

# 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 during online transactions. A better suggestion, would be a 6 to 12 character combination of upper and case letters, symbols and digits.

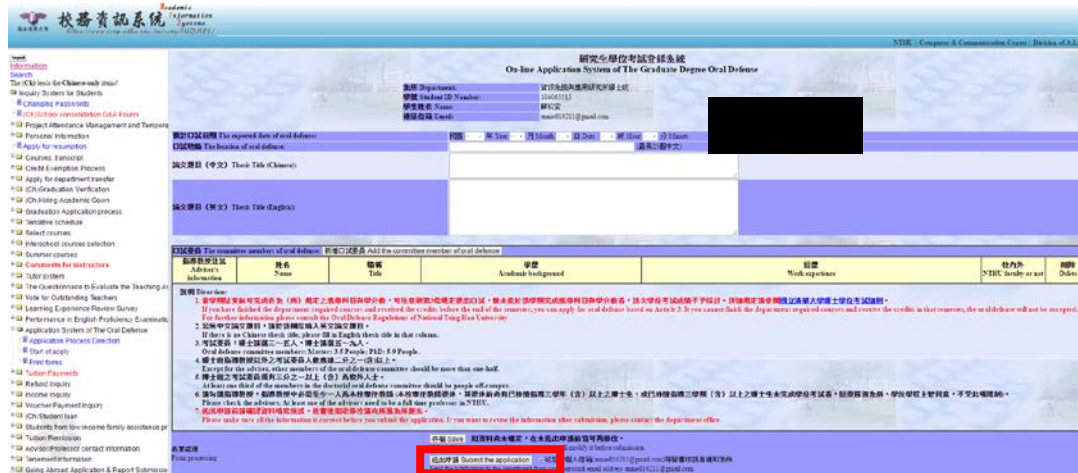
For the latest data, don't use proxy server, please.

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)**

**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)*

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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.  
([https://webpac.lib.nthu.edu.tw/pds?func=load-login&url=https://etd.lib.nctu.edu.tw/cgi-bin/g32/hugsweb.cgi?o=dwebmge&gourl=/cgi-bin/g32/hugsweb.cgi/pdsdispatch&con\\_lng=eng](https://webpac.lib.nthu.edu.tw/pds?func=load-login&url=https://etd.lib.nctu.edu.tw/cgi-bin/g32/hugsweb.cgi?o=dwebmge&gourl=/cgi-bin/g32/hugsweb.cgi/pdsdispatch&con_lng=eng))

NTHU / NTHU Library / 中文

國立清華大學圖書館 系統登入服務  
National Tsing Hua University Library System Login Service

### 使用者登入 / User login

讀者帳號/ID(不含"/" / skip the "/")

讀者密碼/Password

登入/Login 訪客/Guest

忘記密碼/forget Password

### 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.

讀者帳號/ID : W9487945      讀者帳號/ID : 021069987760

- 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:**

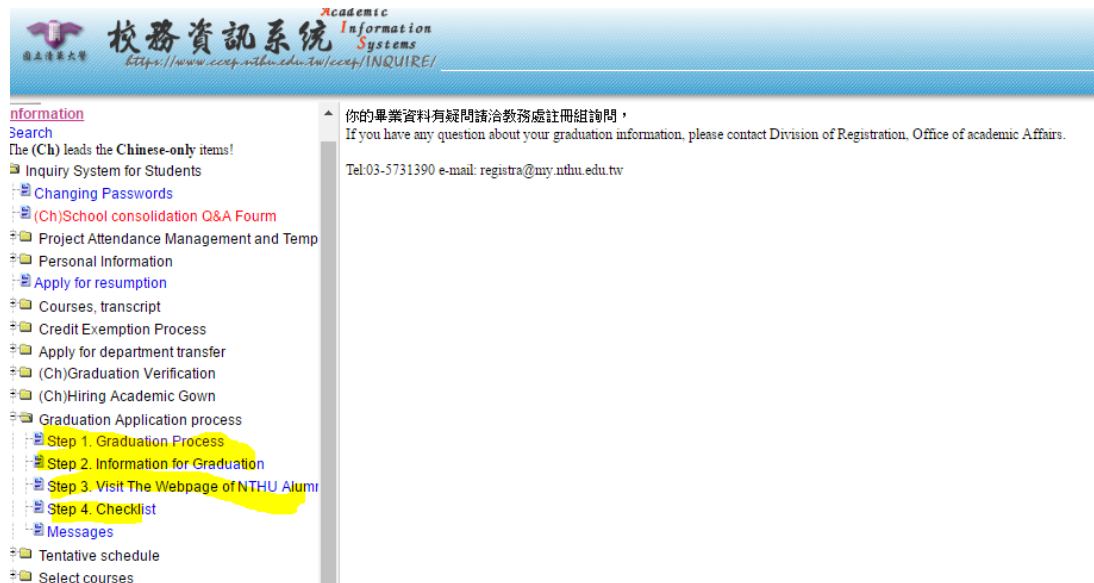
- For patrons of NTHU: The password by default is as follows:
  - For ROC citizens: Your ROC ID Number with the first letter in caps.
  - For exchange students: Your birthdate. (ddmmyyyy) e.g. 31071999
  - For foreign patrons: Choose one of the following:
    - Your ARC (Alien Resident Certificate) number 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

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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 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)

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Congrats! You’ve finished all the process! ☺

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