

Checklist for Master's/Ph.D. Thesis Oral Examination Procedures - Department of Agronomy

(Version: February 2025)

I. During the Semester:

- ☐ Notification and Consent Form for Advisor Selection

(Available at "Registration Office / Forms Download / Graduate Programs - Academic Affairs Forms")

II. Application for Oral Examination:

(1) Submit to Department Office:

The following documents must be submitted to the department office at least **30 days** before the oral defense to ensure the department office can send them to the Registration Division **20 days** before the oral defense (Deadline for the second semester of the 2024-2025 academic year: **July 10, 2025**).

- ☐ Application for Thesis Examination (Submit online via the "Academic Information System")
- ☐ Academic Ethics Certification (Upload to the system and provide a printed copy)
- ☐ Proof of Poster Presentation
- ☐ Letters of Appointment for Oral Examination Committee Members (Download and print from the "Academic Information System")
- ☐ Credit Audit Form (Provided by the department office)
- ☐ Meeting Minutes and Qualification Review Form for Oral Examination Committee (Provided by the department office)
- ☐ Venue Reservation for the Examination (Arrange and register with the department office)

(2) Forms for the Day of the Oral Examination:

- ☐ Thesis Examination Result Notification Form (Download and print from the "Academic Information System" or "Registration Office / Forms Download / Graduate Programs - Master's or Ph.D. Thesis Examination Forms")
- ☐ Oral Examination Scoring Sheet (Available at "Registration Office / Forms Download / Graduate Programs - Master's or Ph.D. Thesis Examination Forms")
- ☐ Thesis Review Page (Available at "Registration Office / Forms Download / Graduate Programs - Master's or Ph.D. Thesis Examination Forms")
- ☐ Receipt for Thesis Examination Fee (Provided by the department office)
- ☐ Oral Examination Record Form (Download from the department website)

III. After the Oral Examination - Submit to Department Office:

- ☐ Thesis Examination Result Notification Form (Download and print from the "Academic Information System" or "Registration Office / Forms Download / Graduate Programs - Master's or Ph.D. Thesis Examination Forms")
- ☐ Receipt for Thesis Examination Fee
- ☐ Oral Examination Record Form
- ☐ Submit one copy of the thesis to the department office and two copies to the library

IV. Graduation Application:

- ☐ Complete the "Graduate Student Graduation Clearance Form" and obtain all necessary signatures
- ☐ Before leaving school, complete the plagiarism check for the thesis and comply with all library requirements for thesis submission and upload

V. Graduation:

- ☐ Check the clearance status via the Academic Information System ("Academic Information System -> Graduation Clearance -> Clearance Status")
- ☐ Bring your student ID to the Registration Office to collect your diploma (Deadline for the 2nd semester of the 2023-2024 academic year: **August 29, 2025**)