**EOMP- Graduation& Degree Examination Documents Checklist**

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| **Second Qualification Review**(Prepare the following documents signed by the advisor, and submit to the College office for review.) | * 1.Degree Examination Application Form (J7)
* 2.First draft of the dissertation (*formatted according to the Guidelines for Dissertation Specifications.)*
* 3.Dissertation summary
* 4.Past transcripts
* 5.List of the degree examination committee members (J8)
* 6.two SCI article published with first author
* 7.Certificate of completing the Research Ethics Education courses (after Academic Year 2019) 6 hours at least
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| **During Degree Examination**(on the day of the degree examination, prepare the following documents.) | * 1.Degree Examination Grading Sheet：Each committee member shall have one sheet. The sheets shall be stamped with the institute’s seal. (J4)
* 2.Scoresheet：Showing the scores given by all committee members and signed by the advisor and the head of the institute. (J15)
* 3.Dissertation Oral Defense Verification Letter：Signed by each committee member after the student passes the degree examination. The copy of the verification letter has to be included in the dissertation. The original verification letter shall be kept by the student. (J9)
* 4.Attendance fees for examination committee and list of receipts of transportation allowance (Need signed by each committee member)
* 5.Turnitin originality report
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| **After Degree Examination** (Prepare the following documents and submit to the College office for review.) | Self-Check* 1.Orignal grading sheets
* 2.Score sheets
* 3.Dissertation originality comparison checklist (J16)
* 4.Result of Library Turnitin Review
* 5.Attendance fees and transportation allowance
* 6.Dissertation Oral Defense Verification letter
 | Office Check* 1.各考試委員評分表
* 2.學位考試成績表
* 3.論文原創性比對檢核表口試版(J16)
* 4.口試論文圖書館複核結果回函(圖書館信件)
* 5.考試委員出席費核銷
* 6.學位論文口試委員會審定書
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| **Graduation Exit Process** | * 1.Fulfill department degree requirement
* 2.Fulfill department dissertation requirement
* 3.Return borrowed items from department
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