

# 110 學年第 2 學期碩博士學位考試申請、口試安排及相關作業注意事項

## 學位考試申請

本學期申請考試日期：**111 年 5 月 2 日止**

1. 至 [MyNTU /學生專區/課務資訊/碩博士學位考試申請](#) 輸入資料、列印「[學位考試申請書](#)」，連同[學位考試成績審核表](#)，經**指導教授簽核**送所辦公室（不用交成績單）。
2. 先前曾提出不畢業申請、於本學期欲畢業者，務必至 MyNTU 申請「[已通過學位考試本學期畢業申請](#)」。

## 口試安排作業

★★★★★ 博士生需完成 proposal、論文審查 才能口試 ★★★★★

1. 至遲於口試二週前：繳交[碩士學位考試委員名冊](#)、[博士學位考試委員名冊](#)，並告知所辦公室口試時間及地點。
2. 口試前：至所辦領取
  - A. **委員聘書**，自行寄送給口試委員
  - B. **邀請函**，自行寄送給口試委員
  - C. **聘函領據**，口試當天請口委簽名
3. 口試當天：準備[學位考試委員聘函領據](#)、[碩士論文審定書](#)、[博士論文審定書](#)、[口試紀錄表](#)、[考試評分表](#)（依據口委人數）
4. 口試完：將聘函領據、論文審定書、口試紀錄表、考試評分表送交所辦存查。

## 所上離校手續

除了校方流程外，填具[研究生離校手續單](#)、[博碩士論文授權書](#)，依手續單內辦理事項進行。

## 本學期學位考試相關期限

1. 舉行學位考試(論文口試)截止日：111 年 8 月 1 日前  
撤銷學位考試截止日：111 年 8 月 1 日 (需填[學位考試撤銷申請書](#))
2. 繳交學位電子論文：111 年 8 月 9 日前上傳圖書館
3. 繳交學位紙本論文截止日：111 年 8 月 15 日

註：上述文件均可在[所網頁法規及檔案下載區](#)及[研教組網頁](#)下載。

# Application for Degree Examination, Oral Examination arrangement and other related important matters

## Apply for degree examination

- The application for examination this semester : before 30<sup>th</sup> April, 2022.
- Go to **MyNTU/ Student section/ Curriculum/ Online Application System for the Oral Thesis/ Dissertation Defenses** for apply. To submit the printed copy with the [Student Examination grade review form](#) to the program office in NTU after signed by the advisor.

## Oral Examination Arrangement

1. **Two weeks before the oral test: submit** [Master degree examination committee registration](#) 、[Doctoral degree examination committee registration](#) to the program office in NTU.
2. **Prior to the oral examination: (provided by BEBI office)**
  - A. **Committee member letter of appointment**
  - B. **Invitation letter:** send self-written letter of appointment 、 invitation letter and thesis manuscript to examiners.
  - C. **Receipt:** to ask the signature by the examiners on the day of the oral examination.
3. **On the day of the oral examination: prepare as below.**
  - A. **Receipt**
  - B. **Certificate of Dissertation Approval**
  - C. **Examination Grade Sheet**
  - D. **Examination Marking Sheet** ( the number of documents is prepared based on the number of examiners ) .
4. **After oral examination :** Submit the **Receipt, Certificate of Dissertation Approval, Grade Sheet, Marking Sheet** to the program office in NTU.

## Other related matters to Degree Examination

1. **Conduct Degree examination (thesis oral defense) deadline :** before 1<sup>st</sup> August, 2022
2. Cancellation to participate in degree examination deadline : **before 1<sup>st</sup> August, 2022**
3. Submit the thesis (to NTU Library) deadline : **before 9 August, 2022 (electronic file), before 15 August, 2022 (hard copy)**

## Theses/Dissertation Submission

- Refer to the NTU Library's website: <https://www.lib.ntu.edu.tw/en/node/1788>

## Graduation Process

1. Fill in the [alumni form](#)
2. Receive your degree certificate: bring your **student ID** and go to the “Graduate Academic Affairs Division of the Academic Affairs Office” (2nd floor of the Administrative Building) to receive your degree certificate.
3. (Not necessary) Apply electronic degree certificate ( NT \$200) : [LINK](#) of ordering Academic Transcripts or Documents.

