Instructions for Master Students

Process	Schedule	Instruction
Prerequisite Courses/ Credit Exemption	Before Admission **(According to the time announced by the Academic Affairs Office)**	1. Prerequisite courses: Students are required to pass two of the four subjects (Data Structures, Algorithms, Operating System, Computer Organization and Structure) ※Application Form for Course Exemption: Department of Computer Science website /Download /Application Form – Master Student/ Application Form for Course Exemption 2. Credit Exemption: The credit exemption limit is 9 credits. ※Application From for Credit Exemption: Academic Affairs Office Registration Section Website/
Select Thesis Advisor	Before the end of the second semester	1. Select thesis advisor and visit the school website iNCCU/ Campus web info. Portal / NCCU Information System / Student Information System/ Academics/ Graduate Student Degree Thesis Title Declaration to apply for a declaration and ask the advisor to sign the document. 2. The alteration of the thesis advisor shall be approved by the new advisor, the original advisor, and the department council. 3. After changing the thesis advisor, the research paper plan should be resubmitted, and the plan should be approved by the new advisor, the original advisor, and the department council.
Thesis Study	During the period of school	1. Follow the course selection process of the curriculum section. 2. A minimum of 2 credits must be completed by Seminar(I)~(VI). 3. Total of 26 credits required to graduate.
Academic Research Ethic Exam	Before the end of the second semester	Students must pass Academic Research Ethic Exam before applying for the degree examination. ※ Website of Center for Taiwan Academic Research Ethics Education: https://ethics.moe.edu.tw。
Submit Short Form Thesis Proposal	Based on individual circumstances	Submit the short form thesis proposal to the department office. ※Application Form for Proposal plan: Department of Computer Science website /Download /Application Form – Master Student / Application Form for Proposal plan
Submit Thesis Progress Report	3 months after the approval of the proposal review	Submit Thesis Progress Report to the department office. ※Application form for Progress Report: Department of Computer Science website /Download /Application Form – Master Student / Application Form for Progress Report
Apply for the Oral Examination	2 months after the approval of the progress report review, one week before the oral exam, and before the application	1. Personal examination check on the school website iNCCU/ Campus web info. Portal / NCCU Information System / Student Information System/ Academics/ Degree Examination Application System 2. Fill out the “Application of Degree Examination form” online. Before taking the degree examination, students’ research papers should be inspected by the school paper plagiarism comparison system. Next, get

Process	Schedule	Instruction
	deadline for the semester degree examination **(The deadline for applying for degree examination in each semester shall be regulated by the Academic Affairs Office)**	approval and signature from the thesis advisor. Afterward, send it to the department office to pass the preliminary review with the signature of the department chairman. Finally, submit the application to the Office of Academic Affairs for review and approval.
Oral Examination	completed by the end of the semester in which the degree examination is scheduled	1. Before the oral exam: Prepare invitation letters (must be sent to the department office to affix department seal), academic transcript, report form of degree examination results, Chinese and English approval letter, and other materials for **each** committee member. 2. After the oral exam: The Degree Examination result report form shall be marked and signed by the oral committee member and submitted to the department office. ※Degree examination related materials: Department of Computer Science website /Download / Degree examination
Apply for School Leaving	Students who don't request deferred graduation should apply to leave school within one month after the end of the semester in which the degree examination is held (Mar. 1st of the first semester and Sep. 1st of the second semester).	1. Visit the school website iNCCU/ Campus web info. Portal / NCCU Information System / Student Information System/ Academics/ Graduation Procedure Checklist As indicated in the school leaving procedure sheet, complete the inspection of the department, library, secretariat, Life Guidance & Overseas Chinese Student Advising section, and office of International Cooperation. 2. A hardback or paperback copy of the master's thesis should be submitted to the department for record upon graduation. 3. Once complete the school leaving process, students can bring the student ID card to the Registration Section to receive the degree certificate.

NCCU Computer Science Department

Credit Requirement Principle for Master Students

＊＊ Credit requirements for each division are shown as below:

A- Division of Information Science and Engineering, Division of Intelligent Computing

B- Cross-divisional Students in the Information Science and Engineering Division

C- For Students with additional quota, the division (A or B) will be confirmed by the admission section before entrance, and may have one chance to apply for a change of division.

＊＊ Prerequisite Courses Requirements

1. Freshmen who have graduated from the department of Information Engineering, the department of Computer Science, or who have passed the entrance examination of the Master's program of the department will be deemed to have passed the prerequisite courses; Other students may apply for credit exemption or remedial before enrollment.
2. Credit recognition is considered to be passed if the course titles are the same, and the rest are authorized to be reviewed by the course instructor of the year.
3. Exceptions must be approved by the department chairman.
4. Credit exemption for prerequisite courses must be claimed within the first academic year.

＊＊ Elective Courses (24 credits) Requirements

- The courses offered by the department are started by 753XXX/ 761XXX.
- Elective courses offered by other departments can be recognized for a maximum of 9 credits for students in the division of Information Science and Engineering and the division of Intelligent Computing. A maximum of 12 credits can be recognized for cross-divisional students in the Information Science and Engineering division.

Student Status	Course credits in the department	Course credits from other departments
Division of Information Science and Engineering	15	9
Division of Intelligent Computing **(Please refer to the program curriculums on the department website)**	15 ● Core courses (A) for 6 credits. ● Advanced courses (B) and Applied courses (C) for 9 credits. However, at least 3 credits are required for both categories B and C.	9
Cross-divisional Students in the Information Science and Engineering Division	12	12

Additional quota (Oversea Chinese students, China's students, Foreign students, dual degree students. etc.)	will be confirmed by the admission section before entrance	will be confirmed by the admission section before entrance

＊＊ Seminar Passing Standards

1. The attendance record is required, and those who fail to sign in will be regarded as absent.
2. Speeches held by the department are not allowed to be absent.
3. Attend at least 7 lectures by external speakers. Proxy signature is strictly prohibited.
4. Students who are late for class, leave early, or leave during class for more than 30 minutes will be considered absent.
5. Complete personal research progress once.
6. Fulfillment of 1-5 rules will be considered a passing grade.
7. Master students in the department of Computer Science must pass two courses of Seminar(I)~(VI) in order to graduate.