Degree Examination Application System

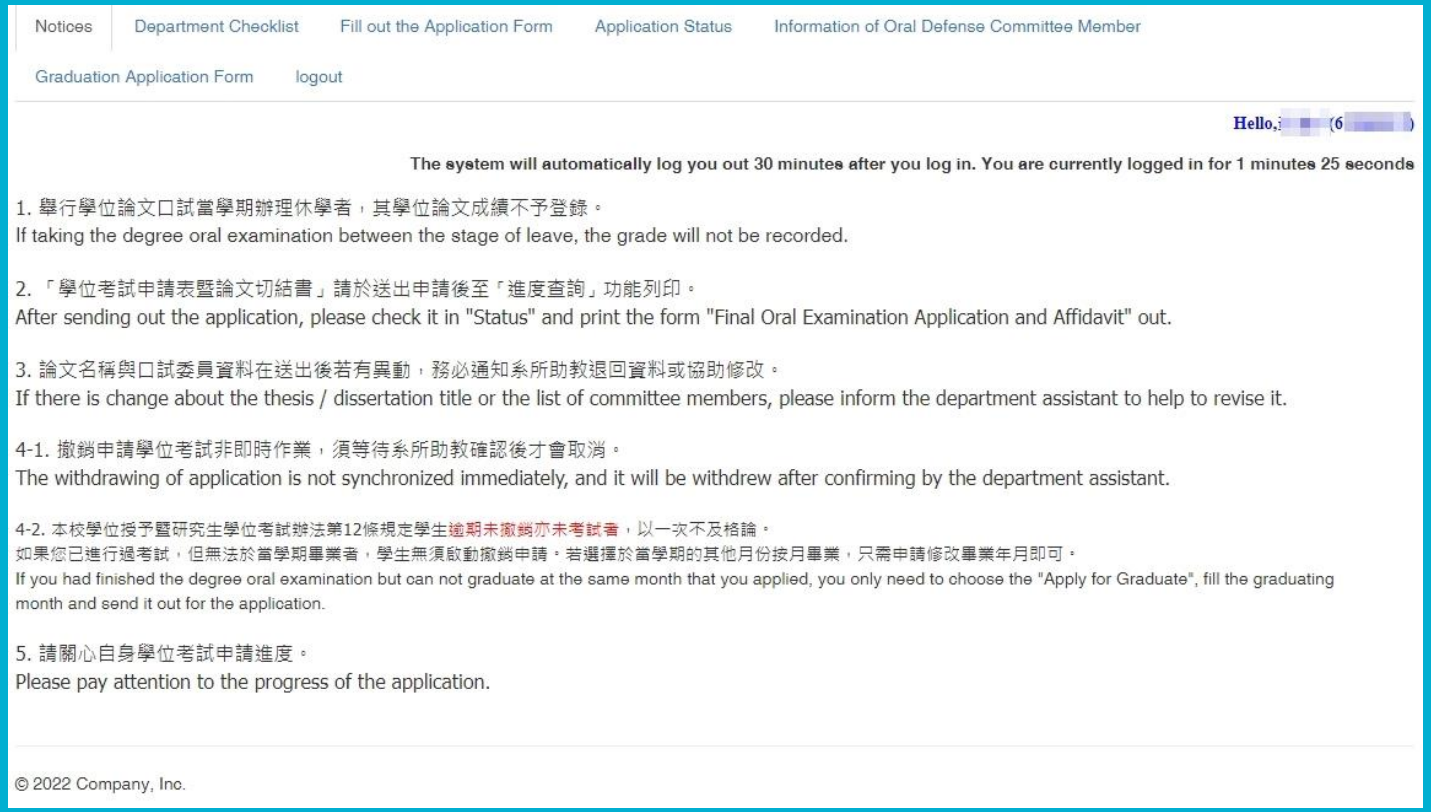
– Student Operation Manual

◆System opening hours : 8 AM~11 PM

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

20231116 updated by G.S.

1.Read the “Notices”



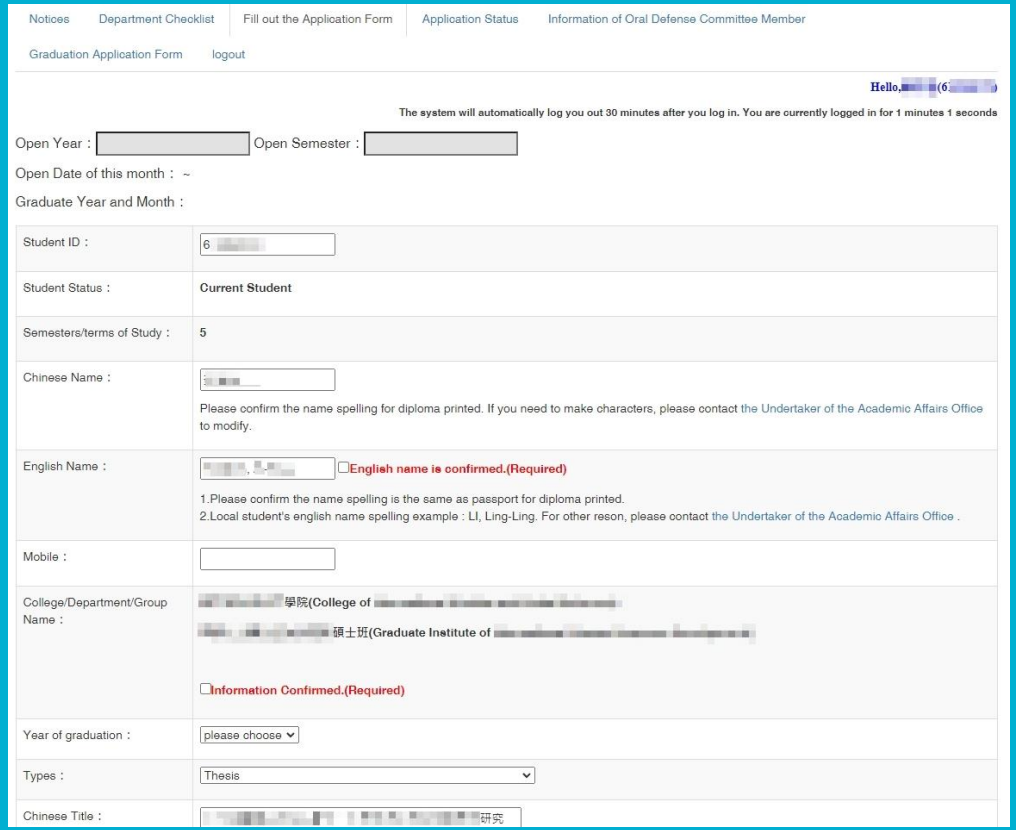
2.Click the "Fill out the Application Form”

(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.

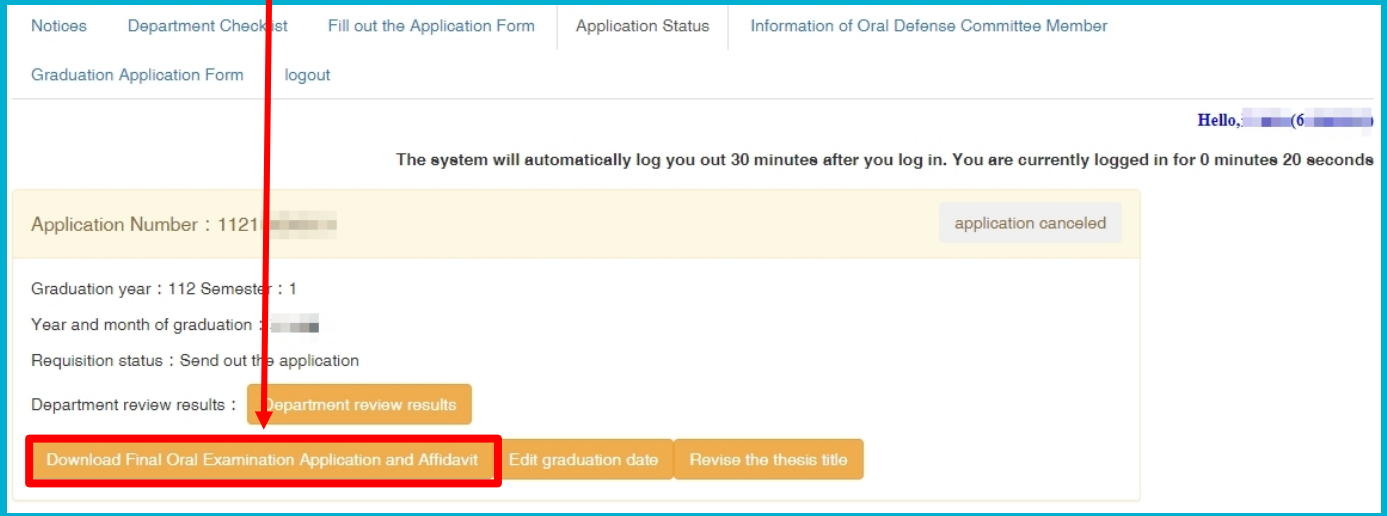
☝If you decide to graduate after the degree exam semester, you can choose “未畢業” which means you are not expected to graduate this semester.

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



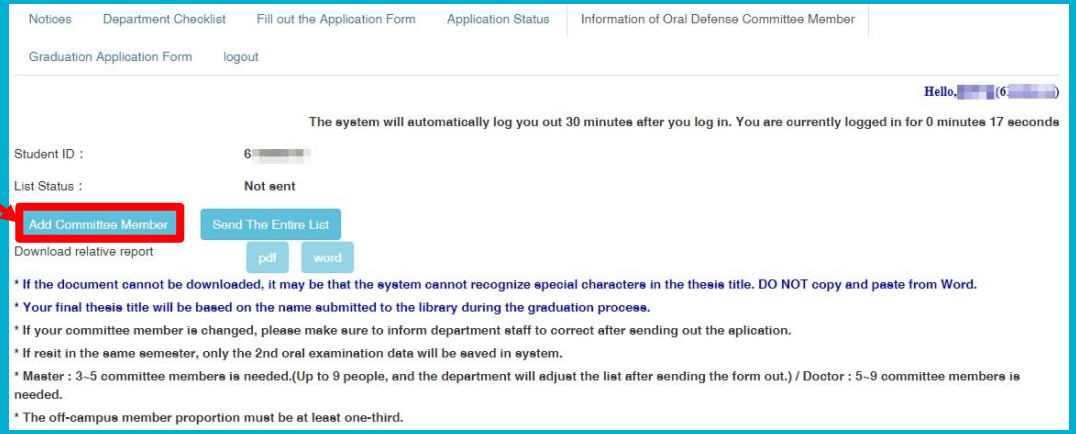
2.Click the "Fill out the Application Form”

(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”.



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

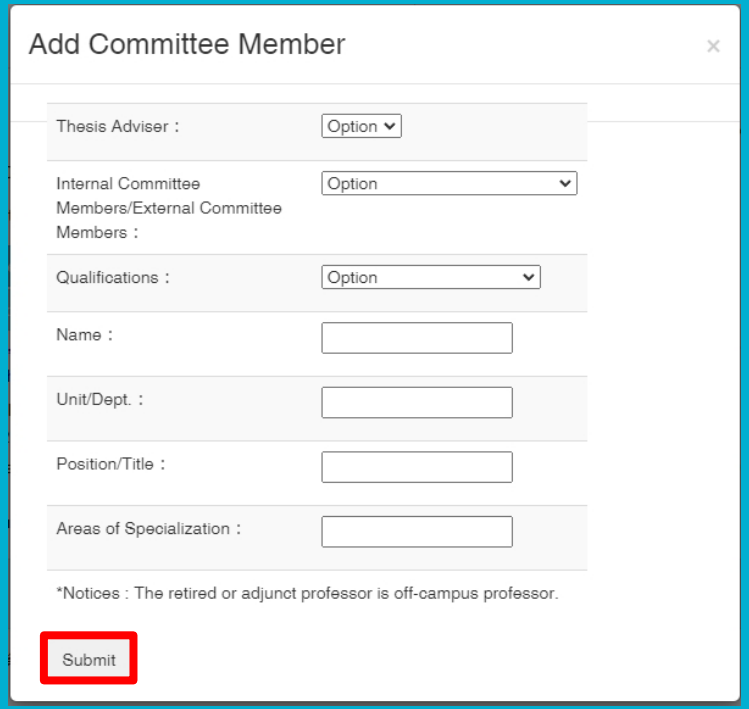
(1) Click the ” Add Committee Member”, and it will pop up a box for filling committee member information.



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” .

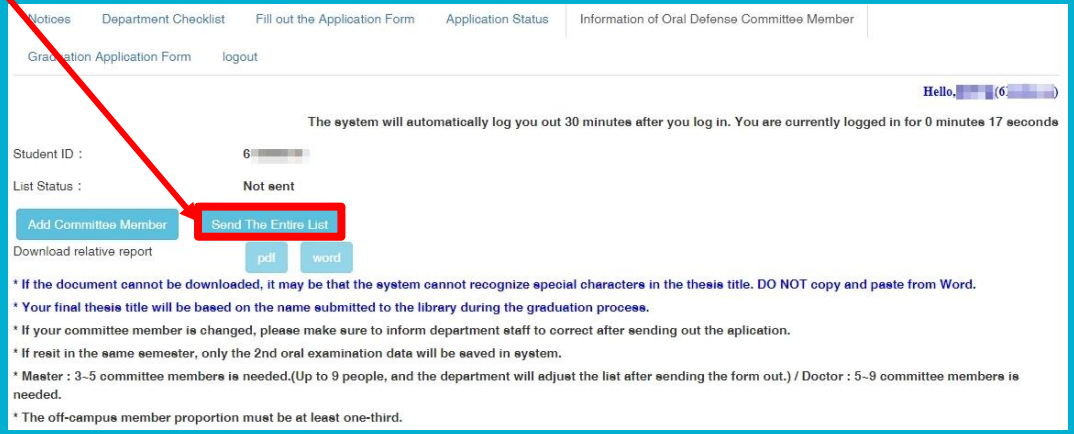
(3) If you want to add the another committee member, just click the ” Add Committee Member” again.



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

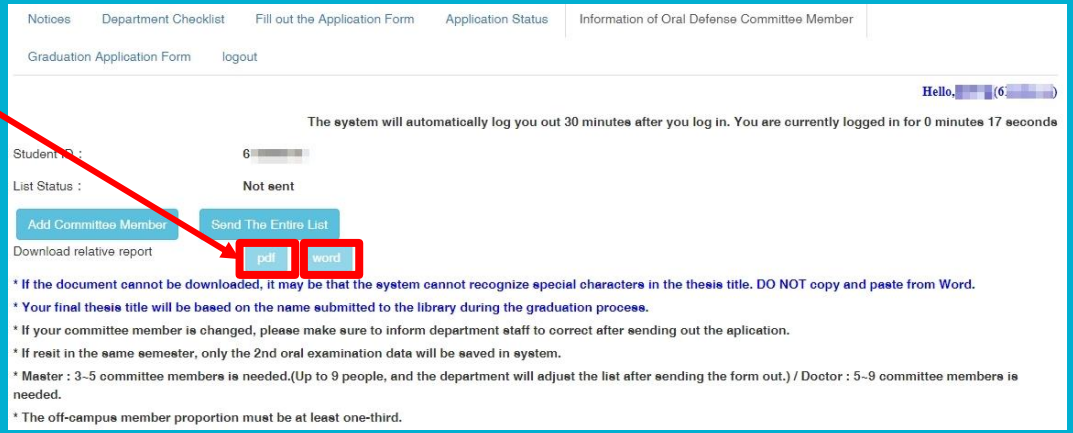
(4) After filling all of the members’ information, please click the “Send The Entire List” for college or department review.

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



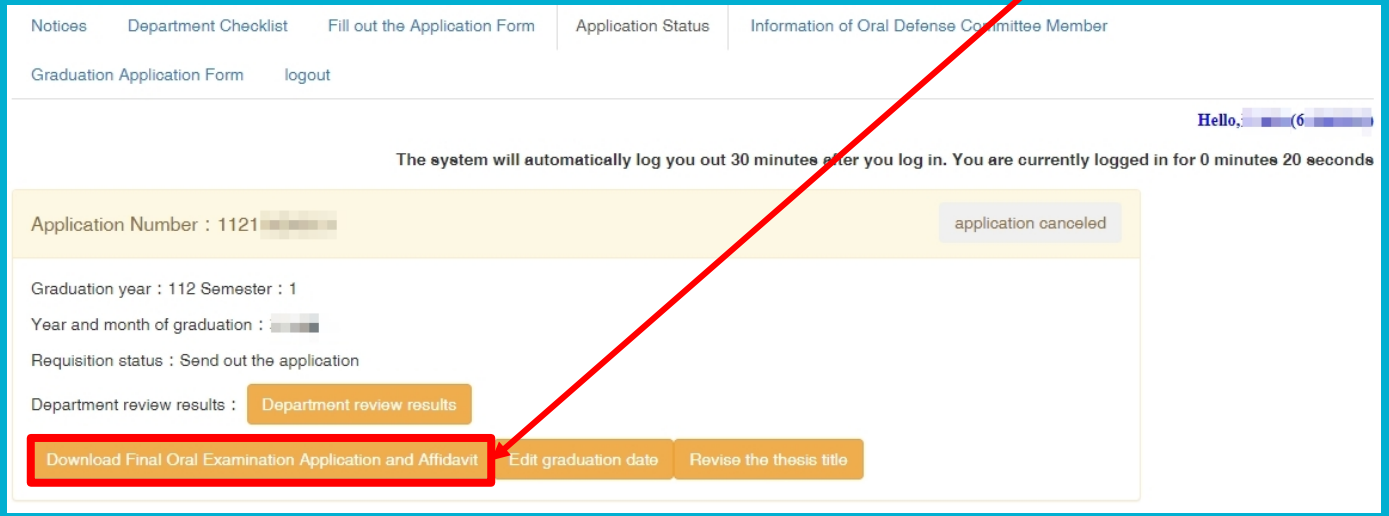
3.Click the "Information of Oral Defense Committee Member”

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



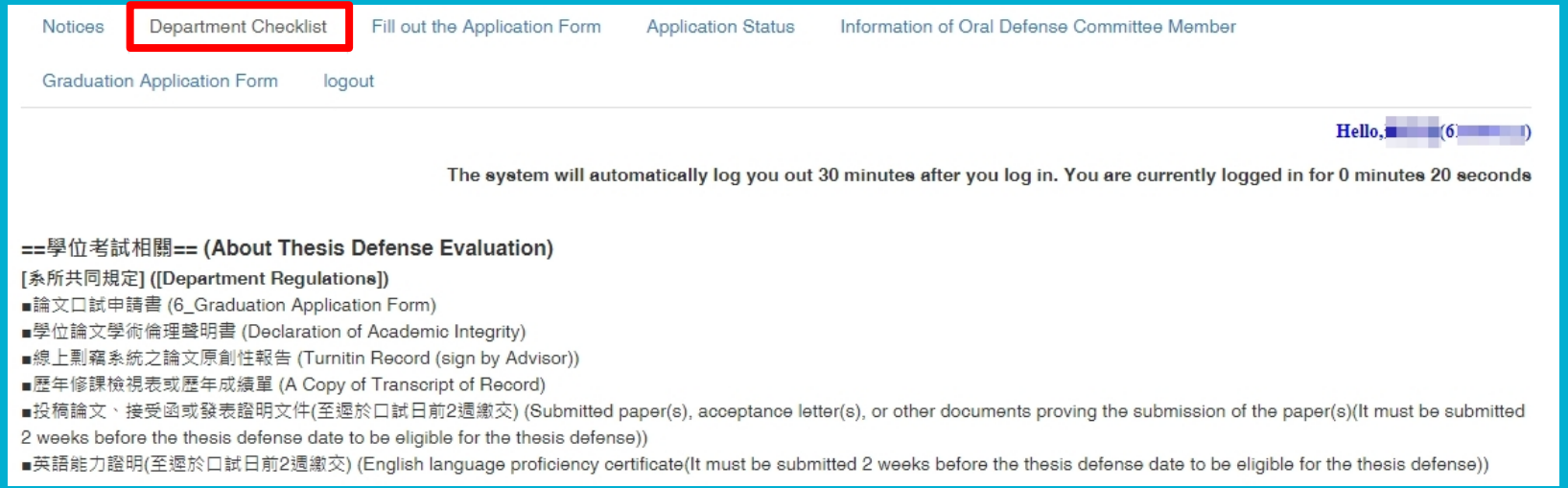
4.Click the "Application Status”

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



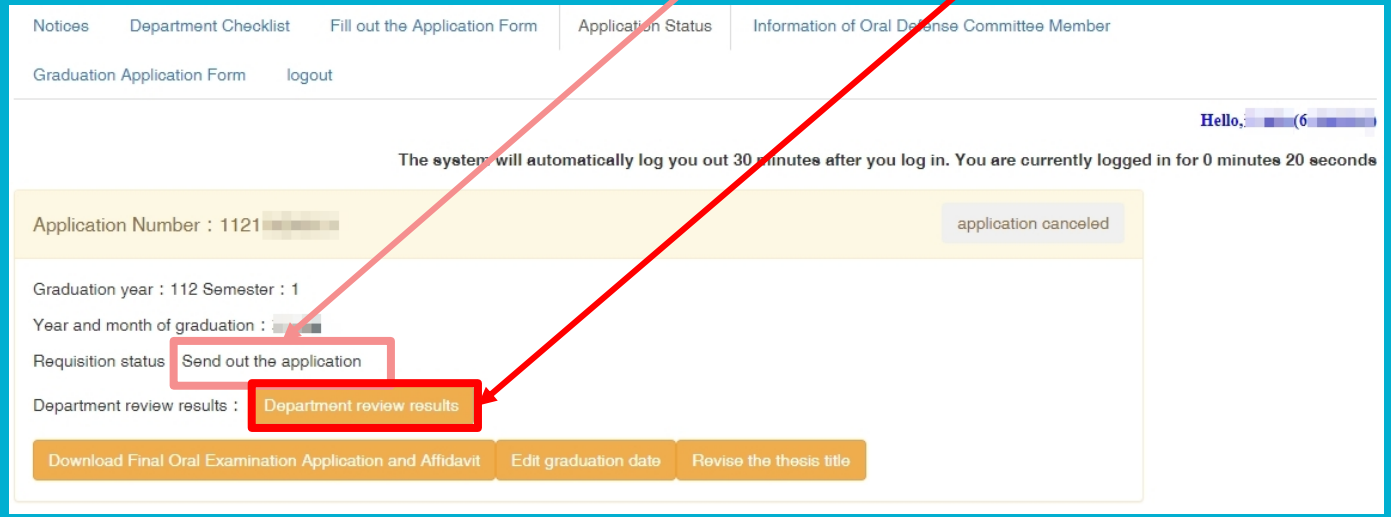
5.Click the “Department Checklist”

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



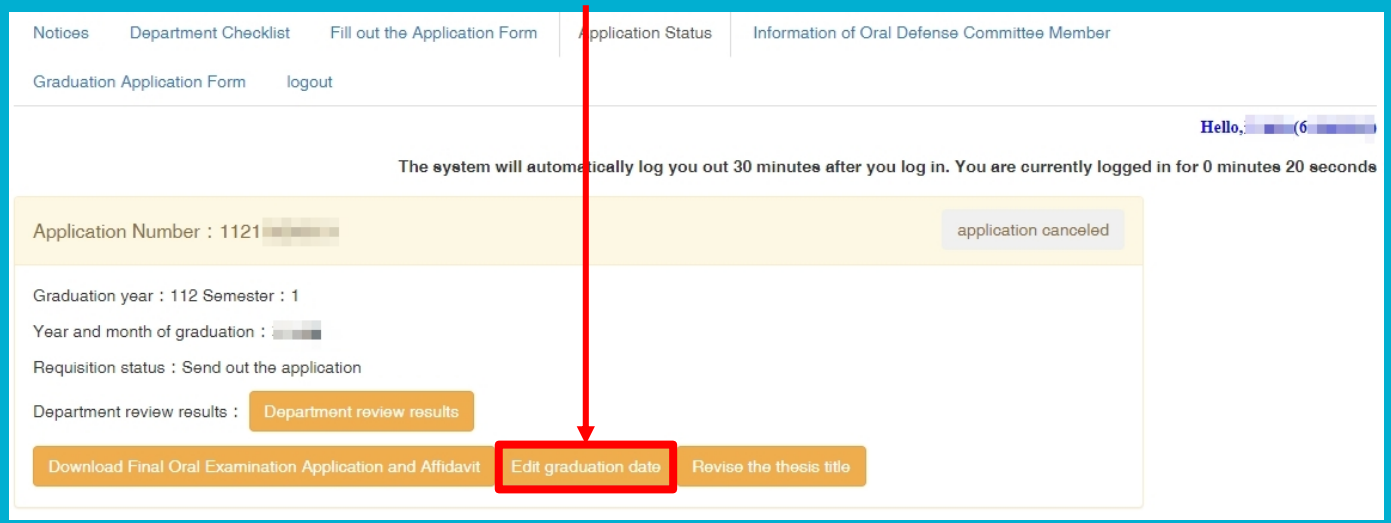
6.Let's go back to the "Application Status" for more!

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



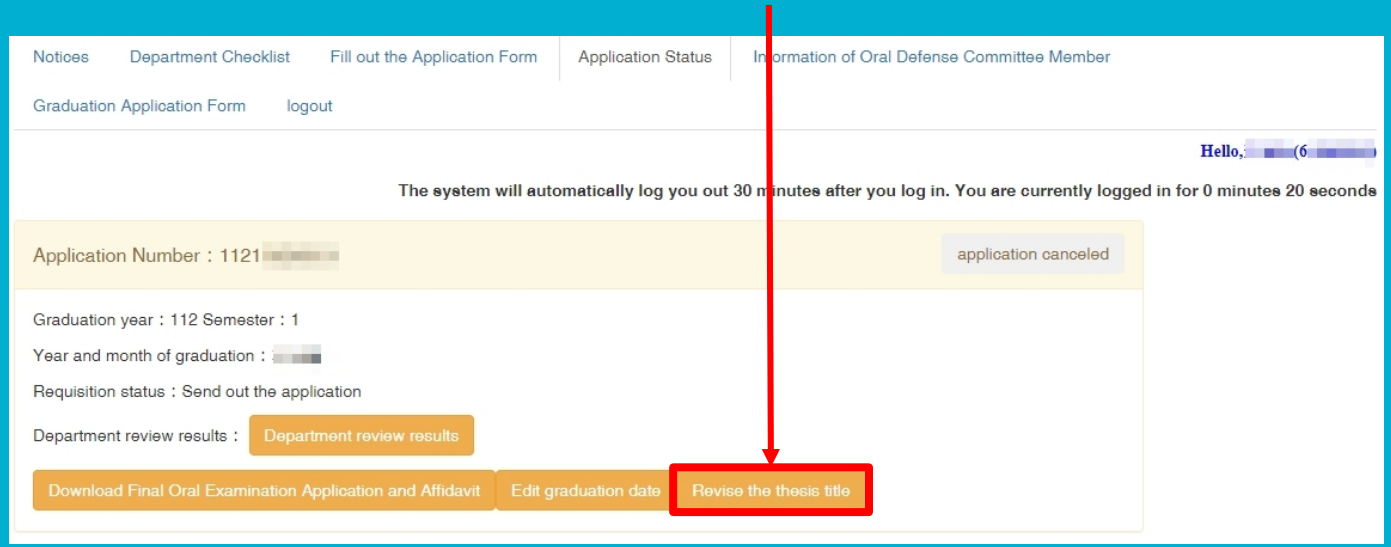
6.Let's go back to the "Application Status" for more!

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

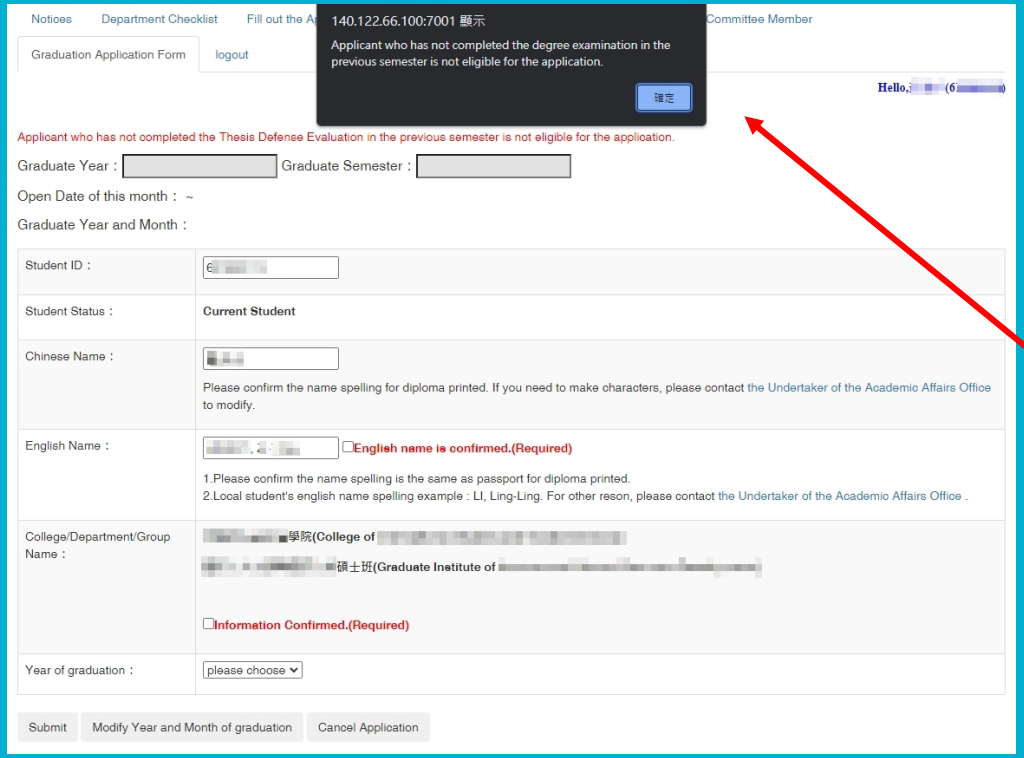


6.Let's go back to the "Application Status" for more!

(3) You can revise your thesis title here.



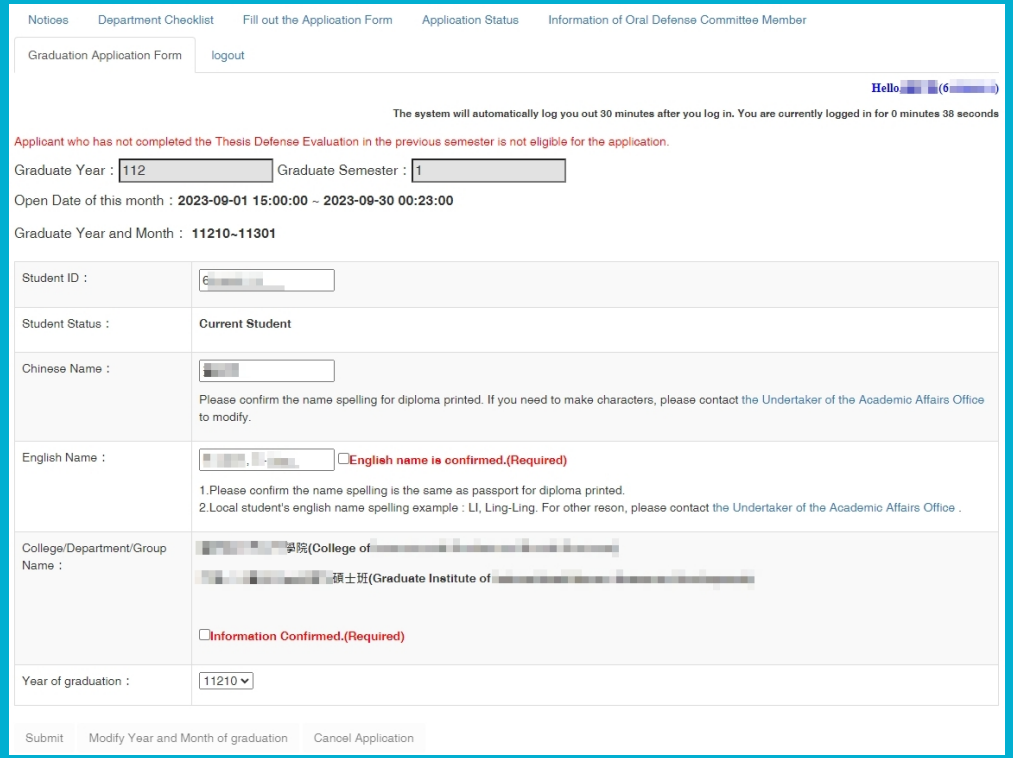
If you have passed the degree examination before this semester…



(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…



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

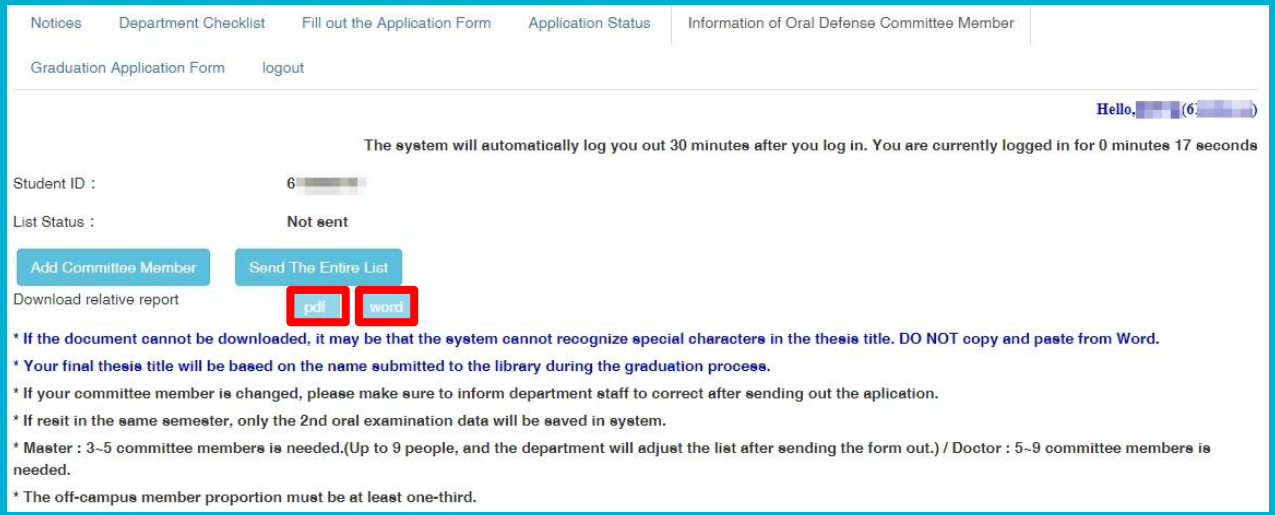
(4) Choose your expected month of graduation and “Submit” it!

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

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

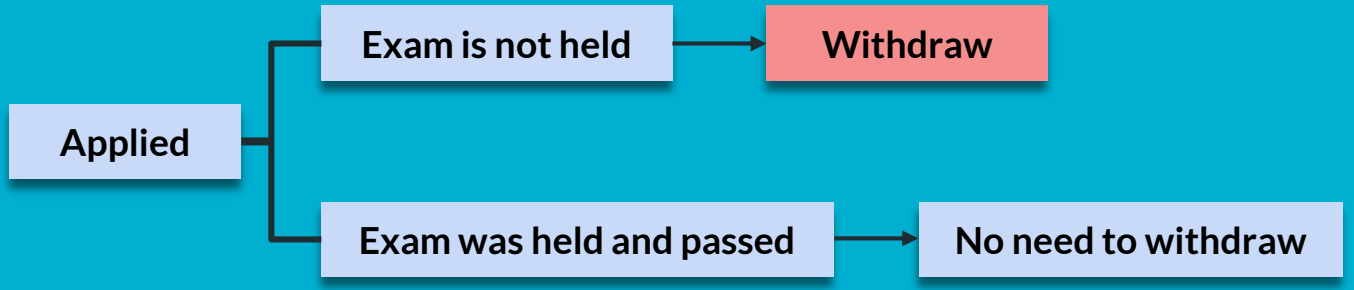
Go to the "Information of Oral Defense Committee Member”, and click the button “pdf” / “word” to download the “Committee List”, “Approval Form”, and the “Evaluation Form” for editing.



Q2 : When need to withdraw the application?

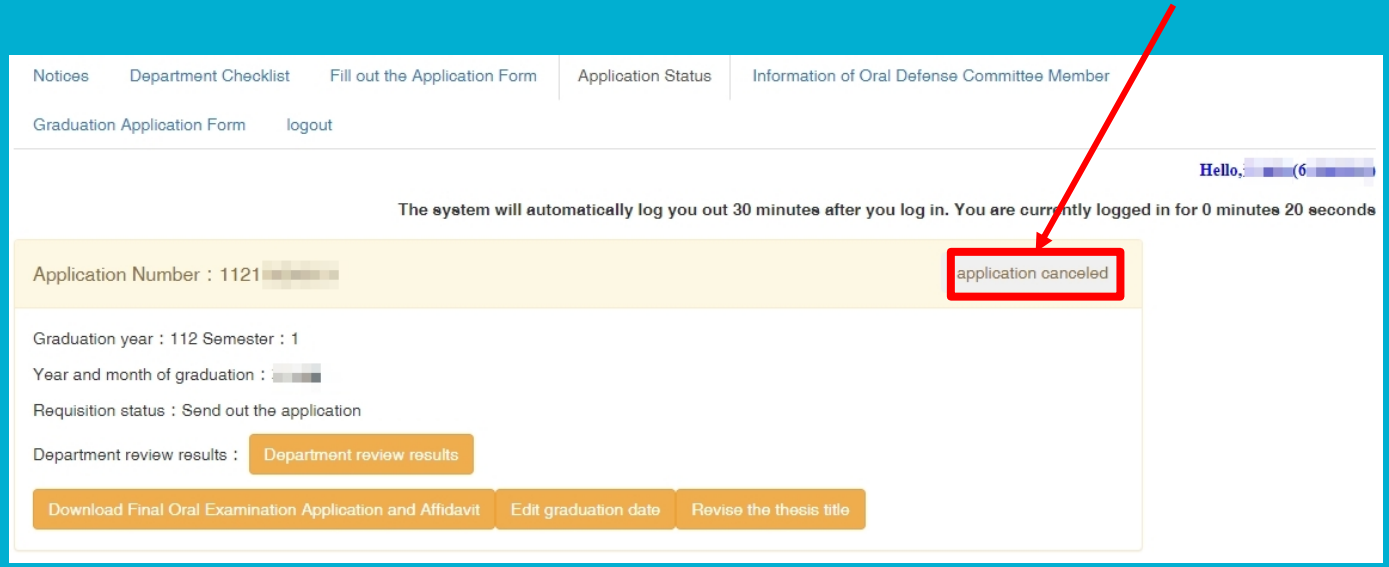
If you have passed the degree exam, you don't have to withdraw the application.

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” .



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

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