

# The Master Program in Smart Healthcare Management, ICSI, NTPU

## Thesis and Graduation Self-Checklist

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

#	Step check	To-Do	Suggested completion time
1	<input type="checkbox"/> Find thesis advisor	Submit " <b>SHM Thesis Advisor Agreement</b> " to the SHM program office. The Form available: <a href="#">Here</a> .	The end of <b>1<sup>st</sup> year</b> after admission
2	<input type="checkbox"/> Complete Academic Research Ethics Education Course	<ul style="list-style-type: none"> <li>■ Official website: <a href="#">Here</a>.</li> <li>■ Instructions for registration: <a href="#">Here</a>.</li> </ul>	Before your degree examination application
<b>A. Thesis Defense</b>			
3	<input type="checkbox"/> Preparation Phase I for thesis defense	<ul style="list-style-type: none"> <li>■ Get approval from your thesis advisor <b>after you complete your thesis draft</b> before applying for your thesis defense.  <span style="color: red;">★Students who have not completed the Academic Research Ethics Education Course are <b>NOT</b> eligible for oral defense.</span></li> <li>■ Schedule your thesis defense to the SHM program office, including date, time, and the venue.</li> <li>■ Submit <b>TWO copies</b> of the <b>NTPU Thesis Defense Application Form</b> with <b>the required attachment of the form, such as the transcript, etc.</b></li> <li>■ If any of the Non-NTPU faculty committee members will drive to NTPU, please apply for the parking permits one day earlier in advance.</li> <li>■ Confirm the date, time, and venue of your thesis defense with all committee members and make sure they are well-informed.</li> </ul>	<b>At least 30 days</b> before your defense

#	Step check	To-Do	Suggested completion time
		<ul style="list-style-type: none"> <li>Find <b>A NOTE TAKER</b> for oral defense records.</li> <li>Provide the name list of your Oral Examination Committee to the program office for making the letters of appointment and the expense list.</li> </ul>	
4	<input type="checkbox"/> Preparation Phase II for thesis defense II	<ul style="list-style-type: none"> <li>Send your thesis and the letter of appointment to the committee members.</li> </ul>	<b>At least 7 days</b> before your thesis defense
5	<input type="checkbox"/> Preparation Phase III for thesis defense	<ul style="list-style-type: none"> <li>Prepare the following documents:               <ol style="list-style-type: none"> <li><b>TWO copies of SHM Verification Letter from the Oral Examination Committee</b></li> <li><b>TWO copies of Notification of Thesis Defense Results</b></li> <li><b>Thesis Oral Defense Evaluation Sheets</b> (the copies shall be subject to the number of the Oral Examination Committee members)</li> </ol> </li> <li>Check the venue and all the facilities before your thesis defense</li> </ul>	Please <b>DO</b> send the filled document files to the program office <a href="mailto:shmgrad@gm.ntpu.edu.tw">shmgrad@gm.ntpu.edu.tw</a> <b>at least 7 days before</b> your thesis defense for check and printing.
6	<input type="checkbox"/> First Thesis Originality Comparison	<ul style="list-style-type: none"> <li>Finish the Turnitin Originality Check for your <b>thesis originality comparison</b> through the <a href="#">web tool</a>.</li> <li>Submit <b>one copies of Comparison Report</b> with the <b>signatures of the advisor</b>.</li> </ul>	<b>At least one day before</b> the day of your Thesis Defense
7	<input type="checkbox"/> Attention for Thesis Defense	<ul style="list-style-type: none"> <li>Early arrival and get preparation for everything are recommended.</li> <li>Pick up the committee members.</li> <li>Provide your result report for the “Thesis Originality /Plagiarism Verification” to the committee members for reference.</li> <li>Ask the note taker to help to do recording and take notes</li> </ul>	The day for thesis defense

#	Step check	To-Do	Suggested completion time
8	<input type="checkbox"/> Prompt completion after the thesis defense	<p>on <b>Record of Oral Defense</b> during the defense process.</p> <ul style="list-style-type: none"> <li>■ Make sure <b>all the committee members' signatures</b> are collected on document required.</li> <li>■ Submit the following documents sealed in the envelope to the program office: <ul style="list-style-type: none"> <li>(1) <b>TWO</b> copies of <b>NTPU Notification of Thesis Oral Defense Results</b>;</li> <li>(2) <b>TWO</b> copies of <b>SHM Verification Letter</b> from the Oral Examination Committee;</li> <li>(3) <b>Records of the thesis defense</b> with <b>both the committee members' and the note taker's signatures</b>;</li> <li>(4) <b>Thesis Oral Defense Evaluation Sheets (each shall be signed by the committee who wrote on it)</b></li> <li>(5) Expense list (provided by the program office);</li> </ul> </li> <li>■ Venue cleaning and equipment return</li> </ul>	<p>The day for thesis defense</p> <p><b>Notice:</b> There is no responsibility for the SHM program if students submit documents required late thus deferring his/her graduation.</p>
<b>B. Thesis Revision and Finalization</b>			
9	<input type="checkbox"/> Thesis Revision	<ul style="list-style-type: none"> <li>■ Follow the thesis format SHM program requires</li> <li>■ Insert the watermark of NTPU in the thesis</li> <li>■ Revision: <ul style="list-style-type: none"> <li>(1) Get the signed <b>Confirmation of Thesis Revision Completion</b> after you finish the revision and have it reviewed by your advisor.</li> <li>(2) Receive <b>Verification Letter</b> from the program.</li> </ul> </li> <li>■ The order for thesis content: <ul style="list-style-type: none"> <li>(1) Cover</li> <li>(2) Acknowledgement</li> <li>(3) Verification letter</li> </ul> </li> </ul>	<p><b>Within 2 weeks</b> after the day for thesis defense</p>

#	Step check	To-Do	Suggested completion time
		(4) Chinese abstract (5) English abstract (6) Table of content (7) Chapters (8) References (9) Appendices and copyright declaration (Please refer to <b>“The Responsibility Statement of Thesis”</b> on SHM webpage)	
10	<input type="checkbox"/> Second Thesis Originality Comparison	<ul style="list-style-type: none"> <li>■ Finish the <b>thesis originality comparison by the final version</b> of your thesis through the <a href="#">web tool</a>.</li> <li>■ Submit the <b>Comparison Report</b> with the <b>signatures of the advisor and the program director</b>.</li> </ul>	<b>Before</b> uploading the thesis to National Digital Library of Theses and Dissertation in Taiwan.
11	<input type="checkbox"/> Thesis Upload	<ul style="list-style-type: none"> <li>■ Upload the <b>final version of the thesis to National Digital Library of Theses and Dissertation in Taiwan</b> with <b>Verification Letter inserted</b> (after getting the approval of the advisor)</li> <li>■ Steps:             <ol style="list-style-type: none"> <li>(1) Apply for an account of the system</li> <li>(2) Follow the instructions by the uploading system and make sure every step is correct.</li> </ol>             ※It takes 2-3 days for the system to verify of the thesis uploaded. And please make sure that the file uploaded is the same as your printed copy.           </li> </ul>	<b>3 Weeks</b> after thesis defense
<b>C. Procedures for Leaving the SHM program and NTPU</b>			
12	<input type="checkbox"/> Procedures for leaving the SHM program	<ul style="list-style-type: none"> <li>■ Things to finish:             <ol style="list-style-type: none"> <li>(1) <b>FIVE</b> hard copies of theses with BLUE-colored cover (4 for the SHM program office and 1 for Library);</li> </ol> </li> </ul>	<b>By the end</b> of August/February, <b>no later</b> than early September/March

#	Step check	To-Do	Suggested completion time
		<p>(2) The digital thesis PDF and thesis defense recording file;</p> <p>(3) Contact information update in Student Information System</p> <p>(4) Personal belongings cleaning in study room;</p> <p>(5) Cancellation of the access to the study room</p> <p>Please refer to the detailed information <a href="#">here</a>.</p>	
13	<input type="checkbox"/> Procedures for leaving NTPU	<p>■ Confirm the procedure for leaving school</p> <p>(1) To check whether the result of the thesis defense is informed to Registration Section;</p> <p>(2) Grades for each course are shown;</p> <p>(3) Credits acquired fits the required for graduation;</p> <p>(4) All borrowed books have been returned to the library;</p> <p>(5) Take your student ID card to Registration Section to write off the student qualification;</p> <p>(6) Get the diploma and make sure all the information on it are correct.</p> <p>Please refer to the detailed information <a href="#">here</a>.</p>	<p><b>A week</b> before the registration day of next semester.</p>

\*For any submission, please **ONLY** submit via email. The email of the program office: [shmgrad@gm.ntpu.edu.tw](mailto:shmgrad@gm.ntpu.edu.tw).