

# Procedure of Thesis Oral Examination

Updated 26 May, 2017

## Before Oral Exam

1. Please ask for permission from your advisor before you apply for the thesis oral exam.
  2. Please make sure that you reach ALL graduation requirements, or you will not be able to attend oral exam:
    - (1) Basic courses: having waived or taken basic courses offered by ore bachelor program, statistics and management.
    - (2) Course credits: having acquired a total of 36 / 42 credits. Please refer to the student handbook for details.
    - (3) Having presented or published a paper in a conference or a journal.
    - (4) Having passed an English proficiency test (TOEIC score of 700 or equivalent).
  3. You MUST submit the following items to all your committee members (including the external examiner) AT LEAST **1 WEEK** PRIOR TO your oral examination. **Please make sure that they receive ALL documents, and are informed of the date, time, and place of your oral exam.**
    - (1) Both soft and hard copies of your thesis (a red cover is required for the hard copies)
    - (2) Hard copies of your PPT file
- ★ Please ask your advisor for your external examiner's contact information, including email, address, phone number.
  - ★ You may choose to attach an invitation letter when submitting your thesis to all your committee members. Please be noted that it's not required.
  - ★ Please be noted that for the oral exam, there is NO need to attach a signature page in your thesis; however, it is required to be inserted in your thesis when submitting to the library.
  - ★ To print out your thesis, please go to:  
學事所輸出影印中心 Copy Center  
No. 1-3, Lane 47, Huagang Road, Shilin District, Taipei City. (Close to 7-11)

## On Oral Exam Day

1. Please fill in the following documents. Print them out and bring them to your oral exam:
  - (1) [Oral Exam Signature Page](#) \*3 copies
  - (2) [Topic Change Letter](#) \*1 copy
2. All candidates are expected to prepare food, drinks or snacks for your committee members on the oral examination day, such as lunch boxes, sandwiches, coffee, etc. (What you prepare differs based on the time of your oral examination, i.e., if your oral exam is in the morning, please prepare breakfast and drinks. If your oral exam is in the afternoon, desserts and drinks would be fine).  
If there are 2 groups doing the oral exam at the same time, you may share the costs all together.
3. Please arrive at least **30 MINUTES** before the oral examination begins to make sure that everything is all set up, including your LAPTOP and PROJECTOR. Please bring a laptop that can be

connected to the projector.

4. FORMAL ATTIRE IS REQUESTED for the oral examination.

### After Oral Exam

1. Revise your thesis format:

- (1) Please revise your thesis format based on the **APA guideline**.
- (2) You may bring a copy of your thesis to the office for format check. Please be noted that format check by the office is not required; however, if you choose to have our help, it is NT100 for one checkup.

2. 2 forms to insert in your thesis:

- (1) Take your Signature Page from the student office and ask your program director to for signature.
- (2) Download Copyright Authorization for Dissertation Thesis on the program website and print out 3 copies: <http://crbgmba.pccu.edu.tw/files/15-1185-31566,c7646-1.php?Lang=zh-tw>
- (3) Insert **ONLY** Signature Page in the soft copy (PDF file) of your thesis to upload to the library system. Insert **BOTH** Copyright Authorization for Dissertation Thesis and Signature Page in the hard copies of your thesis. **DO NOT print out the hard copies UNTIL you receive an approval letter from the library.** The order appears as follows:
  - A. Cover page (**soft + hard**)
  - B. Copyright Authorization for Dissertation Thesis (**hard**)
  - C. Signature Page (**soft + hard**)

3. Upload thesis to the library system:

- (1) Download and follow the user manual to upload your thesis to the library system: <http://crbgmba.pccu.edu.tw/files/15-1185-37691,c7646-1.php?Lang=zh-tw>
- (2) Please insert watermark in the soft copy of your thesis to upload to the library system. However, please make sure that there's *NO watermark in the hard copies of your thesis*.
- (3) For uploading your thesis, the library will send you an email to inform your account number and passcode. Please **check your email in advance** (your personal email account or CCU student email account: [student ID@ulive.pccu.edu.tw](mailto:student ID@ulive.pccu.edu.tw)).

4. Submit hard copies of your thesis:

- (1) it takes 3-5 working days for the library to check your thesis format. An approval letter would be sent to your email account afterwards. **Print out the approval sheet in the library uploading system.**
- (2) After receiving your approval letter, print out 2 hard copies of your thesis and submit to the following places along with the approval sheet:
  - A. The library
  - B. The Academic Office (10<sup>th</sup> floor in Da En building)

★ If you cannot get your degree the certificate in person, please fill in an Attorney Letter for School.

★ **DO NOT rush to book any plane tickets until receiving your degree.**