

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*** (□試評分表)

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

D. ***Employment Contract*** (□試委員聘書)

- one committee, one contract

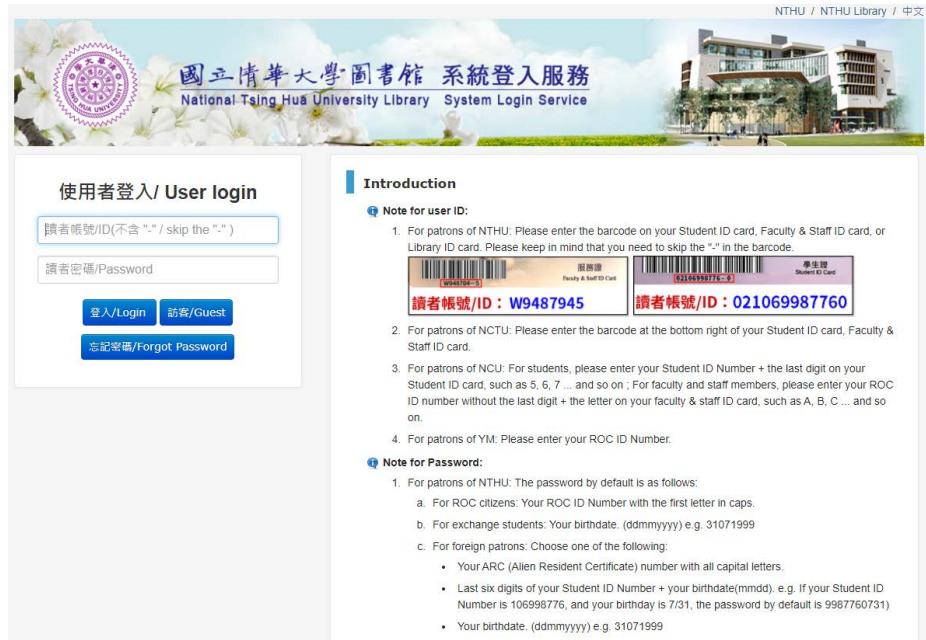
E. ***Turnitin Plagiarism Checker proof***

- ***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.

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)



The screenshot shows the login page for the National Tsing Hua University Library. The page is titled "使用者登入/ User login" (User Login). It features fields for "讀者帳號/ID (不含 “-” / skip the “-”)" and "讀者密碼/Password". Below these are buttons for "登入/Login", "訪客/Guest", and "忘記密碼/Forgot Password". To the right, there is an "Introduction" section with notes for user ID and password entry, and examples of ID cards.

Introduction

Note for user ID:

- For patrons of NTHU: Please enter the barcode on your Student ID card, Faculty & Staff ID card, or Library ID card. Please keep in mind that you need to skip the “-” in the barcode.
- For patrons of NCTU: Please enter the barcode at the bottom right of your Student ID card, Faculty & Staff ID card.
- For patrons of NCU: For students, please enter your Student ID Number + the last digit on your Student ID card, such as 5, 6, 7, ... and so on. For faculty and staff members, please enter your ROC ID number without the last digit + the letter on your faculty & staff ID card, such as A, B, C, ... and so on.
- For patrons of YM: Please enter your ROC ID Number.

Note for Password:

- For patrons of NTHU: The password by default is as follows:
 - For ROC citizens: Your ROC ID Number with the first letter in caps.
 - For exchange students: Your birthdate (ddmmyyyy) e.g. 31071999
 - For foreign patrons: Choose one of the following:
 - Your ARC (Alien Resident Certificate) number with all capital letters.
 - Last six digits of your Student ID Number + your birthdate(mmdd). e.g. If your Student ID Number is 106998776, and your birthday is 7/31, the password by default is 9987760731
 - Your birthdate (ddmmyyyy) e.g. 31071999

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! ☺
