

# 研究生學位論文考試程序

## Procedures of Dissertation Completion, Dissertation Defense and School-Leaving

階段 State	工作事項 Tasks	日期 Date	備註 Notes
申請口試 Thesis Defense Application	線上登記 Online Registration		<p>訊息公告於系網站 Registration information can be found on the official website of the Department of the Mathematics.</p>
	繳交書面資料 (給所務助教) Hand in Documents to the Assistant	<p>(1) 預定於一般畢業月份畢業者(第 1 學期:1 月; 第 2 學期:6 月; 暑期:7, 8 月): 分別於 11/20, 5/20, 7/5 前提出申請。 (1) The students who plan to graduate in regular months (the fall semester: January; the spring semester: June; summer course: July or August): please apply before Nov. 20, May 20 and July 5 respectively).</p> <p>(2) 不同於前項月份者(第 1 學期 10-12 月; 第 2 學期 3-5 月)。請於預定畢業月份 10 日前申請。 (2) The student who plan to graduate in other months (the fall semester: between October and December; the spring semester: between March and May): please apply before the tenth of the previous month in which you plan to graduate.</p>	<p>(1) 論文考試申請書 The application form for the thesis exam.</p> <p>(2) 指導教授推薦書 The recommendation from the advisor.</p> <p>(3) 歷年成績表 Full Academic Transcript.</p> <p>(4) 論文摘要 The abstract of the thesis.</p> <p>(5) 口試委員調查表 The name list of the oral defend professors.</p> <p>(6) 學位論文學術倫理聲明書 Declaration of Academic Integrity.</p> <p>(7) 學術研究倫理教育研習修課證明(105 學年度(含)之後入學者必備) The Certification of Completion of the Research Ethics Education Course (starting from the fall semester of 2016).</p> <p>(8) 博士班學位考試委員名單(博士班必備)修課建議表(博士班必備) The name list of the Doctoral Degree Examination and the Course Suggestion form (both are essential for PhD students).</p> <p>(9) 兩次教學助教資歷證明影本(碩士班必備) The Certification of Completion of serving as a teaching assistant for 2 semesters (essential for MA students)</p> <p>(10) 論文指導費繳費證明(教學碩士班必備) The payment confirmation regarding the thesis advisory (essential for MA students in the education sec.)</p>
口試前 Before the Oral Defense	繳交「論文原創性比對報告書」 Hand in “The Originality Report of the Thesis” form	口試前 1-3 天 1-3 days prior to the oral defense	<p>1. 僅需附上報告第一頁(有相似度指數那一頁) Only the first page of the report is needed (the page containing the percentage of the similarity index).</p>

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			2. 可為論文 <u>初稿</u> 版本之比對 The similarity index must be attributed to the draft of the thesis.
	領取各項表單 Fetch all necessary forms	口試前 1-3 天 1-3 days prior to the oral defense	請參閱下頁說明 Please read the notes in the following page.
	借器材、場地 Borrow the equipment and venue	口試前 Before the oral defense	至系辦(M108)登記 Please register in the department office (M108).
	打掃、布置場地 Clean and set the venue	口試前 Before the oral defense	
口試當天 On the Day of Oral Defense	繳回各項表單 Fill all the necessary forms and hand them back to the assistant	口試當天 On the day of oral defense	請參閱下頁說明 Please read the notes in the following page.
	歸還器材、場地復原 Return the equipment and clean the venue	口試當天 On the day of oral defense	
口試後/ 畢業離校 After the Oral Defense/ Graduation and School-Leaving	繳交口試紀錄 Hand in the Oral Defense Records	口試後 1 週內 A week within the oral defense.	口試紀錄最遲於口試後 7 天繳回承辦助教，記錄繕打於 A4 紙上。 The Oral Defense Record must be handed in to the assistant 7 days within the oral defense (the A4 size format is preferred).
	上傳論文 Upload the final draft of the thesis	離校期限: 第 1 學期: 2 月底 第 2 學期: 8 月底	相關規定請參見圖書館網頁 Please check the library website for relevant laws and regulations.
	繳交「論文原創性比對報告書」 Hand in “The Originality Report of the Thesis” form	以教務處公告之離校手續注意事項為準 Deadlines: Spring Semester: By the end of February. Fall Semester: By the end of August.	1. 相似度指數原則上以不超過 20% 為標準 The similarity index should be under 20%. 2. 下載並列印整份報告(節省紙張請雙面列印) Download and print the full report (double-sided printing is recommended for environmental reasons). 3. 須為論文 <u>定稿</u> 版本之比對 The report must be attributed to the final draft of the thesis.
	繳交紙本/電子論文 Submit Thesis in hard copies and digital format	Summer Course: By the end of	1. 封面：黃色 Cover: Yellow

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		September.  In case of any inconsistency, the deadlines offered by the Office of Academic Affairs will prevail.	2. 內容：依圖書館公告為準。 Format: Please follow the guidelines issued by the library. 3. 膠裝。 Binding Method: Perfect binding. 4. 書背：請加上畢業年月(依畢業申請之畢業年月為準) The year and month of your graduation must be printed on the spine. 5. 紙本：交給圖書館 2 本 電子：交給系上 1 份(含論文通過簽名表) Please give 2 hard copies to the library, and the digital file to the department.
	歸還公物。研究室個人物品清空。 Return the public assets and remove personal belongings in the study room		1. 研究室鑰匙、設備器材圖書。離校手續完成後遺留在研究室未帶走之物品將直接資源回收。Please return the key, equipment and books borrowed from the department. Once the school-leaving procedure is finished, anything left in the study room will be dumped. 2. 繳交「系所離校確認單」 Hand in “Checklist of Department Leaving” form.
	領取學位證書 Fetch the Diploma		至校本部研究生教務組領取 Please fetch your diploma at the Office of Academic Affairs for Graduate Students located in the main campus.

其他離校手續細節請詳閱教務處所公布之各學期離校手續注意事項。

**Please refer to the school-leaving notes issued by the Office of Academic Affairs for other details and requirements regarding school-leaving .**

## 口試當天各項表單處理方式

### How should each form be dealt with on the day of your oral defense?

注意事項 Please note:

1. 各表單請於口試前 1-3 天向所務助教領取。

Please find the assistant to fetch all the forms mentioned here 1-3 days prior to your oral defense.

2. **所有表單一律於口試當天繳回給所務助教**(「通過簽名表」由所務助教轉交主任核章，核章後請找所務助教領回並自行留存)。

**Please hand in all these forms to the assistant of the department on the day of your oral defense.** (“Thesis Approval Form” will be given for the Chair to sign via the assistant. After the Chair signs the form, you can find the assistant to take it back and keep it on your own.)

項次 No.	表單名稱 Form	處理方式 What to do with the form?
1	口試程序表 Oral Defense Process	● 請主持人參考 As a reference for the host.
2	口試委員名單 Oral Defense Committee List	● 請指導教授簽名 For your own advisor to sign.
3	評分單(每位口試委員 1 張) Oral Defense Grading Sheets (Each of the oral defense committee members must have one.)	● 請口試委員填寫成績 For the oral defense committee members to fill in the score. ● 請口試委員簽名 For the oral defense committee members to sign.
4	成績紀錄表 Result Table of the Oral Defense	● 請主持人填寫總成績 For the host to fill in the final score. ● 請口試委員簽名 For the oral defense committee members to sign.
5	論文通過簽名表 Thesis Approval Form	● 請口試委員簽名 For the oral defense committee members to sign.
6	指導費印領清冊 Inventory for pay of supervision over thesis	● 請指導教授簽名 For the advisor to sign.
7	口試費印領清冊 Detailed list of the fee for oral defense participation	● 請口試委員簽名 For the oral defense committee members to sign.
8	收集費印領清冊 Inventory for pay of thesis collecting	● 請研究生簽名(教碩班學生無收集費) For the graduate student to sign (Students for Master Program for In-service Teachers won't be given the pay.)
9	回郵信封 Self-addressed stamped envelope	● 若口試委員搭乘高鐵，請將回郵信封轉交口試委員，請其將回程票根寄回 If any of your oral defense committee member takes the High Speed Rail to come, please give it to the committee member and ask the committee member to send back the receipt of the ticket.