

EOMP- Graduation& Degree Examination Documents Checklist

Second Qualification Review (Prepare the following documents signed by the advisor, and submit to the College office for review.)	☐ 1.Application Form for Oral Defense (J7) ☐ 2.First draft of the dissertation (<i>formatted according to the Guidelines for Dissertation Specifications.</i>) ☐ 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) <u>6 hours at least</u>	
During Degree Examination (On the degree examination day, prepare the following documents.)	☐ 1.Degree Examination Grading Sheet : Each committee member shall have one sheet. The sheets must be consistent with your publication access option on the application form for oral defense. (J4-1 or J4-2) ☐ 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 ☐ 6.Application for Embargo of Thesis/Dissertation (if you select publication access option 2 on the application form for oral defense)	
After Degree Examination (Prepare the following documents and submit to the College office for review.)	Self-Check ☐ 1.Original grading sheets ☐ 2.Score sheets ☐ 3.Dissertation originality comparison checklist (Oral Defense) (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□試版(J16) ☐ 4.□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□試委員會審定書
Graduation Exit Process	☐ 1.Fulfill department degree requirement ☐ 2.Fulfill department dissertation requirement ☐ 3.Return borrowed items from department ☐ 4. Upload the Originality Comparison Checklist (Final Version) (J19) ☐ 5. Upload your dissertation to Library's Electronic Dissertation System (if you apply for Embargo of Dissertation, the application forms-Oral Defense, Embargo- and related documents also should be uploaded.)	