

## **The Allowance Application Procedures for Thesis Defense of International Scholars of Department of Biomedical Engineering**

■Application Time : At least 3 weeks before thesis defense / Please apply it together with thesis defense application

■Procedures :

1. Submit the CV of international scholar to faculty meeting. (Ph.D. student can submit the CV together with the list of thesis defense committee members.)
2. Provide following files to department office
  - A. Chinese, English thesis title
  - B. Name, passport number, Nationality, city, address, area of current job, service unit/title of international Scholar
3. Fill up the subsidy application form from NCKU ( Including CV of international scholar and record of faculty meeting ) , please submit the copy to department office.
4. Please check the following information from curriculum division or thesis defense website at NCKU.
5. Please check the thesis defense procedure from department website.

■Precautions for applying reimbursement

1. Apply the reimbursement by each lab.
2. Accounting Number: D110-A1321
3. Please ask a local student to help you.
4. The title of receipt is “National Cheng Kung University”
5. Please submit the “ Report ” to department at same time.

(Please submit the “ Report ” in electric and paper form to curriculum division at same time)

■Reminds: In case the uncertainties of international scholar, please add one more column for off-campus committee.