

城市治理英語碩士學位學程 學生論文與畢業流程自我檢核表
IPUG self-check list for thesis and graduation process

學號 Student number : _____ 姓名 Name :

Steps	Items	To-do list	Deadline	Check
1	Find your thesis advisor	Submit the <u>student supervisor agreement</u> to the IPUG office.	End of the 1 st semester after your enrollment	
1.1	Pass Ethics test	Complete Academic Research Ethics Education Course (https://ethics.nctu.edu.tw). Note: Students who have not completed this course cannot apply for oral defense.	End of the 1 st year after your enrollment	
Proposal Defense				
2	Proposal Defense	<ul style="list-style-type: none"> • Obtain approval from your advisor and schedule a date. • Contact committee members and confirm time and location • Reserve a classroom • Send invitation letters to committee members • A minimum interval of THREE months between the proposal defense and thesis defense is required. 	As early as possible	
3	Pre-Defense Arrangements	Inform and confirm the following to the IPUG office <ol style="list-style-type: none"> 1. Date, time, and location. 2. Thesis topic. 3. Names, phone numbers, and titles of committee members. Note: Apply for a parking permit for non-NTPU faculty committee members (if applicable).	At least 30 days before proposal defense	
4	Final Preparation	<ul style="list-style-type: none"> • Send reminder and your thesis proposal to committee members • Ensure all necessary equipment and materials are ready. • Prepare a Thesis Proposal Evaluation Sheet for each committee member. • Arrange for an audio recording of the session. 	1~3 days before the proposal defense	

Steps	Items	To-do list	Deadline	Check
Thesis and Thesis Defense!				
5	Before Defense Application	<ul style="list-style-type: none"> Complete the Academic Research Ethics Education Course (https://ethics.nctu.edu.tw) and obtain at least a passing grade. 	Ignore it, if you have already taken the course.	
6	Preparation for Defense	<ul style="list-style-type: none"> Obtain advisor approval for thesis defense Arrange time and date of the defense. Submit the NTPU Thesis Defense Application Form (two copies) with your transcript to the IPUG office. Arrange a note-taker. Apply for a parking permit for non-NTPU faculty committee members (if applicable). Confirm time, date and location with committee members and the note-taker. 	At least 45 days before thesis defense	
7		<ul style="list-style-type: none"> Send thesis to committee members Submit the Turnitin originality check report to committee members. 	At least 7~14 days before thesis defense	
8		<ul style="list-style-type: none"> Prepare the following forms : <ol style="list-style-type: none"> IPUG Verification Letter from the Oral Examination Committee (one copy) Notification of Thesis Defense Results (two identical copies) Check the venue and ensure all equipment is ready. 	2~3 days Before thesis defense	
9	Thesis Defense Day	<ul style="list-style-type: none"> Arrive early to set up. Greet and guide the committee members to the venue. Record the session (voice recording and note-taking required). Prepare Turnitin Report. 	1 hour before thesis defense	

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10	Post-Defense Requirements	<ul style="list-style-type: none"> • Collect committee members' signatures and submit the following: <ol style="list-style-type: none"> 1. Notification of Thesis Defense Results (Grade Report) on 2 identical sheets, to be signed by your Advisor, Committee members, and the Director of IPUG. 2. Score letter (must be sealed by the chairperson not your advisor). 3. IPUG Verification Letter from the Oral Examination Committee 4. Defense record (signed by the note taker) 5. Expense list 6. IPUG Envelope • Clean up the classroom and return equipment • Hand in examiner comments tablet to the supervisor.(If required) 	The same day as the thesis defense. (IPUG Office won't be responsible for delayed documents sent by students.	
Thesis Revision and Finalization				
11	Thesis Revision	<ul style="list-style-type: none"> • Follow the IPUG thesis format guidelines • Add the watermark of NTPU on your thesis • REVISION : <ol style="list-style-type: none"> 1. Submit the "Examiners comments table" to IPUG office after gaining agreement of supervisor. (If required) 2. Obtain "Signature page of committee" from the head of IPUG. 3. Ensure the order of Table of Content is as follow: Cover, acknowledgement, verification letter, Chinese abstract, English abstract, table of content, chapters, references, appendices and copyright declaration. 	Within 2 weeks after thesis defense	
12	Upload Thesis	<ul style="list-style-type: none"> • Upload the final version of your thesis (approved by your supervisor) to the National Digital Library of Theses and Dissertations in Taiwan. • Obtain an account for the uploading system and follow the instructions. • Ensure all details are correct. If issues arise, contact the IPUG Office immediately. 	Within 3 weeks after thesis defense	
Time to leave the IPUG and NTPU!				

Steps	Items	To-do list	Deadline	Check
13	Leave the IPUG	<ul style="list-style-type: none"> • Submit five hard copies of your thesis (green cover): <ul style="list-style-type: none"> ◦ 4 copies to IPUG (3 for IPUG, 1 for Registration Section) ◦ 1 copy to the library ◦ (Optional) Additional copy for your advisor • Submit a PDF version of your thesis to the IPUG Office. • Clean out your belongings from the study room. • Return your study room access card (handled by IPUG coordinator). 	By the end of August/February or Early September/March	
14	Leave the NTPU	<p>Complete the leaving process via the student information system: student information system:</p> <ol style="list-style-type: none"> 1. Ensure your thesis defense result has been recorded by the Registration Section. 2. Verify that all grades and credit requirements are met. 3. Return all borrowed library books. 4. Submit your student ID to the Registration Section. 5. Complete the IPUG Graduation Survey. 6. Collect your diploma. 	At least one week before the next semester's registration day	