

Department of Educational Psychology and Counseling

Degree Examination and School-Leaving Procedure for Graduate Students

Degree Examination

Application Deadline:
November 15th for
Fall semester; April
15th for Spring
semester.

- Except for the Advisor's acknowledgement to have examination in midterm, which still need to submit application on the 15th of the previous month. The deadline remains the same as mentioned above.

Documents to submit to the Department Office:

1. Degree Examination Application Form (Declaration of Academic Integrity included)
2. Academic Transcript
3. Proof of finishing Academic Research Ethics Education (From 2016 academic year)
4. Record of Participating or Auditing Degree Examination
5. Record of Format Review for Thesis/Dissertation
6. First Draft of the Thesis/Dissertation and its Abstract (**one for each, submit to the advisor**)
7. The thesis/dissertation Similarity Report from online plagiarism system
 - ① **Electronic Form**: Full report (send to administrative staff)
 - ② **Hard Copy**: First two pages of the Report (including name, date, cover page of thesis/dissertation), and the page(s) with similarity percentage on it.
8. Evidence of English Proficiency (only for **full-time** graduate students)
9. Copy of Receipt of Thesis Advisory Fee (only for **in-service master's program**)



Students collect Letter of Appointment (for examination committee members) at Department Office 10-14 days before Degree Examination

Send to examination committee members:

- Letter of Appointment
- Thesis/Dissertation

Oral Defense



Please download related information and documents from the Department's Website before Examination



School-Leaving Procedure

After Examination

Submit documents below to the Department Office:

1. Grading sheets for Degree Examination
2. Degree Examination Scoring Form
3. Degree Examination Passing Signature Sheet
4. Degree Examination Recording Form
5. Oral Examination Committee member's Account Information Sheet (only for non-NTNU members)

1. Format-Check at the Department Library:
 - ① Fill in "**Thesis/Dissertation Correction Table**" and submit to the Department Office
 - ② Fill in "**Graduate-Degree Written Thesis Formatting: Self-Check Evaluation**" refer to the Department Library for review. (**Five working days needed, make sure you leave enough time for following procedures**)
2. After the format review process (by the Department Library / by Advisor), you shall receive "Degree Examination Passing Signature Sheet" from the Department Office upon the submission of your "Thesis/Dissertation Format Review Form", then upload your thesis/dissertation to NTNU University Library (restricted to ONE upload only)
 - ① Watermark is needed for every page in thesis/dissertation (except for front cover, back cover, and Degree Examination Passing Signature Sheet).
 - ② The date on the front cover is **the same as the date on degree certification**; if the date of oral defense is later than that on degree certification, use the date of oral defense as the date on thesis/dissertation front cover.
3. **Documents needed to submit to the Department Office:**
 - ① School-Leaving Procedure Sheet
 - ② The final draft of thesis/dissertation (no replacement after submitting)
 - ③ Returning of Department's belongings (e.g. psychological test, key).
 - ④ Final draft Thesis/Dissertation Similarity Report.
 - **Electronic Form**: Full report (send to administrative staff)
 - **Hard Copy**: First two pages of the report (including name, date, cover page of thesis/dissertation), and the page(s) with similarity percentage on it.