

Dear Ph. D students:

Congratulations! When you are reading this direction, it means you will graduate soon. The following are the steps you need to finish before graduation:

## I. Proposal Defense

1. **【博士論文研究計畫提審申請書及委員推薦表(file 2)】** Ask instructor to assign the committee of proposal defense. → Ask committee to sign on this form. → Hand in this form and proposal to department office to ask for chairman's signature. Hand in **the list of thesis and all academic year transcript** to department office.
2. Hand in **【博士研究生發表研究成果審查 (1) (file3)】** + thesis (the thesis here means the one you list on this form) and proposal to every committee in advance.
3. Please inform committee and department office the date, time, and location of proposal defense. Remember to borrow the classroom for proposal defense in advance.
4. Before proposal defense, please make sure you had already prepared **【博士論文研究計畫提審結果通知書一份(file5)】** 及 **【通過博士候選人資格考核通知書一份(file6)】**、**【英文通過證明書(file7)】**、**【博士研究生發表研究成果審查 (2) (file4)】** and bring the above documents to proposal defense. (You can bring above documents to office department in advance to check whether there is anything miss.) On the proposal defense date, you must ask committee to sign above documents and then hand in to department office. If the proposal defense is in lunch time, generally, you need to prepare lunch for committees. Please prepare by yourselves. Department office will NOT provide any fee about this. Please note this.

## II. Postgraduate (oral) Defense

1. Please fill “**Postgraduate Defense Online Application**”

[https://selcrs.nsysu.edu.tw/edu\\_apply/edu\\_apply\\_login.asp](https://selcrs.nsysu.edu.tw/edu_apply/edu_apply_login.asp)

Committees of oral defense are recommended by your instructor. The number of committee can be 5 to 9, number of external committee member must be over 1/3, and committee must be associate professor or professor. After instructor sign, please hand in application form to department office then

department will help you to forward to chairman for signature.

2. Please inform department office the date and time of oral defense to apply Certificate of Appointment for committees. Also, please hand in your **thesis abstract** to department office at least one week before oral defense.
3. Remember to treat committees after finish the oral defense. (Department office will NOT provide any fee about this. Please note this.) You can discuss with your instructor how to arrange this part.
4. Originality of thesis must be detected by Plagiarism Detection Checker. The detection result must to be lower than 12%.
5. Please hand in thesis and detection result to committees at least a week before oral defense.
6. Plagiarism Detection Checker  
<https://lis.nsysu.edu.tw/p/412-1001-15281.php>  
(Please open the account by yourselves. 課程代碼 Course code: 15939279  
密碼 Pass Word: 1234)
7. Regulation of Postgraduate Defense 研究生學位考試施行細則  
<https://oaa.nsysu.edu.tw/p/405-1003-20378,c2940.php?Lang=zh-tw>

### III. Leaving (Graduation) Procedures

1. Please hand in 「原創性報告」 plagiarism detection result and 「研究生學位論文符合學術倫理 規範聲明書」  
<https://econ.nsysu.edu.tw/static/file/133/1133/img/151255525.pdf>
2. Submit thesis on Electronic Theses and Dissertations Submission System.  
<https://ethesys.lis.nsysu.edu.tw/ETD-qa/login/login.php>
3. Regulation of thesis format  
<https://oaa.nsysu.edu.tw/p/406-1003-33095,r779.php?Lang=zh-tw>
4. Please follow school regulation to hand in book of thesis to library, office of academic affairs, and department office.