

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	To-do list	Suggested time of “mission accomplished”	Check
1	Find your thesis advisor Submit the <u>student supervisor agreement</u> to the IPUG office.	By the end of the first semester after your enrollment	
1.1	Pass Ethics test Complete Academic Research Ethics Education Course (https://ethics.nctu.edu.tw). Students that have not completed the course are not allowed to apply for Oral Defense.		
Proposal Defense			
2	Proposal Defense <ul style="list-style-type: none"> ※ Apply to the IPUG office of your date of proposal (please get the approval from your advisor first) ※ Contact your professors ※ Arrange and check TIME and PLACE ※ Register for empty classroom ※ <u>The interval between proposal defense and thesis defense should be THREE months at least.</u> 	The sooner, the better	
3	Preparation <ul style="list-style-type: none"> ※ Confirm the following info to the IPUG office <ol style="list-style-type: none"> 1. Time, date and place 2. Thesis topic 3. Phone numbers and names of your committee members and their title. ※ Apply for the parking permit for non-NTPU faculty committee members (If he/she drives a car) 	30 days before proposal	

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4	Preparation	<ul style="list-style-type: none"> ※ Prepare ALL the equipment and things you need in proposal defense ※ Prepare <u>Thesis Proposal Evaluation Sheet</u> for each of your committee members ※ Need to be recorded (sound-recording) 	1~3 days before proposal	
Thesis and Thesis Defense!				
5	Preparation for Defense	<ul style="list-style-type: none"> ※ Apply for your thesis defense (please get the approval from your advisor first) <ol style="list-style-type: none"> 1. Apply to the IPUG office of your actual date/time and place of thesis defense 2. Submit your NTPU Thesis Defense Application Form (two copies) with your <u>TRANSCRIPT</u> ※ Apply for the parking permit for non-NTPU faculty committee members (if he/she drives a car.) ※ Arrange and confirm TIME and PLACE and make sure that all the committee members know the information. 	At least 30 days before thesis defense	
6	Preparation for Defense	<ul style="list-style-type: none"> ※ Send thesis to committee members 	At least 7~14 days before defense	
7	Preparation for Defense	<ul style="list-style-type: none"> ※ Please prepare the following forms : <ol style="list-style-type: none"> 1. IPUG Verification Letter from the Oral Examination Committee (one copy) 2. Notification of Thesis Defense Results (two copies) ※ Please check the place and all the equipment before the thesis defense. 	2~3 days before defense	

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8	Attention for Thesis Defense	<ul style="list-style-type: none"> ※ Please arrive earlier and get everything prepared ※ Pick up the committee members ※ Record (sound-recording and a note taker, please ask someone to help out) 	The very day of Thesis Defense	
9	Things to complete right after your thesis defense	<ul style="list-style-type: none"> ※ Make sure collecting signature from all committee members and following documents must be hand in: <ol style="list-style-type: none"> 1. Thesis examination result information (origin in duplicate), supervisor and head of department must sign on. 2. Score letter must be sealed by chairperson with envelope. 3. IPUG Verification Letter from the Oral Examination Committee 4. Defense record page (note taker should sign up) 5. Expense list 6. Envelope of IPUG ※ Clean up the classroom and return equipment ※ Hand in examiner comments tablet to supervisor.(If required) 	The very day of Thesis Defense (There is no responsibility of IPUG if students of delayed hand in documents and led to defer graduation.)	
Thesis Revision and Finalization				
10	Thesis Revision	<ul style="list-style-type: none"> ※ Do follow the format that IPUG requires ※ Insert the watermark of NTPU on thesis ※ REVISION : <ol style="list-style-type: none"> 1. Hand in “Examiners comments table” to IPUG office after gaining agreement of supervisor. (If required) 2. Receive “Signature page of committee” from the head of IPUG. 3. Content order: Cover, acknowledgement, verification letter, Chinese abstract, English abstract, table of content, chapters, references, appendices and copyright declaration. 	In 2 weeks (after thesis defense)	

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11	Thesis Upload PART I	※ Upload your thesis to National Digital Library of Theses and Dissertations in Taiwan . Before your supervisor agrees to upload your thesis, you can't upload it. This should be the final version. 1. Get an account for uploading system 2. Follow the steps as the system requires and upload your thesis. (DO MAKE SURE EVERY DETAILS ARE CORRECT) 3. It takes 2-3 days for the system to verify your thesis.	In 3 weeks (after thesis defense)	
Time to leave the IPUG and NTPU!				
12	Leave the IPUG	※ Things you need to turn in: 1. Five hard copies of thesis, with green-colored cover (3 for the IPUG, 1 for the library, 1 for the registration Section) 2. A PDF file of your thesis and the sound-recording of your thesis defense (burn a CD for that, with your student ID number and name /or an electronic file) 3. Clean up your stuff in STUDY ROOM 4. Return the key of STUDY ROOM	By the end of August/February or Early September/March	
13	Leave the NTPU	※ Confirm the leaving process via <u>student information system</u> : 1. The result of your thesis defense already was informed to Registration Section 2. You have all the grades for each course 3. You reach the requirement of the credits 4. Books are all returned to the library 5. Bring your student ID card to Registration Section to finish the procedure. 6. Get your diploma	complete the procedure a week before the registration day for next semester	