

## Operation of the application for the master's degree examination

1. Thesis Format: Please referred to [Thesis format guideline](#).

2. Examination application:

### **A. Verification of graduation credits:**

#### Online application

Chang Gung University Home Page → [Campus Information System](#) → Sign in → Electronic Approval System

(1.) 0600 Office of Academic Affairs → 011A Verification of graduation credits → Application

- a. Please make sure your English name and phone number are identical to the Campus Information System.
- b. Fill in the names of your Advisor and Co-Advisor.
- c. Please make sure you have completed all credits for graduation requirement.

#### Documents attachment

- a. Transcript (File name: Transcript\_Your Student ID.pdf)
- b. Students have to complete the internet course offered by the "[Center for Taiwan Academic Research Ethics Education](#)", pass the examination, and obtain a course certificate. (File name: Certificate\_Your Student ID.pdf)

#### **Notice:**

1. The application is required to be submitted before Feb 10th, 2020.
2. Students are not allowed to apply for degree exam without this checklist.
3. The approval status can be checked online. The candidate can proceed to the second phase of oral defense application in the same online system.

### **B. Application for oral defense**

#### Online application

Chang Gung University Home Page → [Campus Information System](#) → Sign in → Electronic Approval System

(1.) 0600 Office of Academic Affairs → 035A Application for oral defense → Application

- a. Fill in your Chinese and English Thesis title.
- b. Fill in the information of your Examiners (shall consist of 3 members).
- c. After approval by your Advisor, please fill in your oral defense date, time, and location. Then, print "oral defense score sheet" and "final score statement" and email these two files to [mneed@mail.cgu.edu.tw](mailto:mneed@mail.cgu.edu.tw).

#### **Notice:**

Please make sure this application should be completed before the end of Feb, 2020.

3. Oral defense:

Please make appointment with your examiners.

Presentation (30 mins) and Q&A (10 mins).