

## **Department of Information Science and Engineering, NSYSU Degree Defense Application Procedures for Doctoral Students**

Updated on Dec. 13, 2023

### **A. Submit Doctoral Degree Examination Application Form (Contact Person: Ms. Huang and Ms. Wu):**

Please read through “Regulations of Qualification Examination for Doctoral Students” and submit “Doctoral Degree Examination Application Form” at least **1** month prior to defense date. Defense can only be made after receiving an approval from Department Academic Affairs Committee.

### **B. Submitting required documents (Contact Person: Ms. Huang and Ms. Wu):**

Once receiving an approval notice, a student may start to proceed steps listed as follow. All listed documents shall be submitted at least **10** working days prior to defense date :

1. Please go to <https://oaa.nsysu.edu.tw/p/412-1003-7487.php?Lang=en> and read through regulations regarding to doctoral degree examination.
  2. Fill out online defense application form, upload dissertation draft and Turnitin report (**with 12% or less similarity**) with advisor’s signature and student’s ID and name on the report and then submit them all together. Online application link: [https://selcrs.nsysu.edu.tw/edu\\_apply/edu\\_apply\\_login.asp](https://selcrs.nsysu.edu.tw/edu_apply/edu_apply_login.asp)
  3. Fill out “Postgraduate Defense Committee Reimbursement Application Form,” and submit it to the office.
  4. Submit one hardcopy of student ID card with a stamp provided by Office of Registration.
  5. Submit one hardcopy of Turnitin report with advisor’s signature (**with 12% or less similarity**) and “The Responsibility Statement of Dissertation” form to the office.
- TURNITIN Link(The advisor needs to set up a link and provides it to students to run the similarity report): <https://lis.nsysu.edu.tw/p/405-1001-244717,c15281.php>
6. Submit “Defense Self-check Sheet for Doctoral Students” form to the office.

\*Students may proceed to defense procedure once they submit required documents.

Please reserve defense room in advance once defense date is confirmed.

**C. Defense Preparation (Contact Person: Ms. Huang/ Ms. Wu):**

1. Confirmation for defense committee (may be assigned by the director or assigned by meeting committee).
2. Print out defense application form once committee is confirmed, have director's signature and then submit to Office of Academic Affairs.
3. Students are able to check application status via "Online Defense Application system."
4. The CSE Office will assist making the letter of appointment for defense committee.
5. The CSE Office will assist applying for parking permits from NSYSU if needed.
6. The CSE Office informs students to get the letter of appointments and parking permits.
7. The CSE Office prepares "Degree Defense Score Report," "Doctoral Degree Examination Approval Form," "Committee Reimbursement Confirmation Form," and "Advisor Dissertation Guidance Fee Confirmation Form" for students. They are able to pick them up one day prior to the defense date.
8. Please submit forms listed above (with committee and advisor's signature) to the office after defense.