

National Sun Yat-sen University
International Master's Program in Telecommunication Engineering
Institute of Communications Engineering
Information of Master's Degree Examination Application
通訊所/電信學程 研究生申請參加學位考試須知 **2024/6/3 update**

IMPORTANT DATES:

** The Defense Application period (2024 Spring semester): Feb. 19, 2024 ~ July 24, 2024

** The deadline for the defense-grade report submission: July 31, 2024. **

If you can not meet the above period application, you can apply for the next round application.

** The Defense Application period (2024 Fall semester): the system will be open at the beginning of August 2024. We need to wait for the university's notice.

** Students who passed the degree examination must get the required course credits and meet the graduation criteria before the enrollment date of next semester (est. date: Sept. 9, 2024). If not, the degree examination will be invalid.

A. 《提出學位考試申請 Submit the Postgraduate Defense Application》

1. Online Application System

請至教務處學位考試申請系統 http://selcrs3.nsysu.edu.tw/edu_apply/edu_apply_login.asp 登錄學位考試相關資料、上傳論文初稿及原創性比對結果報告，確認送出後，列印學位考試申請表(提交前請確認口試委員能出席)、歷年成績單及選課紀錄(當學期已選課者)，申請表上申請人及指導教授簽名欄請簽名或蓋章。最遲請於口試前兩週提出申請，需繳交以上資料，待教務處審核完成後，系所才能製作口試委員聘書。

申請期間: 113 年 2 月 19 日(週一)至 113 年 7 月 24 日(週三)

NSYSU Postgraduate Defense Application

(http://selcrs3.nsysu.edu.tw/edu_apply/edu_apply_login.asp)

Application Period: Feb. 19, 2024 ~ July 24, 2024

You must fill in defense details in Chinese in the Defense Application System. If you need help, please prepare the following materials, and come to the office.

- ✓ The first draft of the thesis (softcopy)
- ✓ The Originality Report from the Turnitin system (softcopy)
Please note that the system accepts the page of the Turnitin results only. For the Turnitin report, please refer to ITEM B-1.
- ✓ The details of the defense (the date, the time, the venue, the oral examiners)
Please make sure of the oral examiners' attendance before the application.

Then, print off the following materials and sign (or stamp) the signature fields (applicant/advisor) on

the form.

- ✓ Degree Examination Application Form
- ✓ Transcript (all academic years)
- ✓ Course Selection Records (for students whose current semester course credits need to be counted in the graduation credits.)

Please submit the above documents to the IMPTE/ICE office at least two weeks before the scheduled oral examination.

After we get the approval of the academic affairs office, the IMPTE/ICE office will prepare the letter of examiner's appointment.

2. The Master's Degree Examination Committee

碩士學位考試委員會置委員三至五人，其中系所外委員至少一人，博士學位考試委員會置委員五至九人，其中校外委員至少一人；由校長遴聘之，並由系主任（所長）指定委員一人為召集人。但指導教授不得擔任召集人；指導教授以外之考試委員人數應達二分之一以上。各系所不得推薦該學位考試研究生之配偶、三親等以內血親或姻親擔任指導教授及考試委員。

The Master's Degree Examination Committee is comprised of 3 to 5 members with at least 1 member invited from another department (institute). The Ph.D. Degree Examination Committee is comprised of 5 to 9 members with at least 1 member invited from another university; the committee members are appointed by the University president with one member other than the supervising professor designated by the head of the department (institute) as the convener; the supervising professors may not make up more than 1/2 of the Examination Committee. Department (institutes) may not nominate the research student taking the degree examination's spouse, or relative by blood or marriage within three degrees as their supervising professor examination committee member.

3. Withdrawing the oral defense

本學期提出學位考試之研究生，若未能在 113 年 7 月 31 日前舉行學位考試者，請上網申請撤銷，系所需列印撤銷名單送交註冊課務組。

If the applicant cannot finish the oral defense **before July 31, 2024**, please apply to withdraw the defense online. The IMPTE/ICE office will send the name list to the academic affairs office.

4. Leaving School Postpone Application (only applicable to students whose study period has not yet expired)

緩送名單（僅適用於修業年限尚未屆滿之研究生）：

本學期已完成學位考試之研究生（即論文考試及論文審查均通過者），因下列原因無法於次學期註冊日前（暫定 113 年 9 月 1 日）畢業離校者，必須由系所上網登錄並列印緩送名單送交註冊課務組：(1)尚未達系所畢業要求。(2)修習教育學程。(3)出國交換/研修。(4)教育實習。

本學期已完成學位考試者，研究生若未能於次學期註冊日前(暫定 113 年 9 月 1 日)修畢所屬系所之應修課程，或未符合系所學位考試相關考核者，該次考試無效。

Students who have completed the degree examination (the thesis validation & the oral defense) this semester and cannot leave school **before the enrollment date of next semester (est. date: Sept. 1, 2024)** due to some special reasons (not meeting the graduation requirement, exchange/training

aboard,...etc.) can apply for the postponement of leaving school.

Students who passed the degree examination must get the required course credits and meet the IMPTE/ICE graduation criteria **before the enrollment date of next semester (est. date: Sept. 1, 2024).** If not, the degree examination will be invalid.

本學期論文考試已及格之研究生，若未能於次學期註冊日前（113年9月9日）通過論文審查者，必須由系所上網登錄並列印緩送名單送交註冊課務組，惟僅限緩送至次學期結束日止。本學期論文考試及格且已申請緩送之研究生，未能於次學期結束前（暫定114年1月31日）通過論文審定者，該次考試無效。

Students who have passed the oral defense exam this semester, but fail to pass the thesis validation **before the enrollment date of next semester (Sept. 9, 2024)** can apply for the postponement of leaving school. The expiry date shall be postponed to the end date of the next semester.

Students who have passed the oral defense exam this semester, and apply for the postponement of leaving school must pass the thesis validation **before the end of next semester (est. date: Jan. 31, 2025).** If not, the degree examination will be invalid.

5. Tuition Fees Refund

學期中畢業離校之研究生，依「學生休退學畢業離校退費標準」，以學生簽領學位證書日期為計算基準日，得退還本學期所繳部份學、雜費(「學生休退學畢業離校退費標準」請至教務處網頁查詢)。

Please refer to the regulation of “Refunding Guidelines for Students Who Leave the University”
https://oaa.nsysu.edu.tw/var/file/3/1003/img/1296/acade_rule_14.pdf

For students in a Master's or Ph.D. program who graduated during the semester, the baseline date for the calculation of their refund should be the date they completed all required procedures and received their diploma from the Registration Division of the Office of Academic Affairs. A student can be refunded a portion of the tuition fees paid for the current semester. Please refer to the website of the Online Registration System for more information about the dates of refund.

https://selcrs.nsysu.edu.tw/stu_enroll/reback_charge.pdf

B. 《Turnitin 論文原創性比對 Turnitin Originality Comparison for Master and Doctoral Thesis/Dissertation》

Graduation and Thesis Submission Procedures for Postgraduate Students (<https://lis.nsysu.edu.tw/p/412-1001-22345.php>)

1. 第一階段(論文初稿)：研究生論文口試前，請自行使用本校圖資處之 Turnitin 論文原創性比對系統進行論文比對（均含摘要），比對結果將「Turnitin 原創性報告」提供指導教授與口試委員審閱。PS：Turnitin 帳號請向所辦申請。

The first draft of the thesis: Please check the originality of a paper by comparing it to the Turnitin database on the website of the Office of Library and Information Service. The Turnitin originality report

must be submitted to the advisor and oral examiners before the oral examination.

*Please contact the IMPTE/ICE office for the Turnitin system account application.

Turnitin system (<https://lis.nsysu.edu.tw/p/412-1001-15281.php>)

2. 第二階段(論文定稿)：研究生辦理畢業離校時，於論文上傳至圖書館之前一日需繳交「Turnitin 原創性 報告」及「研究生學位論文符合學術倫理規範聲明書」至所辦存查。原創性總相似度指標以不超過 12%(含)為原則，若超過需詳敘具體原因。研究生及指導教授請於繳交之「Turnitin 原創性報告」首頁空白處簽名。

The final version of the thesis: Please submit the following materials to the IMPTE/ICE office before the final version thesis is uploaded to the NSYSU library.

✓ The Statement of Academic Ethics

✓ Turnitin originality report (with applicant's/advisor's signature in the blank on the first page)

** The similarity score of the Turnitin originality report must be shown as less than 12%. If the score is higher than 12%, please provide the specific causes. **

C. 《口試前 The preparation of Oral Examination》

1. 借用場地(優先登記者使用)

Please go to the EE office to pre-register for the venue of the oral defense. The early priority registration can use the room.

2. 請至辦公室領取口試委員聘書，請各實驗室自行製作碩士生口試時間表。

Please go to the IMPTE/ICE office and get Letters of Examiner Appointment. The oral examination timetable shall be produced by each laboratory.

3. 請依本校研究生學位論文格式規範及本校碩博士學位論文抄襲代寫舞弊處理原則製作論文。
Please refer to the regulations below and complete these in accordance with the format.

◆ Thesis/Dissertation Format Regulations

https://oaa.nsysu.edu.tw/var/file/3/1003/img/1296/acade_rule2_09.pdf

◆ Guidelines for Dealing with Plagiarism, Ghostwriting, and Cheating in Writing Master's Theses or Doctoral Dissertations

https://oaa.nsysu.edu.tw/var/file/3/1003/img/1296/acade_rule_26.pdf

4. 請將聘書、碩士生口試時間表、本校平面圖及論文、原創性比對結果報告一同寄給口試委員，寄出後並去電確認是否收到，同時作最後時間之確定。

Please send the following materials to each oral examiner by post.

✓ Letter of Appointment

✓ Oral Examination Schedule

✓ VIP parking permits (for oral examiners who drive to NSYSU)

✓ NSYSU Campus Map

✓ The first draft of the thesis

(Please check with your advisor that the draft should be provided in softcopy or hardcopy. If you

would like to provide the hard copy, the physical copy must be delivered at least one week before the scheduled defense date.)

- ✓ The Turnitin originality report (Please refer to ITEM B-1.)

Don't forget to acknowledge receipt of the post and make the final confirmation of the Oral Examination Schedule.

5. 若當天口試委員自行開車前來，需申請臨時停車證者，請於口試前兩週填寫停車證申請書後擲交所辦辦理。

Please fill out and submit a VIP Pass Application for the oral examiner who drives to NSYSU. The application shall be sent to the IMPTE office two weeks before the scheduled oral examination.

D. 《口試當天 The Oral Examination Day》

1. 請提早到達口試會場，並準備投影機、筆記型電腦等輔助設備。

Please arrive at the venue ahead of schedule and make sure that everything is all setup, including your laptop and projector.

2. 請自行準備口試委員之茶水點心，費用由各實驗室負責。

Refreshments for oral examiners on the examination day shall be prepared by each laboratory. Expenses are paid by each laboratory.

3. 當天請備齊以下資料供口試委員填寫(資料請於口試當週向所辦領取)：(1)論文審定書 (2)學位考試「論文考試」成績單 (3)國立中山大學收據

Please make sure all the following materials for oral examiners have been prepared on the examination day.

- ✓ Validation Letter
- ✓ Degree Examination (Thesis) Grade Report
- ✓ Receipts of oral examination fees (one receipt for one examiner)

(Please obtain the above materials from the office during the week of the oral examination.)

E. 《口試結束後 After Completing the Oral Examination》

1. 請將論文審定書(影本)、學位考試「論文考試」成績單及國立中山大學收據於 113 年 7 月 31 日(星期三) 前繳至所辦，論文審定書正本留在學生處。

Please submit the following materials to the office before July 31, 2024.

- ✓ One photocopy of the Validation Letter
- ✓ Degree Examination (Thesis) Grade Report
****The Grade Report must be submitted by the oral examiners. ****
- ✓ Receipts of oral examination fees (all examiners)

2. 論文上傳：圖書館網站 <http://etd.lib.nsysu.edu.tw/eThesys/index.php>

◆ 上網設定與填寫論文資料，列印論文公開授權書一式二份，本人及指導教授簽署後上傳，並裝訂於論文。若延後公開時間為 4-5 年後，文件需再經系所主管簽署。

- ◆ 上傳論文定稿電子檔(含已簽署之論文審定書)、論文定稿之原創性比對結果報告、已簽署之研究生學位論文符合學術倫理規範聲明書、已簽署之論文公開授權書。

National Sun Yat-sen University Electronic These & Dissertations Service

<https://lis.nsysu.edu.tw/p/412-1001-22345.php>

- ◆ Please fill in all the information about the thesis online. Then, download and print two copies of the Authorization for Public Access of Thesis/Dissertation. The authorization shall be approved by the advisor. If Thesis is to be delayed publication after 4-5 years, the certificate that involved confidentiality, patent, or copyrights according to laws and regulations must be provided, and it must be signed by the student, the advisor, and the chair of IMPTE.

- ◆ **The original copy of the Authorization for Public Access of Thesis/Dissertation (with approval) must be bound to the hardcopy thesis. (one for the library and another for the academic office).**

- ◆ Please upload the following materials to the library system.

<https://lis.nsysu.edu.tw/p/412-1001-22345.php>

- ✓ The final version of the thesis (with a Validation Letter from the Oral Examination Committee)
- ✓ Turnitin originality report (Please refer to ITEM B-2.)
- ✓ The Statement of Academic Ethics
- ✓ The Authorization for Public Access of Thesis/Dissertation (with approval)

3. 辦理離校：繳交實體碩士論文給圖書館與教務處，學位論文延後公開者須再繳交“國家圖書館學位論文延後公開申請書”，經學生、指導教授、系所審議單位簽署後，“夾附”紙本論文送交教務處。

Please finish the leave school procedure of the university.

- ✓ Online Application for Leaving School (<http://140.117.13.70/graduate/>)
- ✓ Submit two physical copies of Mater's thesis (One for the Office of Library and Information Services and another for the Office of Academic Affairs)

** If you would like to request delayed publication of your thesis, you must submit another application form “Application for Embargo of Thesis/Dissertation” with the advisor and the department’s stamp to the academic office with the physical copy of the thesis (**This application form no need to be bound to the hardcopy of the thesis**). This university has to submit the application to the National Central Library.

4. 當學期學位證書授予年月為辦妥離校程序之月份，逾當學期考試結束月份(一月或六月)至次學期註冊日前(寒暑假期間)辦妥離校程序者，學位證書授予年月第一學期為一月，第二學期為六月。

The degree certificate is dated from the date that all required procedures were completed. For those that complete the required procedures between the month the current semester ended in (January of June) and the next enrollment date (during winter or summer break), the degree certificate is dated January for semester 1 (Sept.~Jan.) and June for semester 2 (Feb.~Jun.).