1. Viva Application must be submitted **30 days before** the actual examination date.

E.g. Viva date is 20st January→ Application must be submitted before 20th December.

2. **Viva Application for this semester ends till 31th Dec 2024. Examination ends till 31th Jan 2025.**

**3. Application Notes:**

(1) Examiners:

Check with your supervisor about the examiners and their details.

There should be 3~5 examiners, at least one third of which should be scholars outside NTPU.

(2) Documents needed:

**2 copies** of application form with supervisor’s signature.(One for Department Office, one for Curriculum Section)

Choose one among the followings.

A. Conference proceedings published records

B. Certificates of conference proceedings accepted

C. Certificates of submitting for International Conference

D. Certificates of submitting for International Journal

E. Certificates of filing for Invention Patents

③The record of all papers published, awards or competitions.

④The report of the original comparison result of the paper, the score of the system page must be less than 20% (inclusive).

⑤The Certificate of Completion of Center for Taiwan Academic Research Ethics Education.

**4. Viva Notes:**

(1) Please send a draft of thesis to the examiners at least **7 days before** the examination date.

(2) Please prepare the following files at least 1 day beforehand:

|  |  |
| --- | --- |
| **Item** | **Number of Copies** |
| **1. Viva Procedure Form** | **1** |
| **2. Grade Form** | **1 for each examiner** |
| **3. Notification Form of Grades** | **2** |
| **4. Signature Form of the Examiners** | **2** |
| **5. Record Form of Viva** | **1** |

**Note: Items 2-5 should be submitted to the Department Office afterwards.  
 One of item 3 should be submitted to Registration Section  
 One of item 4 should be well kept by yourself  
 Please find a student to record with item 5.**

**\* These files have been emailed to your school email account.**

(3) Please fetch the signature form at the Department Office before the examination date. And return the form afterward.

**5. Thesis Notes:**

(1) Please follow the school’s regulation for format of your thesis, including beige cover, Chinese/English Abstract, Authorization Form, Intellectual Right Claim Form and so forth.

(2) Upload your thesis toNTPU Library’s Electronic Theses and Dissertations Service

**※NTPU Library’s Electronic Theses and Dissertations Service Website：http://cloud.ncl.edu.tw/ntpu/**

**※Authorization Form can be downloaded when uploading your thesis to the Systems above.**

**6. Graduation Procedure (after Viva):**

(1) Graduation procedure is according to the Form of School-leaving Procedure.

(2) Nullify your Student Card at the Registration Office.

(3) Submit **3 copies** of your thesis to the Department Office, and **1** to the Library.

(4) Fill the Core Capabilities Questionnaire at the Department Office, and the online Development Questionnaire on the Career Development Section website.

Department of Electrical Engineering, Oct 2024