Master Thesis Defense Application & Graduation Flow Chart

Institute of Information System and Application, NTHU

Step 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 or CS of 5000-level or higher

Step 2

Finish the prerequisites: Computer Programming, Data Structure

Step 3

Meet the language requirement

Step 4

Complete 24 mandatory credits for graduation ("Thesis" is not included.)

Step 5

Fill in a signed consent of your advisor for oral defense (Download the form "*Master Oral Defense Application*" from ISA website)

- Advisor's signature required

Step 6

Log in to the Academic Information System (Choose "Application System of the Oral Defense" -> "Start to apply")

Step 7

Hand-in the documents below to ISA office:

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

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

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

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

D. ***Employment Contract*** (口試委員聘書)

- *one committee, one employment contract*

E. ***List of Committee members***(碩士學位考試委員名冊)

F. ***List of Oral Defense***(口試名單)

Note: Please download document A, B, C, D, E & F from Academic Information System (Application System of the Oral Defense-> Print forms)

Oral Defense

Step 8

Log in to *NTHU Electronic Theses & Dissertation System* and upload your thesis

Step 9

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

Step 10

Download the form *"Leaving School Confirmation Form"* from ISA website, get the signature from your advisor, and fill in the form as well.

Step 11

Submit the following documents to ISA office

- A copy of successfully-uploading-thesis notification email
- Leaving School Confirmation Form
- A copy of your thesis (this one is to Division of Registration)

Note: please bring your thesis e-file to keep it in the computer in ISA office