

Thesis Defense Application Process

Application · Defense · Reimbursement

Based on the revision dated Aug. 24, 2026

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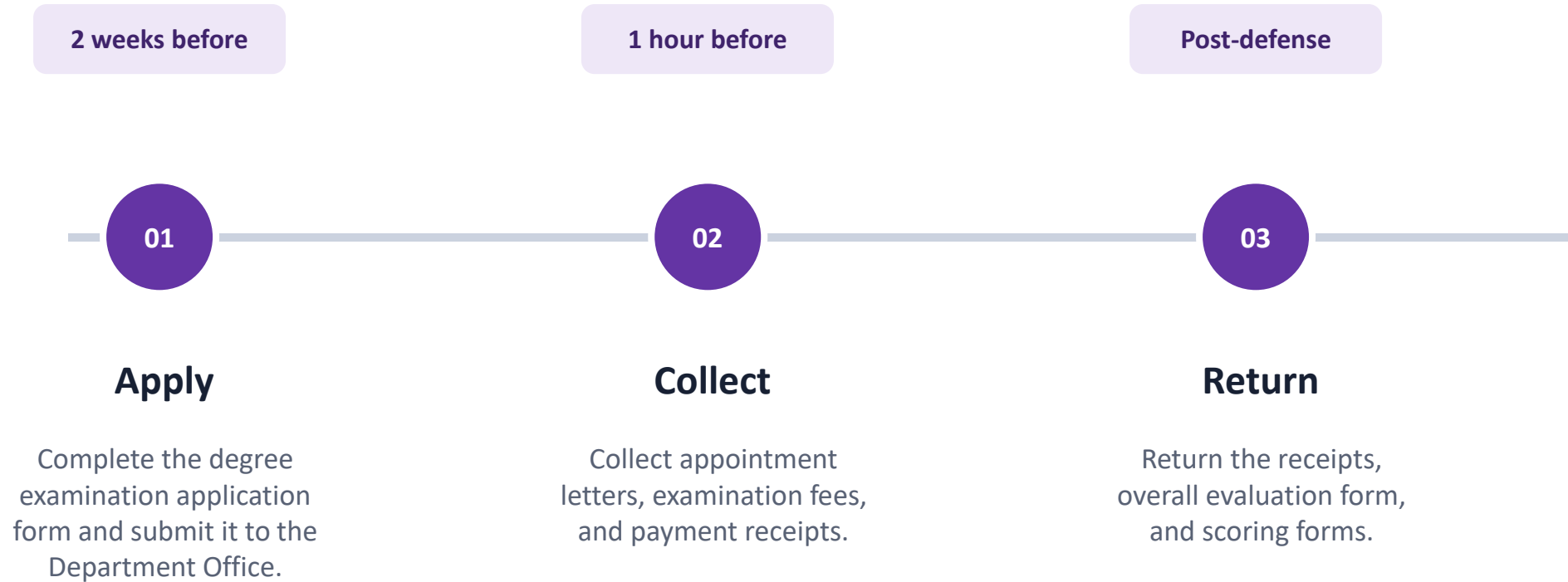
Key Time Points

2 weeks before

1 hour before

After the defense

Three time points define the entire process



Each time point corresponds to specific documents and administrative actions.

Apply at least two weeks before

T - 14 DAYS

Degree Examination Application Form

Download, complete, and submit it to the Department Office.

Ready when

Form received at least two weeks before the defense.

Website navigation

- 1 Current Students
- ↓
- 2 Master's Program Curriculum
- ↓
- 3 **Degree Exam Application Materials**

Late applications may require prepayment

~ NT\$6,000

Students may need to pay the examination fee in advance

Applies when submitted less than two weeks before the defense

Once reimbursement is processed, funds are deposited directly into the student's account.

Process

Pay in advance → Department Office processes reimbursement → funds deposited

Plan early to avoid last-minute advance payment.

One hour before: collect three items

T - 1 HOUR

01

Committee appointment letter

For committee members

02

Examination fee

Follow Department Office procedures

03

Committee examination-fee receipt

Return after the defense

Collection point: Department Office

Return documents after the defense



Payment receipt

Committee examination-fee receipt



Overall evaluation

Degree examination overall evaluation form: 1 copy



Scoring forms

Degree examination scoring forms: usually 3 copies

Print the overall evaluation and scoring forms from the department website before the defense.

Firm semester deadlines move earlier on holidays

Fall term

1 / 15

5:00 PM

Spring term

7 / 15

5:00 PM

On holidays: deadline moves to the preceding business day

Committee travel

Travel mode	Reimbursement rule	Prepare before applying
Private car or motorcycle	Reimbursed at the highest public/private bus fare for the same route	If driving to campus, provide the vehicle license plate number with the application
High-speed rail (economy)	Submit the ticket stub or travel proof for reimbursement	Electronic proof can be downloaded from the designated website
Intercity bus	Submit the ticket stub or travel proof for reimbursement	Retain reimbursement documentation

THSR electronic ticket proof: <https://ptis.thsrc.com.tw/ptis/>

Pre-Defense Checklist

Turn the process into an actionable list

- ✓ **Confirm the semester deadline; plan earlier for holidays**
- ✓ **Submit the application at least two weeks before the defense**
- ✓ **Print the overall evaluation and scoring forms**
- ✓ **Collect materials from the Department Office one hour before**
- ✓ **Return receipts and forms immediately after the defense**

Key reminder

**Confirm copies
and travel
proof
early**