

# 成大光電系博士班學位考試程序

\*本表可至系網"下載處"下載

## Procedures for The Conduct of The Doctoral Dissertation Examination

- 口試日期--《上學期》開學一週後~12/25 或 1/2~1/30、《下學期》開學一週後~7/30。  
Oral examination dates : (Fall semester) one week after the first day of classes~12/20 & 1/2~1/30、  
(Spring semester) one week after the first day of classes ~7/30。  
\*若遇節日或假日，請提前 Schedule your examination date early in case of holidays.
- 申請期限--《上學期》開學後~1/20 止、《下學期》開學後~7/20 止。  
Application deadline : (Fall semester) one week after the first day of classes to 1/20, (Spring semester) one week after the first day of classes to 7/20.
- 口試成績請於口試完即交至系辦，最遲《上》1/31 或《下》7/31 交，否則計 1 次不通過。  
The defense scoring chart needs to be submitted no later than 1/31 (Fall semester) or 7/31 (Spring semester) according to the rules of the registrar's division.

steps	處理事項 specifics
1	<p>填寫"畢業資格審查表"(系網下載)，附相關證明文件，交至系辦申請畢業資格審查(約需 1 週) Submit the "qualification review"(Downloadable on the Departmental website) along with all the required documents to the Department office.</p> <p>*公開演講 (填寫公開演講申請表向當年負責專題演講之教授接洽) Public presentation (Submit the public presentation application to the instructor of the seminar course)</p>
2	<p>申請繳交：</p> <p>1.學位考試申請書(指導教授簽名)：Apply for postgraduate degree examination online at <a href="http://campus4.ncku.edu.tw/wwwmenu/program/mou/">http://campus4.ncku.edu.tw/wwwmenu/program/mou/</a> . Fill and print the <b>Defense application</b>. After signed by advisor, submit to the dept. office.</p> <p>2.總圖 <a href="#">Turnitin 論文比對系統</a>之<b>結果報告</b>(只要於"similarity index"頁上指導教授簽名繳交，另整份報告電子檔寄系辦 em65280@ncku.edu.tw)，諮詢分機 65780(總圖)。</p> <p>3.口試委員若有非教職，需先提出"擬聘業界口試委員審查表"經審查通過。(option)</p>
3	<p>(口試前 1~2 天)至系辦領取口試相關物件 (Before the oral examination) Collect the following documents from the Department office.</p> <p>自行列印 Print the following</p> <p>1. 論文評分表(每位委員 1 張) Defense scoring chart (one for each committee member).</p> <p>2. 合格證明委員簽名單，並自行安排口試相關事項(場地布置、通知委員等) Signing sheet for the committee members. The student is responsible for scheduling the defense with the committee and reserving a conference room for the dissertation defense.</p>
4	<p>(口試後)交 After the oral examination</p> <p>1.委員費之收據 Expense forms/receipts</p> <p>2.評分表 Scoring chart</p>

	3.點心費 1000 元發票或收據(需有統編的商家，商家名稱需清楚顯示，並註明成大統編 69115908) Receipts for the refreshments.
5	<p>1. 論文格式、上傳、授權、原創性報告上傳等相關事宜，請詳閱”成大圖書館／服務項目／博碩士論文”之網路說明，諮詢分機 65773(總圖)。 Refer your questions to the FAQ section on the <a href="#">NCKU Library</a> website. Contact the team on extension 65773.</p> <p>2. 列印 “離校手續單” 辦理離校手續。 Download “the application form for graduation from NCKU” from Cheng-Kung Portal and begin the exit procedure.</p> <p>3. 系辦代收 1 本論文(精裝，封面黑色、字體白色)、2 吋博士照 1 張(照片電子檔寄系辦)。 Submit one copy of your dissertation to the Department office (hardcover, black cover, white font), one 2” Ph.D. photo (email the electronic file to the Department office),</p> <p>4. 交總圖 1 本論文(精裝，如上)。 Submit one hardcover dissertation to the University library.</p> <p>5. 至註冊組領畢業證書。 To the registrar’s division for diploma (before the start of the next semester).</p> <p>*建議最遲於預定離校前 1 週即進行此步驟，以免退件而延誤離校。 To avoid delays, complete this step one week before the scheduled exit.</p>

\*如果可以，請找一位台籍實驗室同事協助，將會比較順利。

Please ask a Taiwanese lab colleague for assistance, it will be smoother.