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"

→ Fill-in the fields → Click button "Submit the Application"
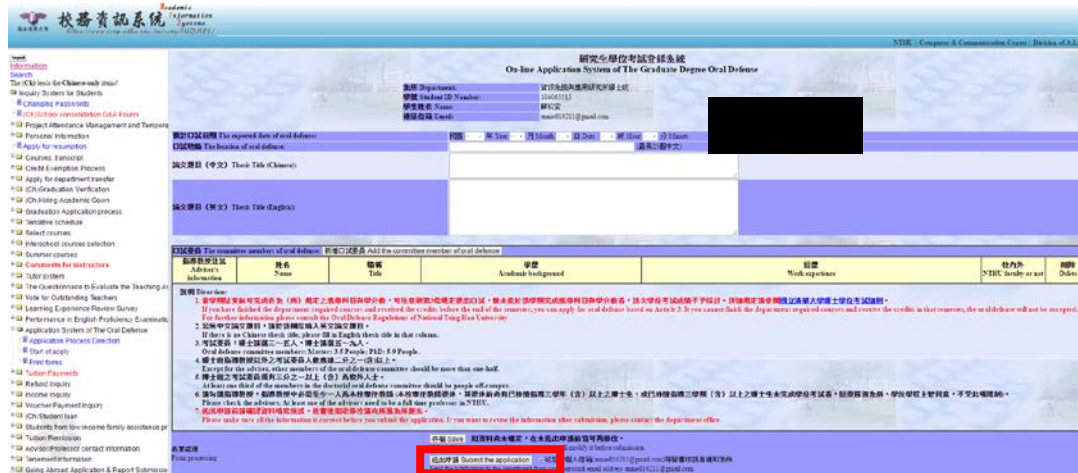
→ Student would receive the confirmation letter (by email) after ISA office & Division of Registration's qualification. After confirmation, student may continue to the next step.

6. Hand-in the documents below to ISA office
    A. **NTHU Master Thesis Advisor Approval Form** (推薦書)
    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 contract*
    E. **Turnitin Plagiarism Checker proof**
        - **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)

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. (https://webpac.lib.nthu.edu.tw/pds?func=load-login&url=https:// etd.lib.nctu.edu.tw/cgi-bin/gs32/hugsweb.cgi?o=dwebmge&gourl=/cgi-bin/ gs32/hugsweb.cgi/pdsdispatch&con_lng=eng)

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

8. Go to *Academic Information System* and finish *Graduation Application Process (Step 1 to 3)*
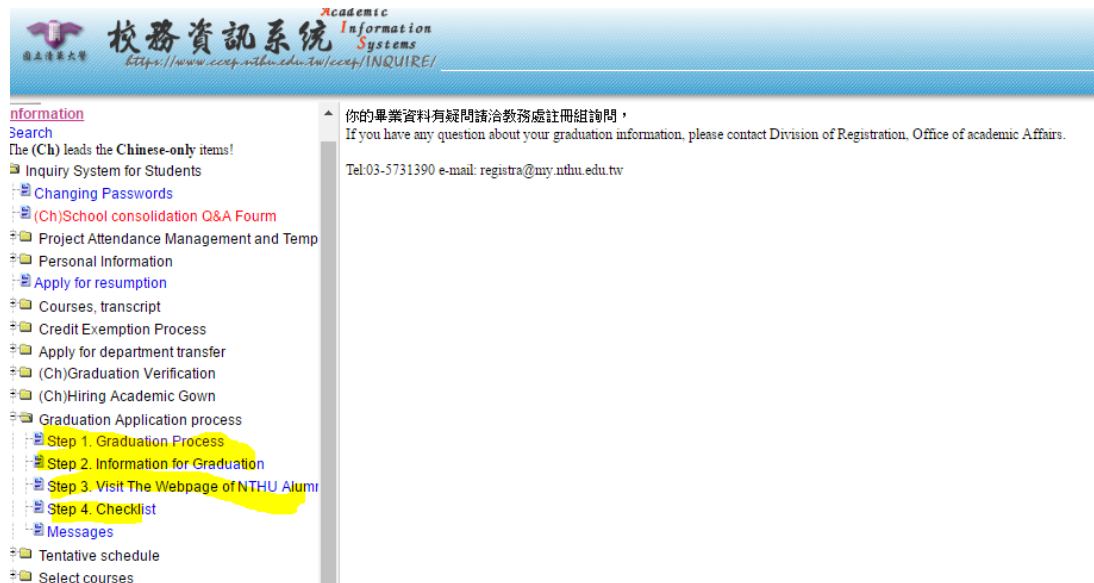
9. Please Fill-in the "ISA graduate survey questionnaire".
   (http://isa.site.nthu.edu.tw/p/412-1182-15719.php)

10. Upload the electronic file of the thesis 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
    - A copy of successfully-uploading-thesis notification email
    - Leaving School Confirmation Form
    - A copy of your thesis (this one is to Division of Registration)

Congrats! You've finished all the process! ☺