

112 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

學位論文繳交前，須完成論文原創性比對

學位考試申請

本學期申請考試日期：即日起至 **113 年 04 月 30 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（5 月之前口試者需交成績單）。
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. 至遲於口試一週前：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：

A. 自行製作：邀請函

B. 至所辦領取：[委員聘書](#)（自行寄送給口試委員）、[停車抵用券](#)

PS. 112-1 學期起，僅無匯款紀錄之口委須簽領據；一般口委不用簽領據，所辦公室會直接支付審查費。

口試當天：準備學位考試委員[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，自行印出）

3. 口試完：將論文審定書、口試紀錄表、考試評分表送交所辦存查。

所上離校手續

- **將論文最終稿電子檔上傳 Turnitin 軟體進行論文原創性檢查，並下載學生原創性檢查報告，總相似度不得過高（由指導教授決定）。**
- 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](#)、[學位論文學術倫理暨原創性比對聲明書](#)，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：**113 年 7 月 31 日前**
2. 撤銷學位考試截止日：**113 年 7 月 31 日** (需填[學位考試撤銷申請書](#))
3. 繳交學位電子論文：**113 年 8 月 1 日 (星期四)**
4. 繳交學位紙本論文截止日：**113 年 8 月 12 日 (星期一)**

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

Students have to complete the “similarity check” before Theses/Dissertation submission

Apply for degree examination

- The application for examination this semester : before 30 April, 2024.
- Go to MyNTU/ Student section/ Curriculum/ Online Application System for the Oral Thesis/ Dissertation Defenses for apply. To submit the printed copy with the **Academic Achievement Record Form** to the program office in NTU after signed by the advisor.

Oral Examination Arrangement

1. **One 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.
3. **On the day of the oral examination: prepare as below.**
 - A. **Certificate of Dissertation Approval**
 - B. **Examination Grade Sheet**
 - C. **Examination Marking Sheet** (the number of documents is prepared based on the number of examiners) .
4. **After oral examination :**
 - A. Submit the **Receipt, Certificate of Dissertation Approval, Grade Sheet, Marking Sheet** to the program office in NTU.
 - B. Upload the manuscript to “Turnitin” to complete the “**similarity check**” before submit the thesis to NTU Library.

Other related matters to Degree Examination

1. **Conduct Degree examination (thesis oral defense) deadline : before 31st July, 2024**
2. **Cancellation to participate in degree examination deadline : before 31st July, 2024**
3. **Submit the “Electric version” thesis (to NTU Library) deadline : before 1st August, 2024**

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. Sent the “[Ethics and Similarity Check Statement](#)” and “Similarity Check Report” to BEBI office: yuchunchu@ntu.edu.tw
3. 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.