

**Checklist for proposal defense (Master)**

**1. Preparation**

- If you have **External examiner** to participate in:

Ask if external examiner needs ①official external examiner invitation from NCKU and ②temporary car parking permit in College of Medicine. If needed, please provide external examiner's ①school name, position and ②car number to international office within 2 weeks before the examination.

- **Reserve a room As Early As Possible**

Book **Room 109** for your proposal defense, at: <http://140.116.62.230/classroom/>

@Check Nursing Department Room Booking System Instruction

Book **Big/ Small conference room at 3F medical college** if you found Room 109 not available, at:

<http://www.med.ncku.edu.tw/index/meetingroom/> (\*open the link by IE)

@Big Conference Room at 3F College of Medicine= 醫學院 3F 系所聯合研究中心大會議室

@Small Conference Room at 3F College of Medicine = 醫學院 3F 系所聯合研究中心小會議室

- \*\*Please see Instruction for Conference Rooms in College of Medicine Booking System

成大醫學院會議室查詢與預約系統操作指南.

- Give/Send invitation letters to your committee members (\*consult senior students for the format).

**2. Application (4 weeks before proposal defense)**

- Submit all required application documents to International office

Required documents:

1. Proposal Defense Agreement (Appendix 5.2).
2. Application Form for proposal defense (Appendix 5.3).
3. The list of committee members (Appendix 5.4).
4. Study timetable (Appendix 5.5).
5. Announcement Poster (Appendix 5.6), also email to staffs in International Office.
6. A copy of academic transcript.
7. A copy of thesis proposal. (Will be returned before the proposal defense)

**3. Budget subsidy**

For Master proposal defense, department of nursing provides examining fees for each examiner and also provide transportation subsidy (train or HSR) for external examiner, excluding taxi fee. External Examiner has to provide High Speed Rail tickets and post office/bank account information for application.

\*If the external examiner works in Tainan, no transportation subsidy will be provided.

\*Prepaid Return Envelope for external examiner by Department of Nursing, if needed.

**4. Before Defense**

- Confirm the necessary equipment in the room (\*there is no computer in both conference rooms at College of Medicine, students have to prepare their own laptops)
- Print out 1 copy of "The process on the day of proposal defense" (Appendix 5.1) to the convener, "Application Form for Proposal Defense" (Appendix 5.3) to each committee member and one for summary with all committee members' signatures .

- Take payment signing sheet and Prepaid Return Envelope for external examiner from international Office (if needed).
- Borrow Table Name Plates from IAPN office and Laser Pointer from Dept. office, if needed.

### **5. After Defense**

- Take back ① ONE copy of appendix 5.3 signed by ALL committee members from your convener, ② payment signing sheet from your external examiner (if needed) to International Office.
- Return the items borrowed from IAPN office and Dept. office.

\*If you need more information, please ask Administrative Staff in International office (IAPN/IDPN office) at the 2<sup>nd</sup> floor in Department of Nursing, NCKU.