Southern Taiwan University of Science and Technology
Graduate School Students' Degree Exam Timetable for 2nd Semester of the Academic Year 2024

Students(S)	Registration Division (R.D.)	Departmental Office (D)	Advisor

No.	Items	1st Round Date	1st Round Week	2nd Round Date	2nd Round Week	Tasker	Tasks and Documentation to be Completed	Remarks
1	Announcement	2025.03.03	3rd	2025.03.03	3rd	R.D.	G1.Degree Exam Announcement	
2	Apply for the Degree Exam	2025.03.10 | 2025.03.16	4th	2025.04.14 | 2025.04.20	9th	S	1. Apply online at **Graduate Students Degree Exam Application and Management** (aka DegreeExamApp**).** 2. Submit the designated documents to the dept offices by the deadline: 1) Thesis/Dissertation Abstract (S1) 2) Declaration (S2) 3) One draft of the manuscript 4) Manuscript acceptance letter (e.g. offprint) 5) Documents assigned by the depts 6) Turnitin Similarity Report of the draft[3] 7) Application for Embargo of Thesis/Dissertation (L1)[4]	1) Obtain the AREE Certificate of Completion[1] and pass the Title and Proposal Hearing Review[2] before application. 2) Overdue applications won't be accepted. 3) **Graduate Students Degree Exam Application and Management** (aka DegreeExamApp】 Link: **https://aura.stust.edu.tw/DegreeApp/login.aspx** 4) Students who plan to delay public release (due to confidential or patent matters, or prohibition by law) should submit (L1) application form to the dept offices with the documentary evidence.
						D	Enter the advisors' info into the DegreeExamApp	The advisor's academic rank should be (project) Associate Professor and above.
3	Depts' Initial Review	2025.03.17 | 2025.03.21	5th	2025.04.21 | 2025.04.25	10th	D	1. Dept. offices should enter the review results in the DegreeAPP by the deadline. 2. Submit the following docs. to R.D. 1) D1.Degree Exam Qualification Assessment 2) Declaration 3) Dissertation/Thesis Proposal Hearing Review (with the meeting minutes)	1) Depts set their own rules for the review. 2) The departmental offices should prepare the listed documents and turn them in to the registration division by the deadline.
4	Graduation Credits Review	2025.03.24 | 2025.03.28	6th	2025.04.28 | 2025.05.02	11th	R.D.	1. Review the graduation credits 2. Organize and submit the documents turned in by the dept offices to the Dean of Academic Affairs for approval.	Applicants can check results with the dept offices after the following date: First round: March 31, 2025 Second round: May 5, 2025
5	Prepare the Suggested List of Degree Exam Committee Members	2025.03.31 | 2025.04.06	7th	2025.05.05 | 2025.05.11	12th	A	Enter the internal and external Exam Committee members' information into the DegreeExamApp by the deadline.	1) Please do not leave the column of the "internal" Committee member blank. 2) The number of the committee members should comply with the regulations.
						D	Submit the following doc to R.D. (D2)Suggested List of Degree Exam Committee Members	1) Please do not leave the column of the "internal" Committee member blank. 2) R.D. will organize the lists and submit them to the Dean of Academic Affairs for selection and approval.
6	Confirm the List of Degree Exam Committee Members	2025.04.07 | 2025.04.11	8th	2025.05.12 | 2025.05.16	13th	R.D.	Mail the Letter of Appointment to the Degree Exam Committee Members.	1) After D2 is approved, R.D. will print out and send by post the LoA to the Committee Members. 2) Please immediately inform the R.D. of any changes of the Committee Members.
						D.	D4. Approval Letter for Processing the Degree Exam	
						A	Pre-register Committees' Vehicle Online[5] Online	If Committees drive to campus, advisors should pre-register their Vehicles before the Degree Exam date.
7	Mail Drafts to the Committee Members	2025.04.14 | 2025.04.18	9th	2025.05.19 | 2025.05.23	14th	S	Mail the dissertation/thesis draft to the Committee Members. (one copy per member)	Time for free delivery at the Documentation Office(L110): First round: April 14~April 18 2025 Second round: May 19 ~ May 23, 2025 *Any overdue submission should be paid by the applicants and sent on their own.
8	Degree Exam Day	2025.04.21 | 2025.07.31	10th | 24th	2025.05.26 | 2025.07.31	15th | 24th	D	D7. Receipts for External Members The Appropriation List	1) Hand in the receipts to the advisors before the Exam. 2) Prepare the appropriation list attached with the copies of D4 and approved D2.
						S	Print out D8 and D9 from the DegreeExamApp and turn them into the advisor before the Exam. 1) D8. Mark Sheets (one sheet per member) 2) D9. The Verification Certificate	**If Committee Members request to revise the title during Exam[6]**, applicants should re-print the corrected D8 and D9 for members' signatures right after the Exam.
						A	1. Collect the mark sheets and enter the scores into the DegreeExamApp 2. Print out the Confirmation of Marks Form[7] and turn in D8, D9, and the Confirmation Form to the R.D.	1) The score should be written in words on each mark sheet. 2) Return D8, D9, and the Confirmation of Marks Form to the R.D. (L103) on time[8].
9	Complete the Check-Off List	2025.07.01 | 2025.08.15	20th Summer Break	2025.07.01 | 2025.08.15	20th Summer Break	S	1. G5. Check-off List (G5) 2. The Dissertation/Thesis Bindings	1) Upload the Turnitin Similarity Report of the finalized manuscript and WASS comparison report to the FlipClass[9]. 2) Students unable to complete the Degree Exam for any reason should refer to note[10].

Notes

1. **AREE Certificate of Completion:** Students enrolled in and after 2017 must take the Academic Research Ethics Education (AREE) online courses, pass the final exam, and obtain the AREE Certificate of Completion before applying for the Degree Exam.

2. **The Proposal Hearing Review:** students must pass the departmental dissertation/thesis Proposal Hearing Review in their area of specialization at least one month before applying for the degree exam online.

3. **Turnitin Similarity Report of the Draft:** Students should upload their drafts of the manuscripts to Turnitin for originality check and generation of similarity reports.

4. **Application for Embargo of Thesis/Dissertation:** Theses/dissertations are to be made public under Article 16 of the Degree Conferral Act. Students who need to delay the public release of their manuscripts due to confidential or patent matters, or prohibition by law should further submit the Application for Embargo of Thesis/Dissertation with the documentary evidence to their departmental Academic Committee for review. Only with the departmental approval will the public release be postponed.

5. **Pre-register Committee's Vehicles:** STUST uses the License Plate Recognition (LPR) system for campus access enforcement. For Committees driving to campus, advisors should submit online applications to pre-register their vehicles before the Degree Exam date.

6. **Any Requests for Revising the Title During the Exam:** If the Committee Members request to revise the title during the Exam, students should re-print the Mark Sheets and Verification Certificate in the corrected title right after the Exam for scoring and signatures. The title on the Mark Sheets, Confirmation of Marks Form, and the Verification Certificate should be confirmed and cannot be altered.

7. **Confirmation of Marks Form:** after entering the scores and comments into the DegreeExamApp per the mark sheets (written in words), advisors should print out the Confirmation of Marks form and sign it.

8. **Advisors should return D8, D9, and the Confirmation of Marks Form to the R.D.(L103) on time:** No later than August 8, 2025, D8(mark sheets) and the Confirmation of Marks Form should be returned to the Registration Division at L103. The Verification Certificate could be handed to students who can return it to R.D. together with the Check-off List.

9. **Upload two reports to FlipClass:** After the finalized manuscript is checked by Turnitin and WASS, students must upload the Turnitin Similarity Report and WASS Comparison Report to FlipClass.

10. **Students unable to complete the Degree Exam for any reason:** In the case that students are unable to complete the Degree Exam in time, they should submit the Withdrawal Application Form for the Degree Exam to the R.D. before the end of the semester under the university calendar(July 31, 2025). **Students neither applying for cancellation nor completing the Degree Exam by the deadline will be recorded as one failing grade**.

DegreeExamApp	AREE Online Courses	Turnitin	Theses/Dissertations Submission System
https://aura.stust.edu.tw/DegreeApp/login.aspx	https://ethics.moe.edu.tw/	https://lib.stust.edu.tw/en/node/TUG	https://cloud.ncl.edu.tw/stust/in.php?school_id=43