

# **Department of Artificial Intelligence, Chang Gung University**

**Master's Program : Graduate Institute of Artificial Intelligence**

**Degree Awarded : Master of Science (M.S.)**

# Advisor

## A. Qualifications and Application :

1. Thesis advisors must meet the qualifications for degree examination committee members as specified in Article 4 of the university's "Regulations for Master's and Doctoral Degree Examinations." **Faculty members primarily appointed to this department may advise up to two students, while jointly appointed faculty may advise one student.**
2. Graduate students are required to confirm the advisor **within two weeks after admission**, sign the "[Recommendation for Thesis Supervising Professor](#)" and submit it to the department office, and fill out and submit the "[Application for Supervising Professor in 038A](#)" form in the FLOW system.
3. If a student who has a "primary advisor" wishes to invite a faculty member from another department to serve as a co-advisor, the student must also request a "co-advisor" in the FLOW system.
4. Graduate students are allowed to change their thesis advisor only once. They may apply for the degree examination only after completing at least one semester under the new advisor.

## B. Responsibilities :

1. Supervise graduate students in all aspects of academic counseling, including course selection, reading, research experiments, and thesis writing.
2. Supervise graduate students on selecting and finalizing thesis research topics, developing research plans, and completing Doctoral (Master's) reports.
3. Recommend graduate students to select oral examination committee members and attend relevant review meetings.
4. Decide whether or not the graduate student can apply for the oral examination of the research project and sign the "[Recommendation Letter for Thesis Supervising Professor](#)".
5. Decide whether the student may apply for the Master's/Doctoral degree examination (thesis oral examination), sign the "[Advisor Consent Form](#) (Oral Defense)," and complete the "035A Degree Examination Application" form in the FLOW system.
6. After the oral examination, confirm that the graduate student has completed the revisions and sign the "[Oral Examination Committee Approval Letter](#)".

# Thesis Research Proposal

After deciding on a thesis topic, graduate students must submit one copy each of the “[Thesis Research Proposal Form](#)” and the “[Advisor Consent Form for Graduate Thesis](#),” signed and approved by their thesis advisor, **before the end of the first week of the first semester of the second year.** These documents must be submitted to the department office for review and approval by the department chair, and will be kept on file.

## Advisor Nomination

Master’s students must complete the process **within two weeks after enrollment.**



## Complete the “038A Thesis Advisor Application”

Processed through the FLOW system within the University Information System.



## Thesis Research Proposal

The “Thesis Research Proposal Form” must be submitted to the department office **before the end of the first week of the first semester of the second year.**

本人同意擔任長庚大學人工智慧學系碩士班

學生 (student name) : \_\_\_\_\_

學號 (student ID) : \_\_\_\_\_

之論文指導教授，於學生修業期間，本人將負責研究生論文研究指導相關事宜。

I agree to serve as the thesis advisor for students in the master's program of the Department of Artificial Intelligence, CGU. During the student's studies, I will be responsible for matters related to the graduate thesis research guidance.

指導教授 (Advisor) : \_\_\_\_\_

中華民國

年  
year

月  
month

日  
date



# English Graduation Requirement

- A. Meeting the English graduation requirement is one of the conditions for graduation at the university:
- 1. The detailed regulations are governed by the university’s “Regulations for the Implementation of the English Graduation Requirement” issued by the Language Center.
  - 2. Students who have met the requirement prior to admission may submit relevant documentation directly to their department for approval.
- B. Graduate students must submit the “English Graduation Requirement Approval Form” (with an electronic copy of the English proficiency certificate attached) to the department office for verification **before the beginning of their third semester.**

長庚大學人工智慧學系碩士班及臨醫所博士班人工智慧組  
Master's Program of Department of Artificial Intelligence / PhD Program of GIAI

英文畢業門檻通過核備表  
Verification Form of English Graduation Threshold

一、基本資料 Personal Information

姓名 Name		學號 Student ID	
班別 Class	<input type="checkbox"/> 碩士班 Master's program, DoAI <input type="checkbox"/> 博士班 PhD program, GIAI		
Email		聯絡電話 Cell phone No.	

二、曾經參加之英文檢定 English proficiency test(s) previously taken  
(請檢附證明文件 Please provide supporting documentation)

項目 Item	通過標準 Passing Criteria	取得成績 Scores Obtained
全民英檢 GEPT	中高級初試及格 Pass in the intermediate and advanced preliminary exams	
托福 TOEFL	500 分(含)以上 500 points or above	
網路托福 TOEFL iBT®Test	61 分(含)以上 61 points or above	
外語能力測驗 (FLPT-English)	平均成績 65 分(含)以上 Average score of 65 or above	
雅思 IELTS	5 級(含)以上 Level 5 or above	
多益測驗 TOEIC	600 分(含)以上 600 points or above	
劍橋領思英語檢測 Linguaskill	145 分(含)以上 145 points or above	
本校自辦之校內英檢考試 English proficiency exam conducted by CGU	1. 進步通過：420-549 分，進步幅度須符合語文中心規定 Pass by Improvement: 420-549 points, improvement range must meet the Language Center's regulations. 2. 直接通過：550 分 Direct Pass: 550 points	
修習一學期之英文補救教學「英文工作坊」課程 One-semester English remedial teaching course of English Workshop	取得及格成績 Achieve a passing score	
Duolingo	95 分(含)以上 95 points or above	
EnglishScore	340 分(含)以上 340 points or above	

人工智慧學系

系主任

# Degree Examination Application

- A. Application Period : **Phase 1: Complete the “011A Academic Record Review Application” in the FLOW system.**  
**First Semester:** From the first day of the semester to **November 30** ; **Second Semester:** From the first day of the semester to **April 30** (*Note: Students who fail to complete this phase will not be eligible to apply for Phase 2!*)
- B. Application Website :  
Chang Gung University homepage (or CGU Single Sign-On System) → Log in → University Information System → Online Signature Management System → [011A Academic Record Review Application](#)
- C. Required Documents (Scan and upload as attachments) :
1. **Certificate of Completion** for the course offered by the Taiwan Academic Ethics Education Resource Center (must be completed under the “Required Student” identity) – **Mandatory!**
  2. **Academic Transcript:** Non-current students must provide it on their own.
  3. **Course Enrollment List:** Final-year students must download and attach their course enrollment result for the current semester from the University Information System.
  4. **Course Waiver Certificate:** Required for students with approved waived courses.
  5. **Official Approval Document:** Required for students with special cases differing from the standard curriculum structure.
  6. **Ph.D. Qualification Exam Completion Date and Document:** Provided by the department office.
  7. **Other Required Documents as Specified by the Department:** Provided by the student.
- D. About one week after submitting the application, please check your Office 365 email or log back into the original system to confirm the result. Once approved, proceed to Phase 2: Degree Examination Application through the same system.

# Degree Examination Application

- A. Application Deadline : **Phase 2: Complete the “035A Degree Examination Application” in the FLOW system.**  
First Semester: **December 31** ; Second Semester: **May 31**(Exceptions may be granted with the consent of the thesis advisor and the department chair.)
- B. Application Website : Chang Gung University homepage (or CGU Single Sign-On System) → Log in → University Information System → Online Signature Management System → **035A Degree Examination Application**
1. Required Information : Thesis Title (in Chinese and English) && Committee Member Information (Master’s thesis committee should consist of three members, including the advisor and at least one external member)
  2. Required Attachment : **English Proficiency Certificate**
- C. Oral Defense Schedule Entry : With the approval of your advisor, you must enter the date and **time of the oral defense at least 14 days before the exam**, and inform the departmental administrator.(The final deadline is subject to the schedule announced by the Office of Academic Affairs.)
- D. Application for Changes : Any changes regarding committee members, thesis title, or oral defense schedule/location must be submitted through the Degree Examination Application System.

## Graduate Degree Examination: Cancellation of Degree Examination

Graduate students who have already applied for the degree examination but are unable to take the examination within the semester must submit a request to cancel the application through the Graduate Degree Examination Application System before the official end date of the semester as stated in the academic calendar(January 31 for the first semester, July 31 for the second semester). **Failure to cancel the application by the deadline and failure to complete the examination will be counted as one failed attempt.**

# Degree Examination Conduct

## A. Eligibility for **Master's Degree Examination** :

Students must complete the required number of credits as specified by the department's curriculum for their admission year (refer to the "Required and Elective Course List").

## B. Oral Defense Committee :

1. **Qualifications** : Members must be at least Assistant Professors. The thesis advisor is an ex-officio member but cannot serve as the committee chair. All arrangements must comply with the university's "Regulations for Master's and Doctoral Degree Examinations."
2. **Number of Members** : For master's programs: 3 members are required (including the advisor and at least one external member). If two advisors are listed as co-advisors, 4 committee members are recommended.
3. After approval by the department head, the Office of Academic Affairs will issue appointment letters for external members, which should be delivered to each external committee member by the student.

## C. Required Documents on the Day of the Oral Defense :

1. **Final Oral Defense Evaluation Form** : One copy; download from the Graduate Degree Examination Application System.
2. **Oral Defense Score Sheets** : One per committee member; download from the same system.
3. **Oral Defense Committee Certification Form** : One copy; provided by the department office.
4. **Payment Receipts** : One per committee member; provided by the department office.

# Degree Examination Conduct

## D. Oral Defense Guidelines :

The oral defense is conducted publicly.

- Committee members shall fill out individual Oral Defense Score Sheets. The Committee Chair is responsible for compiling evaluations and comments into the Final Oral Defense Evaluation Form.
- A passing grade is 70 out of 100. The final score is the average of scores from all present committee members. If more than half of the members give a failing grade, the student fails the defense.
- Students who fail may retake the defense once only in the following semester or academic year.

## E. Submission of Materials :

- 1. Final Oral Defense Evaluation Form** : Submit the original copy to the Graduate Education Section, Office of Academic Affairs by **January 31 (Fall semester) or July 31 (Spring semester)**. A copy is retained by the department.
- 2. Oral Defense Score Sheets and Receipts** : Submit to the department office.
- 3. Oral Defense Committee Certification Form** : Submit a digital copy to the department. Afterward, bind the original into the thesis and submit the final thesis along with all required documents to the department office. Follow the graduation clearance procedures as announced by the Graduate Education Section. The degree certificate will be issued after completion of the clearance process.



## Thesis Research

The Thesis Research Proposal Form must be submitted to the department office **by the end of the first week of the first semester in the second year of the master's program**

## Grade/Credit Review

- Application must be submitted **at least two weeks before the oral defense**.
- Application period (as announced by the Graduate Academic Affairs Division) :
  - Fall semester: **Before November 30**
  - Spring semester: **Before April 30**
- **Students who do not complete the Grade/Credit Review will not be eligible to apply for the degree examination.**
- Please upload the required documents and complete the **"011A Grade/Credit Review Application"** via the FLOW System on the CGU Academic Affairs Information System.
- Mandatory attachment : Certificate of completion for the Academic Ethics Course.

## Degree Examination Application

- Application Period for Degree Examination :
  - Fall semester : **Before December 31**
  - Spring semester : **Before May 31**
- Submit the **"035A Degree Examination Application"** via the FLOW system in the Academic Affairs Information System.
- Required attachment : **English proficiency certificate**.
- **Oral Defense Scheduling** : After obtaining the advisor's approval, make sure to enter the oral defense date and **time in the system at least 14 days before the defense** and inform the department office.
- Oral Defense Completion Deadline :
  - Fall semester : **Before January 31**
  - Spring semester : **Before July 31**

## Thesis Originality Check

- Starting from the 2020 academic year (Academic Year 109), students who intend to take the degree examination must complete a "Thesis Originality Check" for reference by the examination committee.
- The university provides two systems for this purpose : [Turnitin](#) and [the Airiti Similarity Check Service](#). Students may choose either system to perform the originality check.
- Please generate a new similarity report after finalizing your thesis revisions, to be attached to the "090A Graduation Clearance Form."

## Oral Defense

- **Thesis Oral Defense Final Evaluation Form** :
  - One copy; please print it from the Graduate Degree Examination Application System.
  - Submit the original to the Office of Academic Affairs (Graduate Education Division) **before January 31 for the first semester or July 31 for the second semester**. The department will keep a copy for its records.
- **Thesis Oral Defense Scoring Forms** : The number of copies depends on the number of committee members. Please print them from the Graduate Degree Examination Application System. → After obtaining all required signatures, submit them to the department office.
- **Oral Defense Committee Approval Form** : One copy, provided by the department office. → Submit an electronic copy to the department office for record-keeping, then bind the original copy into the thesis.
- **Receipts** : Includes thesis advising fee, review fee, and transportation allowance, provided by the department office. → After signing, submit to the department office.

## School Leaving Procedures

- **According to the announcements from the Graduate Education Division, please complete the following** :
  - Confirm your English name in the system.
  - Complete each step in sequence : Submission of degree examination results, Submission of all academic records. Dormitory check-out. Complete the "[090A Graduation Clearance Form](#)" with the required attachment of the "Thesis Originality Comparison Report" in the FLOW system
  - Watch the thesis submission instructional video on the [E-Learning platform](#).
  - Submit your thesis through the Library's Thesis Submission System for Master's and Doctoral Dissertations.
  - Bring your student ID card to collect your diploma according to the assigned schedule.

- **Thesis Format Download** : <https://academic2.cgu.edu.tw/p/405-1009-102617,c4344.php?Lang=zh-tw>
- **Thesis Advisor Consent Form** : <https://docs.google.com/document/d/12tm6h9l5OPhExvc27Ag5CssucKKQwkRS/edit?usp=sharing&ouid=114878920866437176587&rtpof=true&sd=true>
- **Thesis Proposal Form** : <https://drive.google.com/file/d/1JZLOB5TzUyEfxNa-HyFR-A9m4iGu8fhH/view?usp=sharing>
- **English Proficiency Requirement Verification Form** : <https://docs.google.com/document/d/1xKUK0-zS6b8SLSHlble0O0p0XBSVFhP4/edit?usp=sharing&ouid=114878920866437176587&rtpof=true&sd=true>
- **Oral Examination Committee Approval Form** : [https://docs.google.com/document/d/13AScel2u5ZkVq6SVR21dERiaoElle8yA/edit?usp=drive\\_link&ouid=114878920866437176587&rtpof=true&sd=true](https://docs.google.com/document/d/13AScel2u5ZkVq6SVR21dERiaoElle8yA/edit?usp=drive_link&ouid=114878920866437176587&rtpof=true&sd=true)