成大光電系<u>碩士學位考試程序</u>　　

Procedures for The Conduct of The Master's Thesis Examination

1. 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 to 12/25or 1/2~1/30、(Spring semester) one week after the first day of classes to 7/30.

   ＊若遇節日或假日，請提前 Schedule your examination date early in case of holidays.

   ＊當學期若學分(如光電子學)尚未完成者，口試需在成績確定通過後舉行(可預先申請)。

   If the credits (such as Optical Electronics) have not been completed during the semester, the oral test shall be held after the results have been determined (pre-application may be applied)

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) one week after the first day of classes to 1/20, (Spring semester) one week after the first day of classes to 7/20.

   集體作業 Group application：

   《上學期》因人數分散，皆以個別作業處理；

   Fall semester-- Due to the scattered number of people, they are handled by individual.

   《下學期》第一階段--(口試日期於 6 月份者) 收件期限 5/20 前；

   　　　　　第二階段--(口試日期於 7/20 前) 收件期限 6/15 前；

   　　　　　第三階段--(口試日期於 7/21~7/30) 收件期限 7/11 前。

   Spring semester Stage 1-- If the oral examination date is in the month of June, the deadline is 5/20.

   　　　　　Stage 2-- If the oral examination date is before 20th of July, the deadline is 6/15.

   　　　　　Stage 3-- If the oral examination date is between 21~30th of July, the deadline is 7/11.

   <u>個別作業</u>：在集體階段作業外，<u>需自行墊付相關費用</u>，口試後歸墊，必要時需自己跑文。

   Individual application：You are responsible for obtaining the administrative stamps and advancing the related expenses.

3. 口試成績請於口試完即交至系辦，若有其他考量，依註冊組法規規定，最遲需於《上》1/31 或《下》7/31 交，否則此次口試計 1 次不通過。

   Submit the defense scoring chart to the Department office immediately after the oral examination. To validate the examination, the 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.

4. 畢業學分的確認依註冊組通知，系辦以 email 通知至系辦簽名確認，同時繳交 1 張 2 吋之碩士照(背面書寫系所、學號、姓名)、並寄照片電子檔至 em65280@email.ncku.edu.tw。

   Validation of the graduate credits is done according to the notice from the registrar's division. The Department office will email the student to validate the credits in person. Submit one 2" M.S. photos (indicate your department, student ID, name on the back) and send a electronic copy to em65280@email.ncku.edu.tw。

steps	處理事項 specifics
1	至學位考試申請作業系統 http://campus4.ncku.edu.tw/wwwmenu/program/mou/ 申請，列印繳交 **學位考試申請書**(指導教授簽名)。 Apply for degree examination online at http://campus4.ncku.edu.tw/wwwmenu/program/mou/ Fill and print the **Defense application**. After signed by advisor, submit to the dept. office. 1. 請直接在線上輸入，勿使用文書軟體再複製，中文輸入時不要有半型空白鍵，以免亂碼；若有罕見字，請先至計中<u>下載</u>、安裝，若仍有異，請至系辦。

	Contact the Department office in case of rare chinese characters. 2. 考試委員 3~5 位，其中若有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。 The defense committee consists of 3~5 members. If there are external member, please query existing data before entering external member's information, do not duplicate your entry. Contact the Department office if the member's information needs update. 3. 委員中若有非助理教授以上者，需另附口試委員之審查會議紀錄(於系網下載)。 異動 Changes to your application： 1. 學校通過申請前若需修改，請至系辦提出，若已通過，則需上網異動並列印。 Submit changes to the Department office. 2. 口試後論文題目若需修改，請於口試成績交出前，馬上上網異動。 If your dissertation title needs to be modified after oral examination, please submit your changes online before submitting the report of the oral examining committee.
2	(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. 1. 委員聘函 Letters of appointment for the committee members 2. 口試委員之審查及交通費資料 (交通費需依主計室的規定) Examination and travel expenses form for the committee members (Please advance the related expenses).　Travel expenses must adhere to the accounting rules. 自行列印 Print the following 1. 論文評分表(每位委員 1 張) Defense scoring chart (one for each committee member). 2. 合格證明委員簽名單(1 張)，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.
3	(口試後)交 After the oral examination 1.委員費之收據 Expense forms/receipts 2.評分表 Scoring chart 3.點心費 250 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.

4	1. 上傳論文及授權作業(成功大學電子學位論文服務系統 ETDS)： http://etds.lib.ncku.edu.tw/main/index，於收到論文核准通知後(約 3 天)即可辦理離校。 Upload your dissertation and complete the authorization process (NCKU Electronic Theses & Dissertation Service ETDS)：http://etds.lib.ncku.edu.tw/main/index You can start the exit process after receiving the approval notice (about 3 days) ＊論文題目名稱、摘要、關鍵詞均需中英文並附。 The title, abstract, and keywords need to be written in both Chinese and English. ＊請自行詳閱由圖書館 email 論文審核通過之所列授權書、專利、…等說明。 Carefully examine the in the approval email on licensing, patents, and etc. ＊此部份之相關問題，請先自行參閱該網站系統之各項說明，該系統之負責單位為圖書館數位論文小組(分機 65773)。 Refer your questions to the FAQ section on the ETDS website. Contact the ETDS team on extension 65773. 2. 於"成功入口"下載列印〝離校手續單〞辦理離校手續(需於下一個學期開學前完成)。 Download 〝the application form for graduation from NCKU〞from Cheng-Kung Portal and begin the exit procedure. 3. 系辦代收 1 本論文(平裝，色號▉類似橘黃色)，論文延後公開/下架申請書(選項)。 Submit one copy of your dissertation to the Department office (softcover, color code ▉), Application for deferred publication of dissertation (optional). 4. 交總圖 1 本論文(精裝--封面暗紅色、字體白色，或平裝--如上)。 Submit one softcover dissertation to the University library. 5. 註冊組領畢業證書。 Obtain your diploma from the registrar's division (before the start of the next semester). ＊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.

＊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.