

Role of the defense secretary

1. Before the defense:

The candidate's basic information shall be prepared, including the graduate courses taken and the grades obtained. The written review reports and comments shall be synthesized. The secretary shall provide assistance to the supervisor in drafting the evaluation comments for the defense. The evaluation comments shall cover the following aspects:

- A. An assessment of the scientific significance and cutting-edge relevance of the thesis topic;
- B. The major achievements of the thesis work and their significance;
- C. An evaluation of the candidate's research capability, scholarly competence, and presentation skills;
- D. An overall assessment of the thesis.

- 2. The defense evaluation forms shall be collected; the list of committee members shall be completed on the forms; voting slips for the committee members shall be obtained; and the honorarium for each committee member shall be prepared.**
- 3. During the defense, the questions raised by the committee members and the candidate's responses shall be recorded. Voting slips shall be distributed to the committee members, and the votes shall be counted and reported. The defense evaluation comments shall be drafted, and the signatures of the committee members shall be obtained.**