

**MASTER DEGREE ORAL EXAMINATION**  
**APPLICATION FORM INSTRUCTIONS**  
**(IMPORTANT ! PLEASE READ CAREFULLY !)**

1. This document consists of three pages (excluding the instructions pages) and all three pages have to be submitted for processing.
2. Before mentioning oral examination, you must apply with The Registrar's Office for the **Latest 「Transcript」** (you may go directly to the office and apply or apply online at (<http://aadm.nctu.edu.tw/registra/form.aspx>) . You have to request the Registrar's Office to send the transcript to the Institute's Office so as to facilitate the **review of the credits required to graduate.**
3. After having applied for the transcript, send a letter to the **Office of the Assistant** to inform him /her of an oral examination and that transcript has been applied for. You must provide **your student number, name, date of application of transcript, date of oral examination time and the proposed regulations applicable to the academic year.**  
(Master Degree Assistant HSU, Li-Wen: [liwen57566@nycu.edu.tw](mailto:liwen57566@nycu.edu.tw))  
(In-Program Assistant WANG, Pei-Yu: [peiyu@nycu.edu.tw](mailto:peiyu@nycu.edu.tw) ).
4. Three to five Oral Examination Committee members, of which **one third must be off-campus.** When inviting external assessors, please send them a copy of the Thesis Defense Committee External Members Reply to fill in.
5. Students should **three weeks before the date of the oral examination** take the **"Master Degree Examination application form"** , **the "List of Master Degree Examiners"**, **the "Thesis Defense Committee External Members Reply"** and carefully fill out the forms and **ask your Major Professor to sign**, and submit to the office.
6. Those applying for **Oral Examination in Taipei**

**Important telephone numbers :**

Taipei campus security (Floor 1, Extension 57616)

Taipei campus, College of Management - Miss TAI, Mei-Hui

(Floor 4, Extension 57611)

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Application procedures:

1. Please remind the assistant that the oral examination is scheduled at Taipei campus
2. The assistant will take the application form and send it to the person in charge of Taipei locations, checking whether the location can be used (do not call without authorization)
3. After using the site, the assistant will send back the application form for Taipei locations to the oral examinee.

4. Forty minutes before the oral examination, take your application form to the first floor and remit to the security guards at the door and collect the keys.
5. Please remember to confirm with the guard on duty (ext 57616), three days before the examination date, whether on that day there will be someone on duty so as to take the keys.

(Reminder : During summer vacation, university administrators do not work on Fridays, except the Hsinchu's Institute of law)

6. Be sure to assist in the classroom restitution after the oral examination
  7. Lending period must include time for preparation
  8. Please indicate if a parking ticket has been applied for on the form and ask to notify the Professor who is attending the oral examination to collect his ticket on same day at the Parking Supervisor Booth. (Students can not apply for parking pass)
  9. Students who need to borrow the Taipei venue are invited to apply early in order to avoid being unable to do so.
  10. The venue for oral examination at Taipei campus is the Fourth Conference Room, as the best one
  11. You have to prepare your own oral examination equipment (you need to prepare your own laptops and projectors) and cannot use the conference room equipment
  12. If equipment is needed during the summer, please contact the Hsinchu Department Office, fill in the application and borrow your equipment. After the oral examination is over, please have the equipment returned back
  13. After the oral examination, if Miss TAI, Mei-Hui of the College of Management (Fourth Floor, ext 57611) is still on duty, you may pay her a visit to thank her, check if the venue is correct and then leave
7. Please **be sure to provide the telephone numbers and email addresses of external assessors** to facilitate work processing !

**NATIONAL YANG MING CHIAO TUNG UNIVERSITY**  
**INSTITUTE OF TECHNOLOGY LAW**  
**【 M A S T E R D E G R E E E X A M I N A T I O N**  
**A P P L I C A T I O N F O R M 】**

Application Date : \_\_\_\_dd\_\_\_\_mm\_\_\_\_yy

Name: (Chinese)\_\_\_\_\_ Student Number:\_\_\_\_\_

Thesis Title : (Chinese)\_\_\_\_\_

(English) \_\_\_\_\_

Master Degree Examination Committee Members  
(Three to Five members, of which one-third must be external )

Name:\_\_\_\_\_ Unit and Title:\_\_\_\_\_ Telephone\_\_\_\_\_

Name:\_\_\_\_\_ Unit and Title:\_\_\_\_\_ Telephone\_\_\_\_\_

Name:\_\_\_\_\_ Unit and Title:\_\_\_\_\_ Telephone\_\_\_\_\_

Name:\_\_\_\_\_ Unit and Title:\_\_\_\_\_ Telephone\_\_\_\_\_

Name:\_\_\_\_\_ Unit and Title:\_\_\_\_\_ Telephone\_\_\_\_\_

Examination Committee Convener: \_\_\_\_\_

Examination Time : ROC Year\_\_Month\_\_Day\_\_ Time\_\_\_\_(Day of the week \_\_\_\_\_)

Venue : National Yang Ming Chiao Tung University\_\_\_\_\_campus, Room\_\_\_\_\_

\* Notes :

1. Fill in the application form and one month before the oral examination remit to the Department's Office. (Major Professor cannot be the Convener)
2. The titles of the Examination Committee members, if not (1) Professor, Associate Professor, Assistant Professor (former or present) (2) Academia Sinica academician or Academia Sinica Research Fellow, Assistant Research Fellow, please state their highest academic qualifications (like Ph.D Institute of Computer Science, NTCU) and **academic achievements**

Major Professor:\_\_\_\_\_ Date: \_\_\_\_dd\_\_\_\_ mm\_\_\_\_ yy

Head of Department:\_\_\_\_\_ Date: \_\_\_\_dd\_\_\_\_ mm\_\_\_\_yy

**TECHNOLOGY LAW ACADEMIC YEAR \_\_\_\_\_ LIST OF MASTER DEGREE  
EXAMINERS**

( Annex I )

Student Number	Name of Examinee	Degree Examination Committee Member				Recommended Convener's Name	Name of Major Professor
		Name	Service Unit and Title	Highest Academic Qualification	Remarks		
				Ph.D			

The above degree examination committee convener's qualifications have been reviewed by the Department and has recommended the President to issue an appointment letter.

Explanation 1. If the title is (1) Professor or Associate Professor (former or present) or (2)

Academia Sinica academician or Academia Sinica researcher, associate professor (former or present), no need to write highest academic qualifications in the respective column.

2. If the titles listed are not related to this note, please fill in the title bar and write out the highest qualification (in accordance with degree operational procedures article XI, third paragraph: a doctoral degree with academic achievements) and in the Notes field the Description of academic achievement, attach paper if field is not enough to use.

3. If the title is not in line with Explanations 1 and 2 or Explanation 2 doctoral qualifications but fits in operational procedures Article XI four paragraph "rare or special discipline where academic or professional achievements have been sustained. Please write in the remarks column the academic achievement and if field is not enough, you may attach a paper.

4. If you are involved as Major Professor in the degree examination , as one of the examiners, the column names in the degree examination committee must also be filled. According to Degree-granting Law enforcement rules, the Major Professor shall not act as convener and described accordingly to the Accounts Office. The major Professor can only apply for Thesis advisor fees and not for oral examination fees.

Head of Department : \_\_\_\_\_Signature and Chop

**NATIONAL YANG MING CHIAO TUNG UNIVERSITY INSTITUTE OF  
TECHNOLOGY LAW**

## 『 THESIS DEFENSE COMMITTEE EXTERNAL MEMBER REPLY 』

「 The Thesis Advisor fees 」 and 「 The Thesis Defense Members fees and transportation fees 」 will be settled after the assessment, no need for bill. Please fill in the information and the fees will be sent within a month of the oral examination. The University will have the amount transferred to your account or have a cheque mailed to you.

### (To be filled by oral examinee)

Name of student:

Date of Thesis defense: dd mm (From To )

Venue:

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### Thesis Defense Committee Member to please fill in

#### (1) Basic Information

Name :

ID Number :

Permanent Address :

Mailing Address :\_

#### (2) Choose a payment method

1. Post Office Account Name: (Only post office account is accepted by University)

Post Office Branch Number:\_\_\_\_\_

Post office Account Number:

2. If you do not have a Post Office account, The University will mail you a cheque.

Please provide

Your address:

#### (3) Free temporary parking ticket

1.  NYCU Taipei campus, Please write your car number

( The parking pass will be temporarily left at the 「 Parking Supervisor Booth 」 , please collect on day of oral examination. )

2.  NYCU Hsinchu campus

( Parking pass for guests will be available on same day as oral examination. When leaving the University compound, please remit back the parking tickets and pass to the Parking Supervisor Booth. )

3.  No need for temporary parking arrangement