

## Schedule: Procedures for Thesis Proposal Review and Degree Examination

Graduate Institute of Russian Studies, National Chengchi University

Last updated: 30 Jan 2026

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### I. Thesis Proposal Review

#### Application Period

After the thesis supervisor has confirmed the composition of the review panel and the proposed review date, students may submit an application to the Institute Office.

#### Notes

1. Students must have completed **at least 18 credits counted towards graduation** and must have **passed the Academic Research Ethics Education course** or obtained an approved exemption before applying for the thesis proposal review.
  2. Students shall complete and submit the **Thesis Proposal Review Application Form** (available for download from the Institute's website).
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### II. Oral Examination (Thesis Defence)

*(Students may apply for the oral examination no earlier than four months after passing the thesis proposal review.)*

#### Application Period

From completion of semester registration until the **suspension-of-study deadline** specified in the University Academic Calendar for the relevant semester.

#### Notes

1. Students shall verify completion of all required credits by reference to the Institute's **Course Completion Checklist**.
2. Students must complete **thesis title registration** via the University **iNCCU system**. Only after successful thesis registration may students proceed to apply for the degree examination.
3. **Application for the Degree Examination** shall be submitted via:  
*iNCCU / University Administration Web Portal / Academic Affairs Information System / Student Information System / Academic Services / Degree Examination Application System.*

Students must complete the personalised eligibility check and print the application form for submission to the Institute Office.

The following items must be correctly recorded or passed before an application can be accepted:

- **English name**
- **Thesis registration**
- **Academic ethics course**
- **Chinese language proficiency (for international students, where applicable)**

4. Prior to the degree examination, students shall complete a **thesis similarity check** and submit the similarity report to their supervisor for confirmation.

Instructions for the similarity checking system:

<http://lib.video.nccu.edu.tw/p/turnitin-student2>

5. The degree examination must be **completed no later than the end of the semester** in which the application is submitted, as stipulated in the University Academic Calendar.
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### **Two Weeks Before the Oral Examination**

Students shall confirm the examination date with the Institute Office, and the Institute shall issue formal invitation letters to examination committee members.

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### **On the Day of the Oral Examination**

1. Students should arrive early at the examination venue to confirm that all required equipment is available and functioning properly.
  2. Students who have passed the degree examination but wish to **defer graduation** (provided their maximum period of study has not yet expired) shall complete a **Graduation Deferral Application Form**, which will be submitted together with the degree examination results to the Office of Academic Affairs (Registrar's Division) for student status processing.
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### **Post-Examination Procedures and Leaving the University**

1. After the degree examination results have been officially recorded, students shall, **within one month from the beginning of the following semester**, complete thesis submission and all graduation and leaving-the-University procedures.
  - Students who fail to complete these procedures within the prescribed period but remain within the maximum period of study shall be required to register for the subsequent semester.
  - Students who have exceeded the maximum period of study shall be withdrawn from the University.
2. Prior to uploading the electronic thesis, students must obtain their supervisor's signed **Consent Form for Academic Quality of the Electronic Thesis**.
3. Students shall complete thesis submission and leaving-the-University procedures in accordance with University regulations, and submit the required hard copies of the thesis as follows:
  - **Two hardbound or paperback copies** to the University Library;
  - **Two paperback copies** to the Institute Office.

*This English version is provided for reference only. In the event of any discrepancy between the English translation and the original Chinese text, the Chinese version shall prevail.*