

## 資工系研究生畢業口試辦理程序 (博士班)

### Procedures for Graduates of Thesis Exam Application and Leaving School (Doctoral Degree)

#### 提出口試準備 Process of Thesis Exam Application :

博士班學位口試申請至少於口試日期一個半月前提出。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 45 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，請繳交下列文件 Submit the **following documents** to the department office after the Online Application:

1. ①博士班研究生參加論文考試申請書（須經指導教授簽章，於學位考試系統套表列印）。  
Application of Defense for Doctoral Thesis (signed by the advisor)
2. ②博士論文考試口試明細表及聘函（於學位考試系統套表列印）。  
Appointment of Dissertation Committee
3. ③指導教授指定研究成果歸屬證明（G7-1）(102 學年度(含)以前入學適用)  
Proof of attribution of research outcomes(G7-1 for students admitted in 2013 or later)  
指導教授指定研究成果歸屬證明（G7-2）(103 學年度(含)以後入學適用)  
Proof of attribution of research outcomes(G7-2 for students admitted in 2014 or later)  
請參考[[博士班學位口試申請之研究成果須附文件明細](#)]相關規定  
Please refer to the "**Required Supporting Documents for Publications**" for details.

經初審通過後，召開學術委員會議審查研究成果資料及考試委員名冊，通過學術委員會議審核後，送註冊組正式提出口試申請。

After the initial review, the academic committee will review the research achievements and list of examination committee members. Once approved, the application will be officially submitted to the Registration Division.

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

5. ⑤博士班研究生論文考試結果通知書（於學位考試系統套表列印）  
Result of Doctoral Dissertation Defense (printed from the System)
6. ⑥博士班學位論文口試評分單（於學位考試系統套表列印）---給口試委員評分用。  
Score of Master/Doctoral Defense (printed from the System)
7. ⑦論文考試口試記錄表（於系網站下載列印）：口試問答實錄  
Record of Doctoral Dissertation Defense (downloaded from the department website, used to document the Q&A during the defense)
8. ⑧博士畢業論文審核頁（於系網站下載列印）---口試委員簽名後，置於論文中。  
Doctor/Master graduation oral exam paper verification page (downloaded from the department website)

#### 口試通過後 After Passing the Defense :

以上項次 5-7 之表格文件請於口試結束後繳交至系辦。項次 8 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** (⑤,⑥,⑦) to the department office for record-keeping. Scan and insert the **Doctor /Master graduation oral exam paper verification page** (⑧) 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 **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.