

資工系研究生畢業口試辦理程序 (碩士班、碩專班)

Procedures for Graduates of Thesis Exam Application and Leaving School (Master's degree and On-the-job Master's degree)

提出口試準備 Process of Thesis Exam Application :

口試前 20 天提出口試申請，請登入「學位考試系統」線上申請，路徑如下：

教務資訊系統/畢業離校/學位考試系統，詳情請參閱「學位考試申請系統學生操作手冊」：
<https://www.oaa.nchu.edu.tw/zh-tw/rs-form/download-list.83>

The thesis exam application must be submitted **at least 20 days** before the defense date.

Please log in to the Academic Affairs System and navigate to "**Graduation→ Degree Exam Application**", entering the Basic information of your application.

For details, refer to the **Thesis Exam Application System Student Operation Handbook**:

<https://oaa.nchu.edu.tw/en-us/rs-form/download-list.83>.

線上申請程序完成後，請繳交指導教授簽章後之「論文考試申請書」及「考試委員聘函」至系辦。Submit the **Application of Defense for Master Thesis** (signed by the advisor) and the **Appointment of Dissertation Committee** to the department office after the Online Application.

經初審通過，及召開學術委員會議同意口試委員名單後，送註冊組。

After the initial review and approval of the examination committee list by the academic committee, the application will be forwarded to the Registration Division.

口試當天準備表格 Documents to Prepare on the Day of the Defense :

1. ①論文口試評分單 (於學位考試系統套表列印)
Score of Master/Doctoral Defense (printed from the System)
2. ②口試結果通知書 (於學位考試系統套表列印)
Result of Master Thesis Defense (printed from the System)
3. ③口試記錄表：口試問答實錄(於系網站下載列印)
Record of Master Thesis Defense (downloaded from the department website, used to document the Q&A during the defense)
4. ④碩士畢業論文審核頁 (G-17) (於系網站下載列印)
Doctor/Master graduation oral exam paper verification page (G-17) (downloaded from the department website)

口試通過後 After Passing the Defense :

將①、②、③表送至系辦公室存檔。

將④表掃描後依規定格式置於電子論文中。論文電子檔於離校前上傳至學校圖書館。

Submit the **required documents** (①,②,③) to the department office for record-keeping. Scan and insert the **Doctor /Master graduation oral exam paper verification page** (④) into the electronic file of your thesis/ dissertation as per the required format and upload the **electronic thesis** to the NCHU library before proceeding with the Leaving School process.

辦理離校時 Procedures for Leaving School :

- (1) 將紙本論文 2 冊於審核頁 **加蓋系章**後繳交圖書館。Submit **two hard copies** of your thesis/ dissertation with the Doctor /Master graduation oral exam paper verification page **stamped by the department** to the NCHU library.
- (2) 在系網頁的【系友園地】功能登錄個人資料。Register personal information on the department website under "Alumni Corner."
- (3) 繳交「離校手續單」、「論文概況表」及「理學大樓門禁卡」到系辦公室。Submit the

D:/碩士班畢業資料/研究生畢業口試及離校辦理程序

Leaving Confirmation for Graduate students, Academic & Publication Summary for Graduated students, and Science Building Access Card to the department office.

- (4) 歸還向系上借用的「鑰匙／儀器設備」等物品。Return any borrowed **keys, equipment, or instruments** to the department.
- (5) 歡迎參加系友會，請繳交系友會會費，有精美紀念品贈送。Students wishing to join the Alumni Association of the Department of Computer Science and Engineering should submit the membership fee and receiving a souvenir gift.