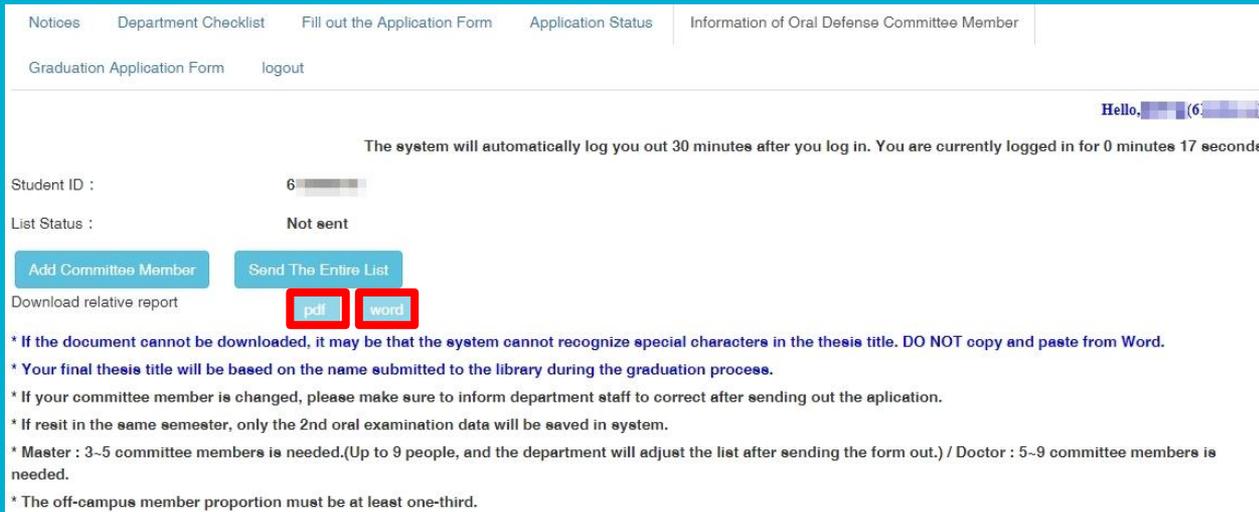
(4) Choose your expected month of graduation and "Submit" it!

If your name spelling is wrong, please contact the Graduate Studies Division staff who is responsible for your department.

➤ [https://www.aa.ntnu.edu.tw/zh\\_tw/GSD/StaffRoles03](https://www.aa.ntnu.edu.tw/zh_tw/GSD/StaffRoles03)

# Q1 : Where to download the “Committee List”, “Approval Form”, and the “Evaluation Form”?

Go to the "Information of Oral Defense Committee Member" , and click the button "pdf" / "word" to download the "Committee List" , "Approval Form" , and the "Evaluation Form" for editing.



The screenshot shows a web application interface with a navigation bar at the top containing links for Notices, Department Checklist, Fill out the Application Form, Application Status, and Information of Oral Defense Committee Member. Below the navigation bar, there are links for Graduation Application Form and logout. A user greeting "Hello, [6...]" is visible on the right. A system message states: "The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 17 seconds". The main content area displays "Student ID : 6..." and "List Status : Not sent". There are two buttons: "Add Committee Member" and "Send The Entire List". Below these buttons, there is a "Download relative report" section with two buttons: "pdf" and "word", both of which are highlighted with red boxes. At the bottom, there are several asterisked notes providing additional instructions and warnings.

Notices Department Checklist Fill out the Application Form Application Status Information of Oral Defense Committee Member

Graduation Application Form logout

Hello, [6...]

The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 17 seconds

Student ID : 6...

List Status : Not sent

Add Committee Member Send The Entire List

Download relative report pdf word

\* If the document cannot be downloaded, it may be that the system cannot recognize special characters in the thesis title. DO NOT copy and paste from Word.

\* Your final thesis title will be based on the name submitted to the library during the graduation process.

\* If your committee member is changed, please make sure to inform department staff to correct after sending out the application.

\* If resit in the same semester, only the 2nd oral examination data will be saved in system.

\* Master : 3-5 committee members is needed.(Up to 9 people, and the department will adjust the list after sending the form out.) / Doctor : 5-9 committee members is needed.

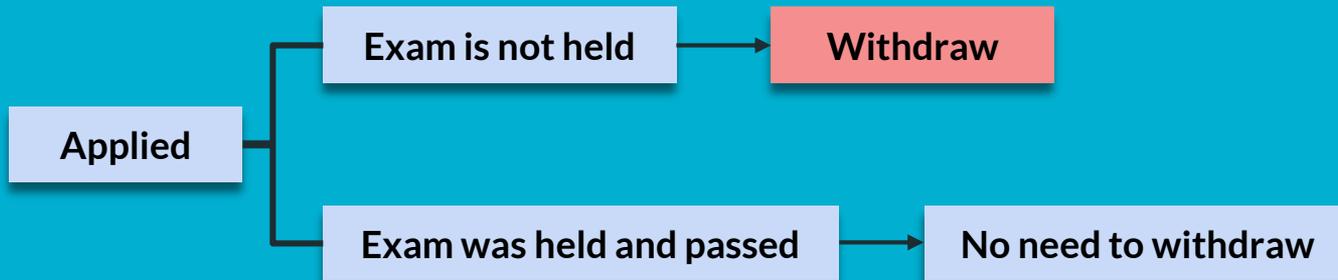
\* The off-campus member proportion must be at least one-third.

## Q2 : When need to withdraw the application?

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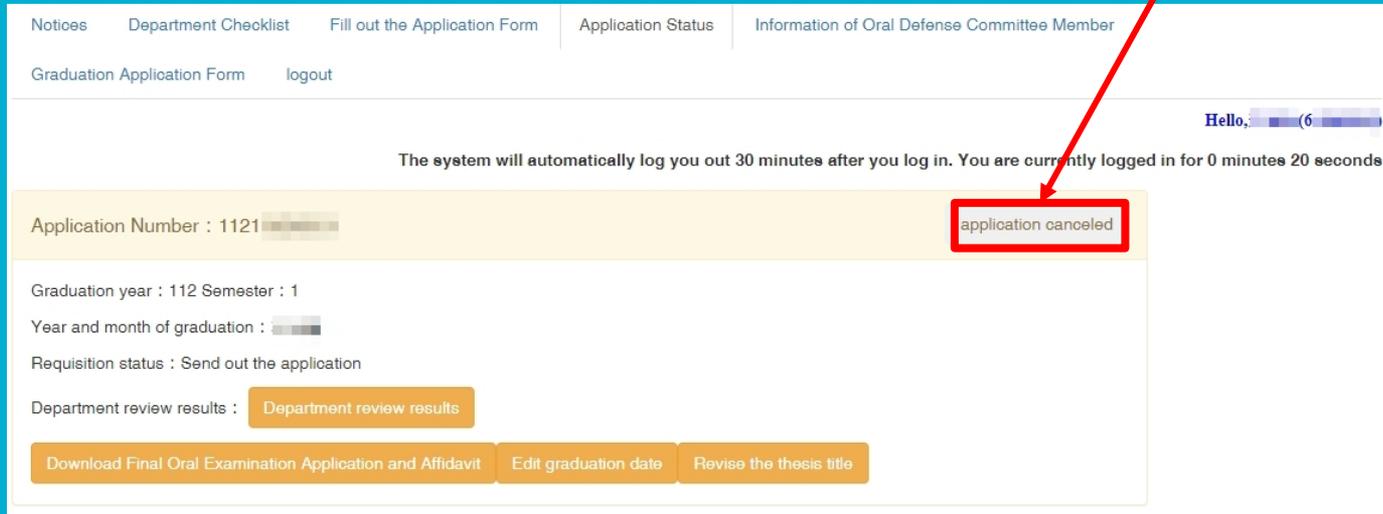
If you have passed the degree exam, you don't have to withdraw the application.

But if not yet, the degree exam is not held as scheduled, please remember to withdraw the application before the end of semester.



# Q3 : How to withdraw the application?

Go to the " Application Status" and click the "application canceled" .



The screenshot displays a web application interface with a navigation menu at the top containing: Notices, Department Checklist, Fill out the Application Form, Application Status, and Information of Oral Defense Committee Member. Below the menu, there are links for Graduation Application Form and a logout button. A user greeting "Hello, [username] (6 [unread messages])" is visible in the top right. A system message states: "The system will automatically log you out 30 minutes after you log in. You are currently logged in for 0 minutes 20 seconds". The main content area shows application details for "Application Number : 1121 [redacted]". A button labeled "application canceled" is highlighted with a red box and pointed to by a red arrow. Below this, the graduation year is "112 Semester : 1" and the requisition status is "Send out the application". A "Department review results" button is present. At the bottom, there are three buttons: "Download Final Oral Examination Application and Affidavit", "Edit graduation date", and "Revise the thesis title".

# Q4 : How to deal with the wrong spelling of name?

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**Step1.** Please download the pdf or word document of Committee List, Approval Form, and the Evaluation Form for editing the right name spelling and future using.

**Step2.** At the same time, please contact the Graduate Studies Division(GSD) staff who is responsible for your department and inform your student ID No., right name spelling, and the expected month of graduation with your passport copy.

► GSD Staff Roles and Responsibilities :

[https://www.aa.ntnu.edu.tw/zh\\_tw/GSD/StaffRoles03](https://www.aa.ntnu.edu.tw/zh_tw/GSD/StaffRoles03)