

# Application Form for Master Thesis Defense & Graduation Procedure

## Institute of Information System and Application, NTHU

1. Meet the course requirement
  - Pass the online course “Academic Research Ethics Education”
  - At least 3 courses (with 3 credits each) offered from either ISA, IIS, COM or CS of 5000-level or higher required.
2. Finish the prerequisites: Computer Programming, Data Structure
3. Meet the language requirement
4. Complete 24 mandatory credits for graduation (“Thesis” is not included.)
5. Log in to the Academic Information System
  - Choose “Application System of the Oral Defense” → “Start to apply”

**校務資訊系統 Academic Information Systems**  
https://www.ccap.nthu.edu.tw/ccap/INQUIRE/

**【Academic System News】**

For the security of your personal information, please change your default password immediately as logg to the system at the first time. Strong password is an important protection to help you secured against i during online transactions. A better suggestion, would be a 6 to 12 character combination of upper and case letters, symbols and digits.

For the latest data, don't use proxy server, please.

In this system, you probably can (dependent on your status)...

- update your personal infomation, including English name, email address, password, phone number, fa contact number, etc.
- obtain your income statements.
- download campus licensed software.
- submit 「 Going Abroad Report」 .
- add/drop courses, adjust course credits, etc.
- process grades, degree planning, degree verification, etc.
- carry out instructor evaluation , student's performance evaluation, etc.

**Logout**  
**Information**  
**Search**  
The (Ch) leads the Chinese-only items!  
Inquiry System for Students  
Changing Passwords  
(Ch)School consolidation Q&A Founm  
Project Attendance Management and Temporary  
Personal Information  
Apply for resumption  
Courses, transcript  
Credit Exemption Process  
Apply for department transfer  
(Ch)Graduation Verification  
(Ch)Hiring Academic Gown  
Graduation Application process  
Tentative schedule  
Select courses  
Interschool courses selection  
Summer courses  
Comments for instructors  
Tutor system  
The Questionnaire to Evaluate the Teaching Assi  
Vote for Outstanding Teachers  
Learning Experience Review Survey  
Performance in English Proficiency Examinations  
Application System of The Oral Defense  
Application Process Direction  
**Start to apply**  
Print forms

→ Fill-in the fields → Click button “Submit the Application”

→ Student would receive the confirmation letter (by email) after ISA office & Division of Registration’s qualification. After confirmation, student may continue to the next step.

## 6. Hand-in the documents below to ISA office

**A. NTHU Master Thesis Advisor Approval Form (推薦書)(Mandatory)**

**B. NTHU Master Thesis Oral Defense Form (審定書)(Mandatory)**

**C. Graduate Student Oral Defense Grade (口試評分表) (Mandatory)**

- Please prepare copies with the same number of the total committee members)

**D. Employment Contract (口試委員聘書)**, you may also send this document to oral examiner by email.

- one committee, one contract

**E. Turnitin Plagiarism Checker proof (including the signature of your advisor) and upload this document to the specified link when leaving the school.**

- **Turnitin Account Apply Link:** <http://learning.site.nthu.edu.tw/p/412-1319-7120.php?Lang=en>

- **Turnitin Link:** <https://www.turnitin.com>

*Note: Please download document A, B, C, D from Academic Information System (Academic Information System → Application System of the Oral Defense → Print forms)*

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After oral defense, you may continue the forward steps to leave school with your advisor’s permission.

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7. Log in to NTHU Electronic Theses & Dissertation System and upload your thesis. (<http://etd.lib.nctu.edu.tw/cdrfb3/nthu/ehulogin.htm>)
- ✧ About how to correctly upload the thesis, please refer to the User Guide ([http://etd.lib.nctu.edu.tw/cgi-bin/gs32/hugsweb.cgi/ccd=QKsUne/downloads\\_en](http://etd.lib.nctu.edu.tw/cgi-bin/gs32/hugsweb.cgi/ccd=QKsUne/downloads_en)).

[School Home](#) / [Library Home](#) / [中文](#)



國立清華大學博碩士論文全文系統  
National Tsing Hua University Electronic Theses & Dissertations System

Electronic theses & Dissertations

Userid :

Passwd :

Login

Check Progress

Authorization

### System Description

- 1 Please enter your Student ID, Employee Badge or Campus ID barcode, please skip "-". Ex, if your barcode is 029512345-0, please enter 0295123450.
- 2 By default, your password is your ROC ID number, ARC number ,or your barcode(repeat twice) with leading letter in capital. To protect the privacy of your personal information, please change your default password as soon as possible.
- 3 If you have any problem, please contact the Reference desk at ext: 42995

Graduate Student Thesis/Dissertation Submission Process

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You may continue to the next steps after receiving successfully-uploading-thesis notification email.

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8. Go to *Academic Information System* and finish *Graduation Application Process* (Step 1 to 3)



9. Please Fill-in the “ISA graduate survey questionnaire”.  
(<http://isa.site.nthu.edu.tw/p/412-1182-15719.php>)
10. Upload the electronic file of the thesis, Turnitin Plagiarism Checker proof (including the signature of your advisor) and Thesis/Dissertation Affidavit to the below URL in ISA website.  
(<https://forms.gle/DDdXgM5dHPfGF9en7>)
11. Download the form “*Leaving School Confirmation Form*” from ISA website, get the signature from your advisor, and fill in the form as well.
12. Submit the following documents to ISA office
- Leaving School Confirmation Form
  - A copy of your thesis (this one is to Division of Registration)

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Congrats! You’ve finished all the process! ☺

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