

The Master Program in Artificial Intelligence Applications and Management, ICSI, NTPU

Thesis and Graduation Self-Checklist

Name: _____ Student ID: _____

#	Step check	To-Do	Suggested completion time
1	☐ Find thesis advisor	Submit “ AIAM Thesis Advisor Agreement ” to the program office. The Form available: Here .	No later than the end of 1st year after admission
2	☐ Complete Academic Research Ethics Education Course	- Official website: Here. - Instructions for registration: Here.	Before your oral defense application
A. Thesis Defense			
3	☐ Preparation Phase I a thesis defense	- Get approval from your thesis advisor after you complete your thesis draft before applying for your thesis defense. ★Students who have not completed the Academic Research Ethics Education Course are NOT eligible for oral defense. - Schedule your thesis defense to the AIAM program office, including date, time, and the venue. - Submit TWO copies of the NTPU Thesis Defense Application Form with the required attachment of the form, such as the <u>academic ethic certificate, transcript, etc.</u> - If any of the Non-NTPU faculty committee members will drive to NTPU, please provide their car ID number for applying for the parking permits seven days earlier. - Confirm the date, time, and venue of your thesis defense with all committee members and make sure they are well-	At least 30 days before your defense

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		informed. - Find A NOTE TAKER for oral defense records. - Provide the name list of your Oral Examination Committee to the program office for making the letters of appointment and the expense list. - If the embargo of your thesis is needed (for the hard copy), the embargo application form shall be submitted with the oral defense application form for approval. *embargo application form is here.	
4	☐ Preparation Phase II for thesis defense II	Send your thesis and the letters of appointment to the committee members.	At least 7 days before your thesis defense
5	☐ Preparation Phase III for thesis defense	- Prepare the following documents: TWO copies of AIAM Verification Letter from the Oral Examination Committee TWO copies of Notification of Thesis Defense Results Thesis Oral Defense Evaluation Sheets (the copies shall be subject to the number of the Oral Examination Committee members) - Check the venue and all the facilities before your thesis defense	Please DO send the filled document files to the program office aiam@gm.ntpu.edu.tw at least 14 days before your thesis defense for check. The office would arrange an appointment to notify the points.
6	☐ First Thesis Originality Comparison	- Finish the Turnitin Originality Check for your thesis originality comparison through the web tool. - Submit one copies of Comparison Report with the signatures of the advisor to the program office.	Have the report signed by your advisor and get the stamp of the program director at least 7 days before your defense day.
7	☐ Attention for Thesis Defense	Early arrival and get preparation for everything are	The day for thesis defense

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		recommended. ■ Pick up the committee members. ■ Provide your result report for the “Thesis Originality /Plagiarism Verification” to the committee members for reference. ■ Ask the note taker to help to do recording (either video or audio) and take notes on Record of Oral Defense during the defense process.	
8	☐ Prompt completion after the thesis defense	■ Make sure <u>all the committee members’ signatures</u> are collected on document required. ■ Submit the following documents sealed in the envelope to the program office: (1) TWO copies of NTPU Notification of Thesis Oral Defense Results; (2) TWO copies of AIAM Verification Letter from the Oral Examination Committee; (3) Records of the thesis defense with <u>both the committee members’ and the note taker’s signatures</u>; (4) Thesis Oral Defense Evaluation Sheets (each shall be signed by the committee who wrote on it) (5) Expense list (provided by the program office); ■ Venue cleaning and equipment return	The day for thesis defense upon the completion or the next working day if the defense is arranged on non-office hours. Notice: There is no responsibility for the AIAM program if students submit documents required late thus deferring his/her graduation.
B. Thesis Revision and Finalization			
9	☐ Thesis Revision	■ Follow the thesis format AIAM program requires ■ Insert the watermark of NTPU in the thesis ■ Revision: (1) Have the revised thesis reviewed by your advisor and	<u>Within 2 weeks</u> after the day for thesis defense

#	Step check	To-Do	Suggested completion time
		get the Confirmation of Thesis Revision Completion signed. (2) Receive Verification Letter from the program. ■ The order for thesis content: (1) Cover (2) Acknowledgement (3) Verification letter (4) Chinese abstract (5) English abstract (6) Table of content (7) Chapters (8) References (9) Appendices and copyright declaration (Please refer to "The Responsibility Statement of Thesis" on AIAM webpage)	
10	☐ Second Thesis Originality Comparison	■ Finish the second thesis originality comparison by the final version of your thesis through the web tool. ■ Submit the Comparison Report with the <u>signatures of the advisor and the program director</u>.	Before uploading the thesis to National Digital Library of Theses and Dissertation in Taiwan.
11	☐ Thesis Upload	■ Upload the final version of the thesis to National Digital Library of Theses and Dissertation in Taiwan with Verification Letter inserted (after getting the approval of the advisor) ■ The account would be activated after you pass your oral defense. ■ Steps: (1) Check the account activation notification email to get	Within 3 Weeks after thesis defense

#	Step check	To-Do	Suggested completion time
		the account and password. (2) Follow the instructions by the uploading system and make sure every step is correct. ※ It takes 7 days to for the approval of the uploaded thesis on the program & library end. Please do make sure that the file uploaded is the same as your printed copy and it meets the template requirement by the program to save the time.	
C. Procedures for Leaving the AIAM program and NTPU			
12	☐ Procedures for leaving the AIAM program	■ Things to finish: (1) FIVE hard copies of theses with BLUE-colored cover (4 for the AIAM program office and 1 for Library); *The thesis by AIAM students should carry a gray blue cover while those enrolled in the former SHM students shall use blue covers. (2) The digital thesis PDF and thesis defense recording file; (3) Contact information update in Student Information System (4) Personal belongings cleaning in study room; (5) Cancellation of the access to the study room Please refer to the detailed information here.	By the end of August/February, no later than early September/March Notice: There is no responsibility for the AIAM program office for the graduates planning to get the diploma in a short time without notifying the program office of the date you plan to get the diploma 14 days early.
13	☐ Procedures for leaving NTPU	■ Confirm the procedure for leaving school (1) To check whether the result of the thesis defense is informed to Registration Section; (2) Grades for each course are shown; (3) Credits acquired fits the required for graduation;	A week before the registration day of next semester. *Leave at least two weeks for the completion for the school leaving procedures. Emergent cases would not be

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		(4) All borrowed books have been returned to the library; (5) Take your student ID card to Registration Section to write off the student qualification; (6) Get the diploma and make sure all the information on it are correct. Please refer to the detailed information here.	accepted without informing the program office 14 days in advance.

*For any submission, please **ONLY** submit via email. The email of the program office: aiam@gm.ntpu.edu.tw.