Feb 2024 version

ICST IIT DDP/JDP Thesis Oral Defense Flow and School-Leaving

1. **Information from the Library: Thesis & Dissertation Submission (Graduate after AY 112)**

   https://www.lib.nycu.edu.tw/en/custom_label?menu=151&lid=37

2. **Complete S*elf-Examination* on degree requirements by Students**

   - IIT DDP/JDP Doctoral Degree Regulations:

     https://icst.nycu.edu.tw/?page_id=104&lang=en

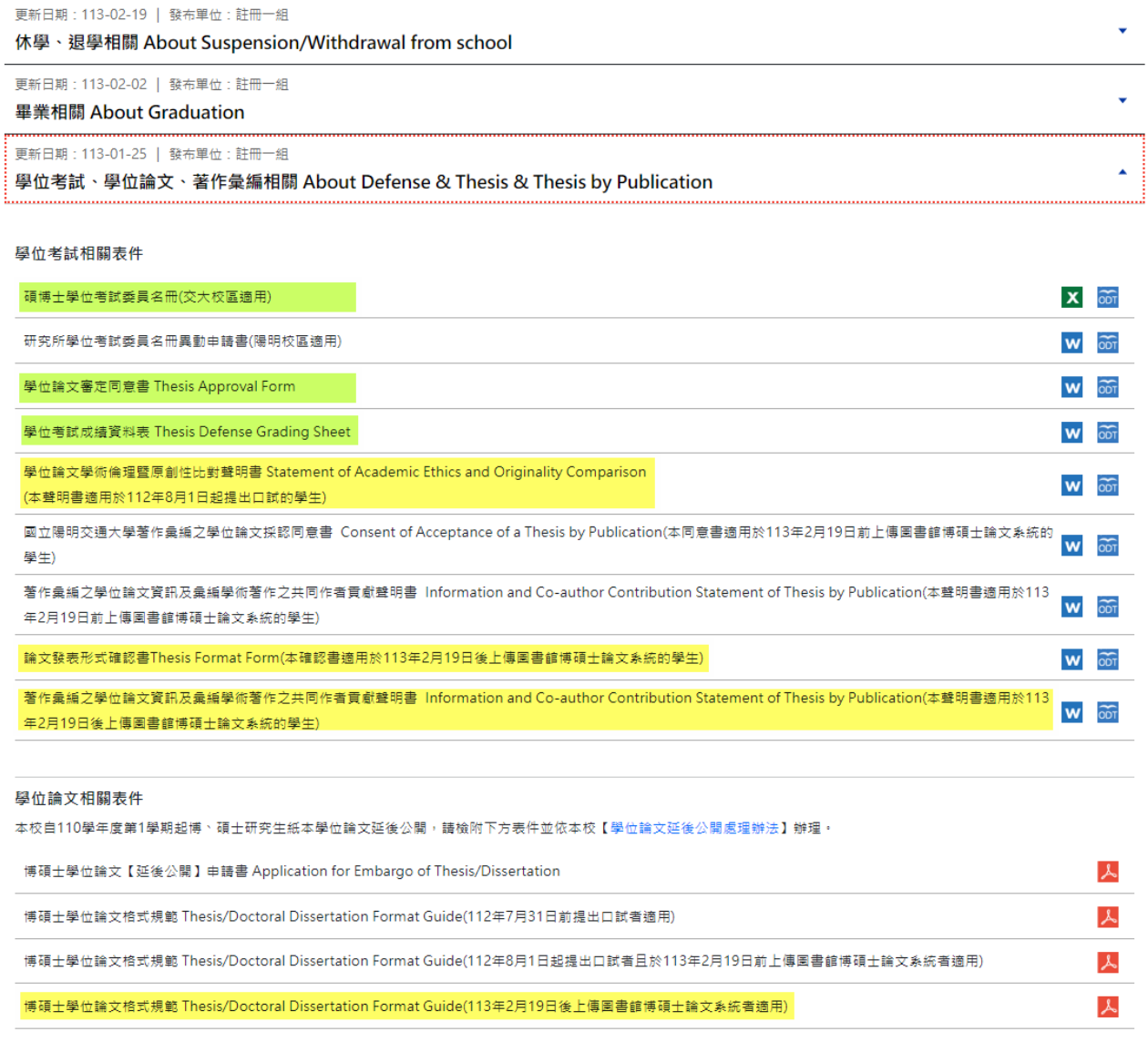
     *The requirements for graduation credits, subjects, and related studies are subject to the regulations applicable to the dual/joint degree programs of **the academic year when the dual/joint doctoral students are admitted**.*

Academic Year	Anno Domini	Academic Year	Anno Domini
108 first semester	2019 Fall	108 second semester	2020 Spring
109 first semester	2020 Fall	109 second semester	2021 Spring
110 first semester	2021 Fall	110 second semester	2022 Spring
111 first semester	2022 Fall	111 second semester	2023 Spring
112 first semester	2023 Fall	112 second semester	2024 Spring
113 first semester	2024 Fall	113 second semester	2025 Spring

3. ***TWO WEEKS*** **before the oral defense** (the earlier the better)**, students submit required documents** (both hard-copies and electronic files: icst_ir@nycu.edu.tw) **to the College Office.**

   All administrative documents can be downloaded on ICST and Office of Academic Affairs website.

   https://icst.nycu.edu.tw/?page_id=3739&lang=en
   https://aa.nycu.edu.tw/aa/ch/app/data/list?module=nycu0038&id=2468



i. Check List for Oral Defense Application
ii. NYCU Transcripts
iii. Duration of Study in NYCU with Advisor's signatures
iv. Recommendation Letter for Doctoral Thesis Oral Defense with signatures
v. Lists of Committee for Degree Examination
   - *Please confirm the rule of the committee members.*
   - *Remark "Convener"*
   - *Please send the electronic file to the College Officer for review first and then get signatures.*
   - *Print "Fit sheet on One Page"*
vi. **CV and publication lists** of committee members who are NOT professors or associate professors above should be provided. Assistant professors should also submit their CVs.
vii. Information Form of Committees
   - *Please confirm the ID number and transportation.*
viii. Proof of Presentation in Seminar Course or Other certificates of **public** presentation
   - *The presentation topic should be related to your dissertation.*
   - *The suggested date for the presentation is 1 to 3 months before the oral defense date.*
ix. PhD Comprehensive exams/Preliminary exams/Qualifying exams Report from IIT
x. Paper Publication List and All Published Papers in SCI journals
   - *Please underline the name of the student who is the first author.*
   - *Electronic files are accepted.*
   - *Confirm that the affiliation follows the rule.*
xi. Initial Draft of Doctoral Dissertation (The electronic file is acceptable.)
xii. The Result of Turnitin **with Advisor's signature** (only the percentage page is acceptable. **Draft version*)
xiii. Application for VIP Parking Pass (if necessary)
https://ga.nycu.edu.tw/ga/ch/app/data/view?module=nycu0039&id=3274&serno=38145f05-a85c-4410-9b42-f06e3d8d8646 →貴賓計次汽車停車證申請表
(The file is without English version. Please fill the form with the Dean stamp and go to the Campus Security Division of 2nd floor of Auditorium to get the parking permit. At least two working day before use.)

Application Date 申請日期:____年____月____日

申請單位	International College of Semiconductor Technology		
申請事由 Reason	（請附上貴賓姓名、服務單位及使用日期） Name/ Service Unit/ Parking Date **Committee Member of the Oral defense**		
申請張數	Numbers of parking permit needed		
使用日期 Parking Date	_Y_年_M_月_D_日 to 至 Y 年 M 月 D 日		
申請人及聯絡電話	Student Name and telephone	單位主管簽章	Dean stamp or signature
雙線以下由駐警隊填寫 by Campus Security Division			
停車證編號		承辦人	

注意事項：

一、本表限【交大校區】使用。Use by Chiao Tung Campus only

二、配合收費系統啟用，當日申請之停車識別證無法使用，皆為隔日生效。請務必於使用前二天提出申請。Apply at least 2 working days before parking

三、持有貴賓停車證之車輛，不得於校內隔夜停車。Cannot park overnight

四、如違規使用貴賓停車證，一經查獲，依相關規定處理。VIP use only

五、依 98 年 5 月 5 日 97 學年度第二次交通管理委員會會議記錄案由六決議，貴賓停車證之核發條件以**口試委員、課程及專題演講者、各項評審委員及專案簽准者為主**。其餘人員不再核發貴賓停車證，請購買單次優惠停車證使用。VIP means "Oral defense Members" & "Course speakers" & "Other Special Reviews and Guests"

4. *ONE WEEK* before the oral defense and after the approval of the College Reviewer

i. Announcement (with the College stamp) and post on the door of the Venue or Lab

ii. Send (i) *the thesis draft* and (ii) *著作彙編之學位論文資訊及彙編學術著作之共同作者貢獻聲明書 Information and Co-author Contribution Statement of Thesis by Publication* to the committee members for review

5. On the oral defense (prepare for Committee Members)

i. 學位考試成績資料表 Thesis Defense Grading Sheet

ii. Oral Defense Grade Report for each committee member

iii. 學位論文審定同意書 Thesis Approval Form

iv. Committee members who are outside NYCU are required to sign the receipts, which will be provided by the College Officer. If you need a receipt, please request one from the College Officer.

國立陽明交通大學 支出憑證用紙　　郵局

列印日期:2022/6/28　　領據單號:

預算科目	工作計畫名稱 / 用途別		經費科目代號	
憑證編號	金額	用途具體說明		
		本院博士班雙聯學生Akhil K Ramesh(0884028)於111年6月29日舉行論文口試之口試委員口試費。		

承辦人	點驗證明	單位主管或計畫主持人	院應館室中心主管	補充保費審核單位	出納組(所得稅)	主計室 審核	主計室 主任	校長或授權代理人

※補充保費審核單位：軍公教人員-人事室，約聘人員-人事室，學生及校外人士-出納組。
※修改「請款項目」或「應領金額」者，請重新會辦出納組5號櫃台，避免稅章、所得稅金額錯誤。
※受款人採現金領款方式者，會辦出納組後有抽換、修改、不報支領據情況，請通知出納組5號櫃台。

領據 receipt　　-R11100007370-

受領人 Received By：
簽名 (請以正楷簽名) Signature/Seal：Sign here
聯絡電話: Contact Tel：
服務單位 Company Name：
受領事由 明　細：

員工編號 NCTU/NCTU Student No.：
身份/居留證號 ID/ARC No.：
(俾作為基本資料有請時聯繫之用)
職稱 Title：

請款項目	金額 Amount A	雇主補充保費 B	合計 C=A+B	代扣金額 所得稅 D	補充保費 E	強制扣款 F	其他 G	小計 H=D+E+F+G	實領金額 I=A-H
論文口試費 (免稅)									
總　計									

說明(給付明細計算方式)：
給付方式:郵局
受款人帳戶名稱：
銀行及分行代碼：　　銀行名稱(含分行)：　　轉帳帳號：
戶籍地址(Address)：
受領人簽領日期(Date)：　　※轉帳帳號限受款人本人銀行帳號，請勿輸入他人銀行帳號

＊受款人為外籍人士且採郵局、玉山、個人匯款者，字號統編 (即：身份/居留證號) 需填上金融機構開戶之居留證號或統一證號，以利入帳作業。

6. *After The Oral Defense Day*

After the oral defense, submit the following forms to the College.

i. 學位考試成績資料表 Thesis Defense Grading Sheet
ii. Oral Defense Grade Reports of **ALL** Committee Members
iii. 學位論文審定同意書 Thesis Approval Form with completed signatures
iv. Receipts of External Committee Members with signatures (if necessary)
v. 學位論文學術倫理暨原創性比對聲明書 Statement of Academic Ethics and Originality Comparison (with final version of the thesis)
vi. 論文發表形式確認書 Thesis Format Form
vii. 著作彙編之學位論文資訊及彙編學術著作之共同作者貢獻聲明書 Information and Co-author Contribution Statement of Thesis by Publication

7. Final Dissertation

- Thesis & Dissertation:

  https://www.lib.nycu.edu.tw/en/custom_label?menu=151&lid=37

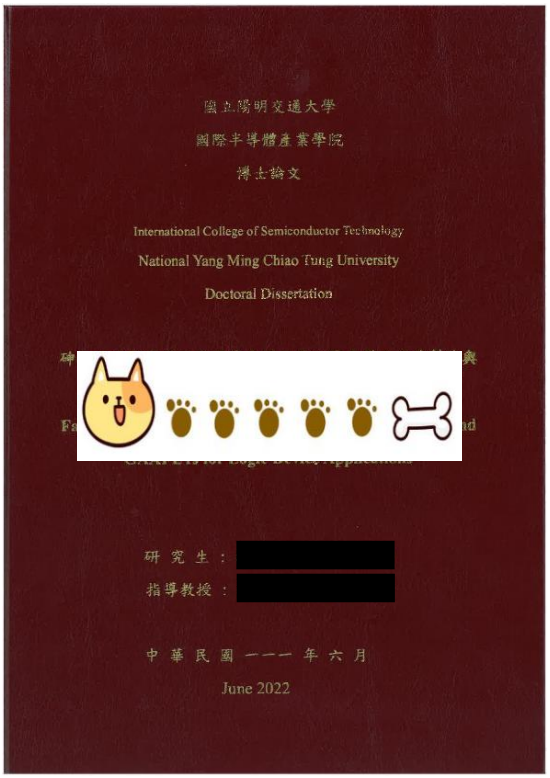
i. Complete an abstract and upload the thesis to NYCU Electronic Theses and Dissertations System. (**Must follow the required format**)
   - ➢ Please ask Advisor for helping translate your dissertation title into Chinese.

- ➢ Please find someone who can help your Chinese abstract.
- ➢ Please translate your keywords into Chinese.

ii. Print at least **one crimson hardback** (for the library) and **two light blue paperbacks** (for ICST & Registrar Office).

- ➢ Must follow the order of the format guide from the library
- ➢ Do not print until the library approves it.

↓ Crimson Cover



↓ Light Blue Cover

8. School-Leaving System

The NYCU Graduation Procedure System will become accessible **at midnight on the day following** the Registrar Officer's review and approval of the "Thesis Defense Grading Sheet," **AND** the library sends the email confirming the "Successful Approval of Electronic Thesis/Dissertation."

i. Please confirm your **English name** and **birthday**.

NYCU Portal→NYCU Campus→【學籍成績管理系統 Grading System】

ii. Students activate the online system through NYCU portal

NYCU portal→NYCU Campus→【畢業離校申請系統 Graduation Procedures】

- Please click “我已閱讀”

- Please confirm your personal information and click the button of “啟動流程 Start Process.”

- You may check the process by clicking the button of “查詢離校流程”

iii. Wait for all administrative departments’ approval

簽核系統表單詳細資料

手續單編號 Resignation No.	3923	Status 表單狀態	流程進行中		
中文姓名: Chinese Name	[redacted]	學號: [redacted] Student ID		系所: 國際半導體產業學院 ICST	
宿舍名稱: 無住宿 Accommodation		表單建立時間:	2021-12-06 16:43:50.673		

Department 單位	業務說明 Description	簽核類型 Person in Charge	簽核人員	Notes 簽核意見	Time 簽核時間	Status 簽核狀態
研究生指導教授	通過學位考試並完成論文修改，經指導教授確認	單位承辦人	[redacted]	NYCU Advisor - Complete the thesis		
就讀系所	1.確認已符合畢業資格及完成系所規定事項(如：交還借用之實驗器材等)。 2.研究生已繳交論文電子檔審核通過通知單(若授權給國家圖書館者須另繳交國家圖書館授權書)及依系所規定本數繳交論文紙本。	單位承辦人	由2位承辦人共同承辦	ICST office - Fulfill all the regulations - Complete the upload of the dissertation to the library		
圖書館	1.借書及繳清滯還金。 2.繳交論文電子檔審核通過通知單。 3.單位聯絡電話: 03-571-2121 #52636 03-571-2121 #52658	單位承辦人	由22位承辦人共同承辦	NYCU library - Return all borrowing books - Hand in the Approval notice of e-ThesisDissertation letter of Verification		
境外生事務組	1.請完成境外生畢業流向調查。 Please complete the Survey Form for Overseas Students (for school leaving procedures). 2.單位聯絡電話: 陸生 = > 03-571-2121 #50658 外籍生 = > 03-571-2121 #50661 僑生 = > 03-571-2121 #50650	單位承辦人	由3位承辦人共同承辦	OIA - Complete the "Survey Form for Overseas Students" - Other quesitons, please dial 03-5712121 #50661		
	1.上網填寫畢業生問卷後可領取學位證書套。					

職涯發展組	2.領取畢業紀念品。 3.單位聯絡電話：03-571-2121 #50663	單位承辦人	由3位承辦人共同承辦	Career Center, Office of Student Affairs - Questionnaire (Optional) - Get Souvenir		
駐警隊	1.停車證及校園違規事件 2.單位聯絡電話： 03-571-2121 #50092 03-571-2121 #50091	單位承辦人	由2位承辦人共同承辦	Campus Security Division - Parking permit and other violations		
課務組	1.期中畢業：當學期選課請依逾期加退選程序辦理退選。學期中畢業(無修課)免會課務組 2.單位聯絡電話： 03-571-2121 #50421-50425 由5位承辦人共同承辦	單位承辦人	由5位承辦人共同承辦	Division of Curriculum - If you plan to graduate in the middle of the semester and you take courses this semester, please withdraw according to the rule of "Behind Time Course Add and Drop		
國際招生組	1.僑外陸生適用 2.單位聯絡電話：03-571-2121 #50666	單位承辦人	張斐菁 (EF___9)	OIA - Inbound Overseas Chinese / Inbound Mainland China students only		
學生	我已確認各單位簽核意見，並了解"本人離校時，若在各單位仍有待辦事項未依規定於期限內完成者，學校得依學生獎懲規定予以懲處，並依法律程序進行求償。" 請持學生證至註冊組(科學一館1樓)領取證書；研究生需繳交論文紙本1本。	單位承辦人	[redacted]	Student declaration of the school-leaving procedure: make sure to complete all required process - Please go to the "Division of Registrar" of "Science Building I" with the dissertation to get your certificate		
註冊組	1.研究生繳交論文紙本1本。 2.發放證書。 3.單位聯絡電話：03-571-2121#31999。	單位承辦人	由9位承辦人共同承辦	Division of Registrar - Student hands in ONE dissertation - Give Certificate of Graduation		

iv. Bring your student card and hand in one paperback of dissertation to the Division of Registrar as the final step.

If you are unable to personally pick up your diploma from the registration office, please instruct the authorized person to collect it on your behalf. (Diplomas will not be issued if the required documents are not submitted or if the procedures are not followed according to the regulations.)

- *The student ID of the authorized person.*
- *The original authorization letter signed by the authorized person.*
- *The original identification documents of both the authorized person and the representative who will be collecting the diploma.*

v. Congratulations! Get your Certificate of Graduation.

Reminder:

When you apply for the graduation process, please make sure you fulfill the graduation eligibility. If you start up the process, you will be requested to move out from your dorm in 7 days.
In addition, your student ARC will expire within 10 days after OIA's approval. If you are going to stay in Taiwan for more than 10 days (look for a job, prepare for departure...etc), please bring your diploma to the immigration agency to update your ARC to a job-seeking ARC (valid initially for 6 months). if you did not find any job within the first 6 months, you may apply for extension for another 6 months (maximum). If you already secured a job offer, please consult with the employer about application for employment ARC (ARC for work).