Master’ s Degree Examination Application Process and Notice

(Spring Semester)

- **Qualification:** Expected to complete the dissertation and all graduation credits this semester.
- **Examination application deadline**： July 20
  -It is recommended to complete the online application at least one month before the oral examination date.
- **Deadline for oral examination score submission** ： July 31
  -After the oral examination, the scores must be submitted to the Program Office
- **Deadline for graduation**：The final working day before the beginning of the next semester.
  -It will take 10 working days for the uploaded thesis to be reviewed, so please apply in advance.

☆NCKU Curriculum Division-Degree Examination Announcement：
https://cid-acad.ncku.edu.tw/p/412-1042-1378.php?Lang=zh-tw

☆ If the scheduled time coincides with a national holiday, it must be completed by the last working day before the deadline.

Academy Schedule		University Schedule
1.Mar. 16- Mar. 23 2.off-schedule application ： no later than one month before the oral exam. (recommended)	**start of the semester** ● Credits Review	
No later than one month before the oral exam. (recommended)	Degree Examination Application	Before July 20
	Oral Score Submission	Before July 31
10 working days before the start of the new semester.	Graduation	The last working day before the start of the new semester
	New semester	

step1. Credits Review： Registration Date： 3/16—3/23 Sign-off Date： 4/7—4/10

Instructions: Use the transcript provided by the Registration Office to review whether the student has completed the graduation credit requirements.

Students who are expected to complete the graduation credit requirements and oral exam this semester should apply for the credit review within the designated time frame.

Link：

1. Master's Credit Review Registration ：https://forms.gle/1nHiF7gApL45y16w9

2. Master's Degree Graduation Credit Review Form
https://ais2m.ncku.edu.tw/download.php?action=department&id=2&fid=610

★ Procedure:

(1) Complete the "Master's Credit Review Registration" online during the registration date. Upload the "Master's Degree Graduation Credit Review Form, along with the approved "Application for elective courses to be approved as the graduation requirements", and the " Certification of Academic Integrity."

(2) Within the Sign-off Date , pick up the review transcript from the program office. When picking up the review transcript, present the original " Application for elective courses to be approved as the graduation requirements " for verification by the program. After verification, obtain the advisor's signature on the transcript and return it to the program office within the specified timeframe.

Missing the registration date：Please email the program assistant to arrange an application. To comply with the

Prioritize submitting your review application within the Registration Date to avoid affecting your degree examination arrangements.

★Procedure:

(1) Complete the "Master's Credit Review Registration". Upload the "Master's Degree Graduation Credit Review Form, along with the approved "Application for elective courses to be approved as the graduation requirements", and the " Certification of Academic Integrity."

(2).Be sure to email the program assistant to apply for the credit review, preferably no later than one month before the oral examination. You can simultaneously apply for the degree examination.

(3).Following the program office's notification, pick up the review transcript. When picking up the review transcript, present the original " Application for elective courses to be approved as the graduation requirements " for verification by the program. After verification, obtain the advisor's signature on the transcript and return it to the program office within the time specified by the program assistant.

step2. Degree Examination Application： Preferably apply no later than one month before the oral examination, and no later than July 20 at the latest.

Instructions: Apply for and manage the degree examination by "Operation of postgraduate degree examination online application" at NCKU.

Before applying, please confirm the thesis title, committee member list, oral examination date, and location.

Link：

1. Operation of postgraduate degree examination online application：學位考試申請作業系統

2. Turnitin (Originality Report from the plagiarism detection system) ：成功大學圖書館電子資源查詢系統 (ncku.edu.tw)

3. Oral Examination Committee Review Form ：
https://ais2m.ncku.edu.tw/download.php?action=department&id=2&fid=760

★Procedure:

(1). Access the "Operation of postgraduate degree examination online application" and fill out the "Defense Application Form" (refer to Appendix 1) and the "Thesis Comparison Result Report" (refer to Appendix 2), signed by your advisor, and submit them to the program office.

※According to the resolution of the 4th Academy Affairs Council in 2022/2023 academic year, the principle of the comparison results of the graduate thesis should be less than 30%.

step2. Degree Examination Application: Preferably apply no later than one month before the oral examination, and no later than July 20 at the latest.

(2).If there are industry supervisors or experts in related fields serving as oral examination committee members who have not been previously reviewed, please also complete the "Oral Examination Committee Review Form" and submit it to the program for review (at least 1 month for the review process).

(3). Follow the program's notification to collect the application documents. Collect the documents within the specified timeframe and submit them to the relevant units for official stamps. Refer to Appendix 3 for the stamping process. Compile the stamping materials according to the instructions in Appendix 3.

Documents include : Degree Examination Application Form, Defense Application Form, Examination Committee Member Details, Examination Budget Form.

●Note：

1.Examination Committee Members: There should be 3-5 members. Each student can claim transportation expenses for only one external committee member. The evaluation results and review fees for the 6th (and above) committee member will not be recognized or reimbursed.

2.If you need to change the committee member list or oral examination date, please contact the program to reprocess and print the relevant documents after submitting the change application.

step3. Oral Examination: Before July 31 noon

Instructions：Students are responsible for arranging the setup of the oral examination venue, announcing the examination, and notifying the committee members.

All oral examination expenses are to be initially paid by the graduate student (committee member fee: 1000 NTD per member, transportation expenses: for up to one external committee member, miscellaneous expenses limit: 500 NTD).

★Procedure:

1. Print the “Thesis Evaluation Form” and the “Certificate of Thesis Qualification” from “Operation of postgraduate degree examination online application”. Provide these to the committee members for grading and signing on the examination day.
2. Venue Setup: Prepare announcements and signage (which can be borrowed from the Academy in advance), arrange the venue, and provide refreshments for the committee members.
3. Have the committee members sign the “Degree Examination Thesis Review and Transportation Expense Reimbursement Form” and collect all relevant expense receipts (miscellaneous fees must include the tax ID number).

●Note：

1. If you do not meet the graduation credit requirements by the end of the current semester, you must cancel the degree examination.
2. To cancel the examination, use “Operation of postgraduate degree examination online application” to apply for an examination change and cancel the examination. The application deadline is July 31, otherwise, it will be counted as a failed attempt.
3. Please refer to the examination fee standards: https://ais2m.ncku.edu.tw/upload/department_file/file/20230419131158gxn.pdf
4. Receipts and invoices must include the store’s tax ID number and the store’s name must be clearly displayed. They should also indicate NCKU’s tax ID number (69115908) and be addressed to National Cheng Kung University.
5. The certificate of thesis qualification must be submitted to the program office for the director’s signature no later than 15 working days before the start of the next semester.
6. Students who wish to delay the public release of their thesis must meet one of the following conditions: it contains confidential information, involves patents, or is restricted by law. Please print the **“Application for Embargo of Thesis/Dissertation ”** from the **Operation of postgraduate degree examination online application**. The form must be signed by your advisor and oral defense committee during the defense, and, together with your “Thesis Evaluation Form,” submitted to the program office for stamping upon completion of the defense.

step4. Score Submission and Reimbursement： Before July 31 noon

Instructions：Students must submit oral examination expense receipts and the "Thesis Evaluation Form" to the program for reimbursement and related matters.

★Procedure:

1. After the oral examination, submit the "Thesis Evaluation Form" to the program. The program will send it to the university for recording the grades.
2. Bring the signed "Degree Examination Thesis Review and transportation Expense Reimbursement Form" and the receipts/invoices for miscellaneous expenses to the program to claim the oral examination fees and miscellaneous expenses.

● Note：

1. When returning the reimbursement form, please indicate the name, phone number, ID number, and postal account of the person who paid the oral examination fees.
2. Receipts from the same laboratory should be submitted together as a rule.

step5. Graduation： The last working day before the start of the new semester

(It will take 10 working days for the uploaded thesis to be reviewed, so please apply in advance)

Instructions：Follow the university's leave process according to the school leaving procedure form.

Link：

Library Thesis Submission： https://www.lib.ncku.edu.tw/service/graduation/graduation.php
Online Application System for Graduation from NCKU ： https://nckustory.ncku.edu.tw/~lou/leave/

★Procedure:

1. Upload the thesis to the library for review (see link above). For consultation, dial extension 65773 (Main Library). At least 10 working days for the upload.
2. Within the deadline, fill out Application on “Online Application System for Graduation from NCKU”, and follow the procedures for review and processing by various departments.

● Note ：

1. Program inspection items are as follows:
   A. Complete the online "Information Form of Graduates" before leaving school https://ais2m.ncku.edu.tw/?action=depMember_step01
   B. Please first obtain the signature of your advisor in the department signature section of the graduation form.
   C. Submit one hard copy of the thesis (paperback) — to be forwarded to the National Central Library for archiving.
   D. If you wish to delay the public release of your thesis, submit “Application for Embargo of Thesis/Dissertation ” signed by your advisor and oral defense committee members.
   E. Students who have completed the necessary credits for graduation this semester are required to submit their transcripts for review again.
2. Mid-term graduation: For leaving before the final exam week, fill out the “ 24.研究生期中畢業申請書“ in the following link： https://reg-acad.ncku.edu.tw/p/412-1041-601.php?Lang=zh-tw
   (The application process must be completed at least **one week before your intended departure date**.)
3. Delayed graduation: Conduct credits review again before proceeding with the graduation process.

Appendix 1

Notice of " **Operation of postgraduate degree examination online application** "

1. Do not use half-space keys when inputting data to avoid garbled characters.
2. When filing information for off-campus committee members, please simplify it. For example, just enter " doctorate " in the education field.
   (Before filing the off-campus committee member information, please check whether there is any saved information, do not duplicate it, and confirm whether the member's current unit, position, and region are correct. If the information is incorrect, please use a blue pen to mark it out on the printed " Defense Application Form ")
3. If you need to make changes after printing, please ask the program assistant to revise.
4. If the printed document has garbled characters, it may be a rare character. You can view the rare character input method from the website of the Computer and Network Center.
5. If you want to **revise** after applying, please go to the system to apply **before** the oral examination, print out the " Amendment to defense application " and send it to the program office for stamping.
6. **Please note:** If you fail to get the graduation credits, the oral examination will be invalid. Please apply for an amendment. If you need to cancel the oral examination, you must also apply for an amendment. If there is no application for amendment, the oral examination failure will be shown on the transcript.

Appendix 2

Report Instructions For Thesis Comparison Results

Please refer to the Turnitin Student Manual After the thesis is uploaded, please click ”**Text-only Report**” on the screen below to print the first page and ask for the supervisor's signature in the blank space.
The information includes (title, name, similarity index, upload time)
According to the resolution of the 4th Academy Affairs Council in 2022/2023 academic year, the principle of the comparison results of the graduate thesis **should be less than 30%.**

【Text-only Report(唯文字報告)】

Printed Document: ：

Turnitin Originality Report

Processed on: 18-May-2023 13:23 CST
ID: 2096006806

Signature of advisor

Title、Name、Student ID

Similarity Index	Internet Sources:	10%
11%	Publications:	6%
	Student Papers:	5%

1% match (Internet from 30-Jul-2015)
http://ir.nctu.edu.tw/bitstream/11536/55805/2/850207.pdf

1% match (Internet from 05-Feb-2022)
https://ss469.chem.ccu.edu.tw/~gaoland/C_%20%e5%a3%b1%e5%91%8a%e6%b4%9d%e5%81%95/2014092%20-%20xanadoo%e3%80%81%e6%9d%91%e4%ba%b2%e7%a8%8b/nchc-GaussianLessons/03.method-basis.pdf

< 1% match (Internet from 05-Apr-2023)
https://ir.ncu.edu.tw/bitstream/21539/81389/1/550601.pdf

< 1% match (Internet from 10-Jun-2022)
https://tel.archives-ouvertes.fr/tel-03519959/document

< 1% match (Internet from 13-Sep-2022)
https://tel.archives-ouvertes.fr/tel-02895005v1/html#bibliography

< 1% match (Internet from 03-Oct-2022)
https://dspace.stu.edu.cn/dspace/bitstream/2445/179168/1/12541_6467279_j_chem_theory_comput_2020_moreno_et_al.pdf

< 1% match (Internet from 20-Apr-2023)
https://m.chem17.com/product/detail/37447405.html

< 1% match (Internet from 11-Jun-2021)
https://scitechvista.nat.gov.tw/Article/C000003/detail?ID=7f99c34a-156e-486f-a9fe-d3ce21f2851d

< 1% match (Internet from 20-Dec-2022)
https://o-arepe2022.yyu.edu.tr/wp-content/uploads/2022/10/G-AMSE2_Proceedings_1st.pdf

< 1% match (Internet from 01-Jan-2022)
"cMOS", Wikipedia, zh, 2022

< 1% match (Internet from 01-Jan-2022)
"ALE", Wikipedia, zh, 2022

< 1% match (Internet from 08-Oct-2022)
https://kclpure.kcl.ac.uk/ws/files/175165578/2021_Badaoui_Majd_1615214_ethesis.pdf

< 1% match (Aslan Gholami, Roghayeh Gavagsaz-Ghoachani, Matheepot Phattanasak, "Storytelling-Based Teaching and Evaluation Method Through Visualization in Engineering Topics", 2022 Research, Invention, and Innovation Congress: Innovative Electricals and Electronics (RIIC), 2022)
Aslan Gholami, Roghayeh Gavagsaz-Ghoachani, Matheepot Phattanasak, "Storytelling-Based Teaching and Evaluation Method Through Visualization in Engineering Topics", 2022 Research, Invention, and Innovation Congress: Innovative Electricals and Electronics (RIIC), 2022

< 1% match (Internet from 20-Dec-2021)
http://www.sti.mod.gov.rs/cteh/examen/nad/DTEH%20202Zakonik.pdf

< 1% match (Internet from 12-Feb-2022)
http://m.2apple.com/dmrk/hort_11704.html

< 1% match (student papers from 01-Sep-2021)
Submitted to University of Surrey on 2021-09-01

< 1% match (Xinhua DU, Yang LI, Hui YIN, Quanjun XIANG, "Preparation of Au/TiO_2/MoS_2 Plasmonic Composite Photocatalysts with Enhanced Photocatalytic Hydrogen Generation Activity", Acta Physico-Chimica Sinica, 2018)
Xinhua DU, Yang LI, Hui YIN, Quanjun XIANG, "Preparation of Au/TiO_2/MoS_2 Plasmonic Composite Photocatalysts with Enhanced Photocatalytic Hydrogen Generation Activity", Acta Physico-Chimica Sinica, 2018

< 1% match (Internet from 04-Jan-2023)
https://www.researchgate.net/publication/358850910_Exploring_distributed_energy_generation_for_sustainable_development_A_data_mi

< 1% match (Internet from 26-Sep-2022)
https://teses.usp.br/teses/disponiveis/46/46136/tde-12042018-104334/publico/TeseCorrioMariaRosario.pdf

< 1% match (student papers from 29-Mar-2022)
Submitted to Savitribai Phule Pune University on 2022-03-29

< 1% match (Internet from 05-Feb-2015)
http://etd.lib.nsysu.edu.tw/ETD-db/ETD-search/getfile?URN=etd-0828108-182101&filename=etd-0828108-182101.pdf

< 1% match (Internet from 01-Oct-2021)
http://etd.lib.nsysu.edu.tw/ETD-db/ETD-search/getfile?URN=etd-0719116-155530&filename=etd-0719116-155530.pdf

< 1% match (Internet from 05-Feb-2015)
http://etd.lib.nsysu.edu.tw/ETD-db/ETD-search/getfile?URN=etd-0819109-203902&filename=etd-0819109-203902.pdf

< 1% match (Internet from 01-Oct-2021)

Appendix 3

Documentation process of degree examination

Please arrange them in order (page number):

1. Degree Examination Application Form
2. Defense Application Form
   (If multiple students apply at the same time, there will be multiple page)
3. Examination Committee Member List
4. Examination Budget Form
5. Meeting Minutes: The oral examination committee members are industry managers with academic achievements or outstanding industrial R&D performance. Sufficient time must be reserved to notify the degree program to convene an academic meeting for review.

Location	**Seal**	**Page**
Program Office	Program Director	1
	Program	3、4
Academy Office (Rm.96402,4F,Chi-Duan Building, Tzu-Chiang Campus)	Dean	1
Yun Ping Administrative Building (1F)	Registrar Division Staff	1
Yun Ping Administrative Building (1F)	Registrar Division Director	1
Yun Ping Administrative Building (2F)	Curriculum Division Staff	1
Yun Ping Administrative Building (2F)	Curriculum Division Director	1
Yun Ping Administrative Building (2F)	Vice President (Office of Academic Affairs)	1

After all degree examination documents have been sealed,

1. Please send the "Degree Examination Application Form and Examination Committee Member List" (photocopies of the two forms into one front and back) to the "Personnel Office, 3F of Yun Ping Administrative Building" to prepare the appointment letter. **One week after submission**, go to the degree program office to receive the " Appointment Letter ".
2. Please send the "Degree Examination Application Form and Examination Budget Form" (two copies of the two forms into one front and one back), together with the originals, to the degree program office for filing when you receive the appointment letter.