

NATIONAL SUN YAT-SEN UNIVERSITY

Department of Electrical Engineering Graduate Student Notes and Forms for Degree Examination Application

※ The procedure for degree examination application is as follows:

- ◎ Please register online after confirming the date, time, venue, and examiners of an oral examination two weeks before the oral examination. Please refer to ["NSYSU Implementation bylaws for Ph.D. and Master Degree Examination"](#) for filing out the "Conformance to Examiner Qualification" field in the degree examination application form.
- ◎ For the third paragraph of Article 12 and Article 13 of the ["NSYSU Implementation bylaws for Ph.D. and Master Degree Examination"](#), Regarding the "doctoral degree with academic achievement", the criteria for recognition are as follows.

I. The member of the Master's degree examination shall have one of the following conditions.

1. Two years after receiving a doctoral degree from the Department of Electrical Engineering or the Institute of Communications Engineering of the National Sun Yat-sen University.
2. A doctoral degree in electrical engineering or communications-related field from a domestic or foreign university, and two years of employment in the R&D department of an industry or research institution.

II. The member of the Doctoral degree examination shall have one of the following conditions.

1. Five years after receiving a doctoral degree from the Department of Electrical Engineering or the Institute of Communications Engineering of the National Sun Yat-sen University.
2. A doctoral degree in electrical engineering or communications-related field from a domestic or foreign university, and five years of employment in the R&D department of an industry or research institution.
3. The dissertation advisor of the doctoral candidate.

Please provide the relevant documents of the examiners for registration in the "Conformance to Examiner Qualification" field in the degree examination application form.

- ◎ Should a venue be borrowed, please make a **venue hiring registration** at the department office in order to avoid double-booking. Venue registration is processed with the principle of "first-in, first-served."
- I. Doctoral students shall submit regulations for graduation credit calculations of their groups (including requirement of graduation credits and journal classification tables) and hardcopy lists of [individual articles or works](#). The [Doctoral Degree Examination Form](#) shall be filled out for the department to review.
 1. For published papers, please attach the first pages of the offprints. For accepted papers, please submit letters of acceptance and the first pages of the papers.
 2. For conference paper, please print the conference CD or the homepage and agenda on the website.
 3. Please mark the authors and conference agendas with a highlighter.
- II. Please visit the departmental website to login to the Degree Examination Page. After confirming the information of the oral examination examiners and send out, please print the registration completion form.
- III. Please visit the website of the Office of Academic Affairs and log in the Postgraduate Defense Online Application Page. After confirming the information of degree examination and send out, please print the Degree Examination Application Form, transcripts of each academic year, and

course selection records (for students who have completed course selection in the semester). The signature fields on the form shall be signed and stamped by the applicant and supervisor in person.

- IV. Once the graduate students of the same laboratory who are going to apply for degree examinations in the semester have completed online forms, the supervisor shall login via departmental intranet, click on the Budget Spreadsheet and fill in travel fees (actual ticket prices if stubs available) of oral examiners from outside the university, determine whether to compensate for shortfalls of examiner fees for examiners of the university. After confirming the information and send out, please print out the form and sign in person.
- V. After completing the registration, please submit the Budget Spreadsheet (one Budget Spreadsheet for each laboratory), the Degree Examination Registration Completion Form, the Degree Examination Application Form, the transcript for each academic year, and course selection records to the departmental office.

※ After approval of application:

- I. Please pick up the letters of examiner appointment at the department office. Doctoral Student Oral Examination Schedule shall be made by each laboratory.
- II. Please complete theses in accordance with the format specified in Regulations of Degree Thesis Format for Graduate Students.
- III. Oral examiners who drive to the University shall need a VIP parking pass. Please fill out and submit a VIP Parking Pass Application Summary Table to the department office two weeks before the scheduled oral examination date.
- IV. Please send the following documents to the external examiners: the letters of appointment, oral examination schedules, theses, VIP parking pass (if there is an oral examiner who drives to the University), and the University Map (please prepare the appropriate number of copies according to the number of external examiners and mark the location of departmental building with color pens).
- V. Please prepare a first draft of your thesis and a report of **Plagiarism Detection Checker** (Turnitin or Paper plagiarism verify system) of the University Library website for the oral examination by yourself. **The score of the report must be 12% or less to pass.**

※ After completing the oral examination:

- I. The receipts of oral examination fees, Oral Examination Scoring Tables, the Degree Examination Result Notice, and the Letter of Thesis Accreditation should be sent to the department office by the supervising professor. After being signed by the director, the department will forward it to the Office of Academic Affairs.
- II. Uploading the full text of thesis: Please upload thesis in accordance with the specified regulations to the Thesis Submission System of the University Library website. After approval, print out an electronic copy of the authorization letter and submit it to the library with the same thesis when you leave the University.

※ Procedure for leaving the University:

【Doctoral student shall submit one hardback edition of thesis】

- I. Return instruments/equipments borrowed from the department.
- II. Complete the Department Leaving Form and upload the **statement of academic ethics** and **a report of Plagiarism Detection Checker** to the system to release student exit settings.
- III. Complete the University Leaving Form of the university (please download it from the Office of Academic Affairs' website).

- IV. Thesis Uploading System: Prevention of Plagiarism is according to the current year's system of the University. A score of the **Plagiarism Detection Checker** report must be 12% or less to pass. If the number exceeds 12%, a detailed description of the reasons must be provided and the supervising professor's signature must be obtained. The application time of the **Plagiarism Detection Checker report** should be at most one day before the thesis is uploaded to the library, and will not be allowed to leave the University until after the departmental review.
- V. Complete the **statement of academic ethics** and **a report of Plagiarism Detection Checker** (the score must be 12% or less to pass).

※ Regulations for Master's and Doctoral degree examinations:

- I. [NSYSU Implementation bylaws for Ph.D. and Master Degree Examination.](https://law.nsysu.edu.tw/rule/file/202107050042020655.pdf)
(<https://law.nsysu.edu.tw/rule/file/202107050042020655.pdf>)