



## Doctoral Program in Finance Timeline for the Doctoral Degree Oral Exam (“Defense”)

The Doctoral Degree Oral Examination (below: “defense”) is an important exam at the end of your doctoral studies that you have to apply for after you have passed the *Doctoral Program Candidate Qualifying Examination* and finished the first draft of your dissertation. A defense can only be held during the term, i.e. during the winter semester (between October, 1st to 31st January) or during the spring semester April, 1st to July, 31st.

As several administrative levels of the university are involved in the organization of doctoral degree exams, you have to start the application process at least four weeks before the planned defense date.

Please read carefully through the following information where all procedures are explained step by step.

### I Four weeks before the defense: Preparing documents

Please go to the [Student Information System](#). The following documents need to be filled out online, downloaded and printed out. You will be asked to key in information such as the dissertation title, your supervisor’s name, the planned date of the defense, and detailed information on the Doctoral Degree Examination Committee Members. The members (5 - 9) of this committee will be selected by your supervisor, so please confirm their information (names, affiliation, position etc.) with your supervisor first. Please make sure that all information is entered correctly.

1. Qualification Form by Doctoral Degree Examination Committee(博士學位考試委員審定書) (to be signed by your supervisor and all committee members on the day of the defense)
2. Doctoral Dissertation Examination Application Form (研究所博士學位論文考試申請書)(to apply to hold the defense on a certain date; to be signed by you and your supervisor)
3. Doctoral Dissertation Recommendation Form (博士學位論文指導教授推薦書) (to confirm who is supervisor of your dissertation; to be signed by you and your supervisor)
4. List for Doctoral Degree Examination Committee Members (博士學位考試委員名冊) (to be provided by your supervisor; you have to type in the information)
5. Thesis Defense Examination Evaluation Form (博士學位考試評分表) (one for each committee member)



## II. Two weeks before departmental meeting: Submitting documents to GIF secretariat

In a departmental meeting a *Doctoral Degree Thesis Defense Examination Committee* will be established to decide if you meet the qualifications for the defense. Departmental meetings are usually held on the third Thursday of each month. Please go to the GIF secretariat (IB1005) at least a week before the scheduled departmental meeting to submit the following filled out forms and documents:

1. Doctoral Dissertation Examination Application Form (with your and your supervisor's signature)
2. Doctoral Dissertation Recommendation Form (with your supervisor's signature)
3. List for Doctoral Degree Examination Committee Members
4. One paper copy of the first draft of your dissertation
5. GIF Doctoral Degree Credit Requirement Form (to be downloaded from GIF-Website)
6. Your complete transcripts of your doctoral studies (to be obtained from the vending machine in the Administrative Building)
7. Proof that at least one paper has been accepted or published in an indexed journal: proof of the journal's classification ([NTUST library](#))
8. Certificate of Attending International Conference
9. English Language Certificate (usually waived for international students)
10. Academic Integrity Declaration

After the departmental meeting, meeting minutes will be drafted and submitted to the Office of Academic Affairs to formally seek approval to hold Doctoral Degree Examination. This may take two or three weeks as the Dean of the Office of Academic Affairs and the Taiwan Tech President need to sign the application.

## III. After obtaining approval: Preparations a week before the defense

After you have obtained the approval that your defense can be held as planned, you need to prepare more forms and documents for the day of the defense.

1. Receipts for the Remuneration and Travel expenses of Committee Members: The members of the Defense Committees will receive a remuneration for their service, and non-NTUST members will be reimbursed for travel their expenses. The payments will be administered by the GIF-secretariat. You can download the receipt forms from the SOM website.
2. You have to submit a positive *Similarity Report* (less than 20%) of the Plagiarism Detection Checker software **Turnitin** which is provided by the [NTUST library](#). Please prepare one report for each committee member. Please take into account that applications for a *Turnitin* comparison class with the NTUST Library may take **two days** for processing and are only valid for one semester.



#### IV. On the Day of the Defense

On the day of your defense, you have to bring the following documents:

- a. Doctoral Dissertation Recommendation Form (downloaded from the information system with your supervisor's signature)
- b. *Qualification Form by Doctoral Degree Examination Committee* (to be signed by all committee members)
- c. *Thesis Defense Examination Evaluation Form* (1 for each committee member; to be signed)
- d. *Receipts for the Remuneration and Travel expenses of Committee Members* (to be signed by the committee member)
- e. The *Turnitin Similarity Reports* for each committee member.

Please bring the following documents back to the GIF-secretariat, **immediately after the defense**.

- a. *Signed Receipts for the Remuneration and Travel expenses of Committee Members* member)
- b. *Signed Qualification Form by Doctoral Degree Examination Committee*
- c. *Signed Evaluation Forms for Doctoral Degree Examination Committee Defense*

The *Qualification Form by Doctoral Degree Examination Committee* needs to be signed by the Chairperson of the GIF which may take **2-3 working days**. It will be handed back to you so that you can scan it and **include it in the print-version** and e-version of your dissertation.

#### V. After the Defense: Revising and Submitting the Dissertation

Please revise your dissertation according to committee members' suggestions. The final version of your dissertation has to be submitted (both paper and digital copies) in the beginning of the following semester/ academic year. The deadline is marked in the [NTUST academic calendar](#).

- a. Submitting the thesis as an e-file: You have to upload the e-file of your dissertation to the [NTUST Library platform](#). Please read through the [Theses/Dissertation Submission and Graduation Procedures](#) (by the NTUST Library System Information) where the process explained in detail.
- b. Submitting the dissertation as paper-copies: Please print two copies of your dissertation. One copy has to be submitted to the NTUST library, and one copy to the GIF-secretariat (to be submitted to National Central Library subsequently).



There are strict regulations for the binding of the dissertation and for the wording, format and layout of the cover page. It is recommended to get the printing and binding done at the on-campus Digital Printing and Copy Shop which is informed about the format regulations for the GIF-thesis.

A sample of the cover of a Dissertation at the Graduate Institute of Finance and further explanations can be downloaded from the [School of Management Website](#).

#### **IV. School Leaving Procedures**

The “School Leaving Procedures” have to be completed to obtain your doctoral degree certificate. Thus, even if you decide to stay on at Taiwan Tech as a post-doc, you need to complete the school leaving procedures. The respective form can be downloaded from the [NTUST Student Information System](#) → Personal Information → Leaving processes for Graduate Students