



**Oral defense
&
Sign-Out
procedure for
getting diploma**

Please read the details regarding oral defense application & sign-out procedure for getting the diploma

Before Oral defense

1. Run Turnitin:

Run turnitin before applying for your oral defense and submit the form to IMBA office.

attached file 1: [How to run Turnitin](#)

attached file 2: [IMBA_PaperOriginality_Check](#)

2. Get all information:

a. Both English and Chinese name of your committee members

(ask your thesis advisor)

b. Chinese / English title of your thesis

3. Decide the date: consult with your thesis advisor

4. Book a meeting room:

If your advisor may not have his / her own preference of the location, please come and ask IMBA office.

5. Apply your defense online at least 2 weeks before:

<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/index.php?lang=english>

attached file 3: [SOP_oral defense application](#)

6. Send / Print your draft:

It depends on each advisor! Please check the requirements with him / her.

7. Come to IMBA office:

Please email IMBA office to make sure your application for oral defense successfully. And come to IMBA office one hour before your defense day!

After Oral defense

1. Amend your thesis
2. Get an approval by your advisor
3. Upload your thesis to Library system
attached file 4: [Thesis Uploading Webpage](#)
4. Download form/ use blue pen to sign the name on each documents
attached file 5: [Graduate Thesis Format for NTHU Students](#)
attached file 6: [PDF setting for Watermark & Encrypted](#)
5. Print out at least 2 copies, 1 for IMBA / 1 for library
6. About TWO days after, you can get the diploma from Division of Registration (General Bldg.)

Sign-Out Procedure

1. Activate your sign-out procedure
attached file 7: [How to activate your graduation procedure](#)
2. Check out from your dorm.
3. Make sure you get your diploma
attached file 8: [Notarize and Authenticate your diploma](#)