

The Doctoral Dissertation Examination Procedures

1. 口試日期--《上學期》開學一週後~12/28 或 1/2~1/31 上午、
《下學期》開學一週後~7/31 上午；若遇假日，請提前。

Oral Examination Date

- **Fall Semester:** From one week after the semester starts until December 28, or from January 2 to January 31 in the morning.
 - **Spring Semester:** From one week after the semester starts until July 31 in the morning.
 - If the scheduled date falls on a holiday, please arrange the examination earlier.
2. 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:** January 20.
 - **Spring Semester:** July 20.
3. 口試成績請於口試完即交至系辦，最遲《上》1/31 中午或《下》7/31 中午，否則計不通過。
- The defense scoring chart must be submitted to the department office immediately after the oral examination.
 - **Deadline:** By 12:00 noon on January 31 for the fall semester, or by 12:00 noon on July 31 for the spring semester.
 - Failure to submit by the deadline will result in a failing grade.

Step	處理事項 Procedures
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(需 1 週)。</p> <p>Fill out the “Graduation Qualification Review Form” (downloadable from the department website), attach the relevant supporting documents, and submit them to the department office to apply for the graduation qualification review (processing takes approximately one week).</p> <p>* 公開演講請盡早填寫申請表向當年負責專題演講之教授接洽日期。</p> <ul style="list-style-type: none"> • For the public presentation, please submit the application form as early as possible and coordinate the date with the instructor responsible for the seminar course. <p>* email 審查表至 em65280@ncku.edu.tw (不需含附件)、離校前交 2 吋照片。</p> <ul style="list-style-type: none"> • Email the review form to em65280@ncku.edu.tw (attachments are not required), submit a 2-inch photo before leaving the university.
2	<p>申請口試繳交資料：</p> <p>Documents Required for Oral Examination Application:</p> <p>1. 學位考試申請書(需指導教授簽名)，於學位考試申請作業系統申請，口試委員 5~9 位副教授以上，其中校外委員需佔 1/3 以上。</p> <p>說明：1.請直接在系統輸入，勿使用文書軟體再複製，中文輸入時不可有半型空白鍵，以免亂碼；若有罕見字，請先至計中下載、安裝，若仍有異，請洽計中或系辦。</p> <p>2.校外委員資料建檔前請先查詢是否已有舊資料，勿重覆輸入，委員資料若需修改請至系辦。</p>

	<p>1. Oral Defense Application Form (must be signed by the advisor)</p> <ul style="list-style-type: none"> ● Submit via the Degree Examination Application System. ● The oral examination committee should consist of 5–9 members at the rank of Associate Professor or above, with at least one-third of the members from outside the university. <p>Notes:</p> <ul style="list-style-type: none"> ● Enter information directly into the system; do not copy and paste from word processing software. When entering Chinese characters, do not use half-width spaces to avoid garbled text. For rare characters, please download and install the required fonts from the Computing Center; if issues persist, contact the Computing Center or the department office. ● Before entering external committee member information, check if records already exist to avoid duplicates. To modify existing member information, contact the department office. <p>2. Turnitin 論文比對 結果之 Digital Receipt 紙本，無設限%、 不需教授簽名，該系統諮詢分機 65780(總圖)。</p>  <p>2. Turnitin Digital Receipt of Thesis Similarity Check (printed copy)</p> <ul style="list-style-type: none"> ● No minimum similarity percentage required. ● Advisor signature is not required. ● For inquiries, contact the system at extension 65780 (Main Library). <p>* 委員若非教職，需先提出”擬聘業界口試委員審查表”經審查通過。</p> <p>* 若要邀請”國際委員”，必須於擬口試日 1 個月前提出申請。</p> <p>* 申請書若需異動，處理方式依異動項目及時間點有所不同，請洽系辦。</p> <p>* 論文延後公開申請新制-- https://cid-acad.ncku.edu.tw/p/404-1042-286438.php?Lang=zh-tw</p> <p>* 申請 Q&A、停班課作業-- https://cid-acad.ncku.edu.tw/p/404-1042-257232.php?Lang=zh-tw</p> <ul style="list-style-type: none"> ● If a committee member is not a faculty member, submit the “Proposed Industry Oral Examination Committee Member Form” for approval. ● To invite an international committee member, the application must be submitted at least one month before the proposed oral examination date. ● If modifications to the application form are needed, the procedure depends on the type and timing of the change; please contact the department office. ● For the new system of delayed thesis publication, see: https://cid-acad.ncku.edu.tw/p/404-1042-286438.php?Lang=zh-tw ● For application Q&A and class suspension procedures, see: https://cid-acad.ncku.edu.tw/p/404-1042-257232.php?Lang=zh-tw
3	<p>口試前 1 天上午，至系辦領取口試相關物件，請自行安排口試之場地布置、通知委員等。 On the morning of the day before the examination, please come to the department office to collect the materials related to the oral defense. You are responsible for arranging the venue setup and notifying the committee members.</p> <p>自行列印 1.論文評分表 2.合格證明(委員簽完名不需主管簽名，不需交原稿，裝訂於論文首頁即可。)</p> <p>Please print the following documents by yourself:</p> <ol style="list-style-type: none"> 1. Defense scoring chart 2. Certificate of Passing the Examination

	<ul style="list-style-type: none"> ● After being signed by all committee members, this form does not require supervisor or administrative approval. ● The original form does not need to be submitted; simply bind a copy at the beginning of your thesis.
4	<p>(口試後隔天內)交</p> <p>1.委員費用之簽名單、2.每位學生 1000 元點心費發票或收據(需有統編的店家，店家名稱需清楚顯示，並註明成大統編 69115908)、3.口試成績依指導教授的繳交方式。</p> <p>(Within One Day After the Oral Examination)</p> <p>Please submit the following items to the department office:</p> <ol style="list-style-type: none"> 1. The signed payment list for committee member fees. 2. The invoice or receipt for the NT\$1,000 refreshment expense per student. The receipt must be issued by a registered vendor with a Tax ID (69115908 for NCKU) clearly shown, and the store name must be legible. 3. The oral examination results, submitted according to your advisor's preferred method.
5	<ol style="list-style-type: none"> 1. 論文格式、授權、原創性報告、(事先申請)延後公開申請書等上傳相關事宜，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 65784(總圖)。 2. 列印“離校手續單”辦理離校手續(需於下一個學期開學前完成)。 *期末考前欲畢業離校者，需於 5 天前辦理”期中離校”申請。 3. 系辦代收(註冊組)1 本論文送交國家圖書館典藏。 (精裝，封面黑色、字體白色，本文 100 頁以上雙面列印為佳)。 4. 交總圖 1 本論文(精裝，如上)。 5. 註冊組領畢業證書。 <ol style="list-style-type: none"> 1. Please carefully read the online instructions on the NCKU Library → Services → Master's and Doctoral Theses webpage regarding thesis formatting, authorization, originality report submission, and (if applicable) the application for delayed publication. For inquiries, contact the Main Library at ext. 65784. 2. Print and complete the “the application form for graduation from NCKU” before the beginning of the next semester. <ul style="list-style-type: none"> ● Students who plan to graduate and leave before the final exam period must apply for “Midterm Departure” at least five days in advance. 3. Submit one hardbound copy of your thesis for archiving at the National Central Library. <ul style="list-style-type: none"> ● Binding requirements: black hard cover, white lettering, preferably double-sided printing, and more than 100 pages. 4. Submit one hardbound copy to the NCKU Library, with the same binding specifications as above. 5. Collect your diploma from the Registration Division after all required procedures are completed.