

The Procedures and Precautions to Applying for Degree Examinations

1. Academic Research Ethics Education Courses (Previous certificates can be handed to Anny)
 - ◆ https://selcrs.nsysu.edu.tw/edu_apply/edu_apply_login.asp
2. Contacting Examination Committee Members (Suggest setting up a committee of three to five members a month prior to the master's degree examination, including at least one external member from outside the department)
 - (1) Confirm the list of examination committee members and the convener.
 - (2) Confirm the examination committee's schedule (if not during winter or summer vacation, confirm teachers' class times).
 - (3) Confirm the availability of classrooms.
 - (4) Notify the examination committee of the oral examination time, location, and whether a hard copy of the thesis is required.
 - (5) Print hard copies of the thesis (personal experience suggests they can be collected the day after printing).
 - ◇ Confirm that the format and numbering of images in the PDF file have not been altered.
 - ◇ Inform the photocopy shop of the number of color pages (number of pages in the PDF).
 - ◇ Paperback.
 - (6) Send electronic files and hard copies of the thesis (recommended two weeks in advance).
3. Fill out the Department of Oceanography's oral examination application form (one week before at the latest) (obtain from Anny)
 - ◆ Oral examination time, and classroom booking.
 - ◆ (Submit to the department office after obtaining the advisor's signature.)
4. Apply for the degree examination (two weeks before at the latest)
 - ◆ Thesis titles in Chinese and English.
 - ◆ List of examination committee members and convener.
 - ◆ Initial draft of the thesis.
 - ◆ Comparison data for the thesis.

◆ Print out the degree application form and transcripts of past years (submit to the department office after obtaining the advisor's signature).

5. Preparation on the day of the oral examination

◆ For the use of the examination committee members

- ◇ Desserts, beverages (order one week in advance).
- ◇ Ballpoint pens.
- ◇ Laser pointers.
- ◇ Oral examination score sheet, thesis approval form, examination committee score note paper (obtain from Anny).

◆ For presentation use

- ◇ Presentation pointer.
- ◇ Video recorder (ensure battery and memory card capacity in advance).
- ◇ Classroom keys, air conditioning card.
- ◇ Hard copy of the thesis.
- ◇ Thesis, electronic presentation files.