研究生學位考試 (論文口試) 申請流程

一、 第一學期 11/30 前、第二學期 4/30 前繳交**學位考試申請書**：
  ➢ 請至 [myNTU「碩博士學位考試申請」系統](#)線上申請，並印出申請書，請指導教授簽名後繳交系辦(申請書上的日期、論文題目之後還可以更改)。
  ➢ 繳交期限(每學期的時程還是要依每學期研教組的公告為準)
    ✧ 第一學期
      申請考試截止日：自行事曆上課開始日起至 11 月 30 日止
      舉行考試截止日：1 月 31 日
      撤銷考試截止日：1 月 31 日
      繳交論文截止日：2 月 15 日
    ✧ 第二學期
      申請考試截止日：自行事曆上課開始日起至 4 月 30 日止
      舉行考試截止日：7 月 31 日
      撤銷考試截止日：7 月 31 日
      繳交論文截止日：8 月 12 日
  ➢ 繳交申請書後系辦才能進行成績審核作業送交研教組，所以請同學盡早繳交申請書。
  ➢ 不需繳交歷年成績單，研教組會提供系辦畢業審核用的成績單。

二、 口試前一個月繳交：
  ➢ **學位考試口試委員名冊**
    ✧ 碩士班至少需一位系外口委(系外包含校外)
    ✧ 博士班至少需一位系外和一位校外口委
    ✧ 系內兼任教師屬於系內委員
  ➢ **論文初稿電子檔**
    ✧ 至少完成論文 50%，以確認進度。
  ➢ **論文初稿提付口試同意書**
    ✧ 請確認指導教授看過論文初稿並同意提付口試。
  ➢ **口試日期與時間**
    ✧ 若需由系辦協助統一向口委協調時間，請再告知。
  ➢ 博士生另需繳交**論文發表證明**
  ➢ 以上資料都繳交後，助教才會發 email 邀請信及寄送聘函給口委。

三、 碩士生口試前兩週、博士生口試前三週將論文上傳論文比對系統，確認比對報告沒有問題後，**將論文全文自行寄送給口委並寄送電子檔一份給系辦助教**

四、 口試前一週請寄**口試委員審定書電子檔**給助教
- ➢ 助教會先印出，口試當天確認題目無問題後再請口委簽名
- ➢ 簽好的審定書影本系辦留存，正本給同學，論文送印時要放在最前頁

五、 學位考試完成後，需於學校規定的論文繳交截止日前，完成以下事項：
- ➢ 完成論文修改後，將論文上傳論文比對系統，確認比對報告沒有問題後，簽署**論文原創性比對聲明書**。
- ➢ 指導教授確認論文修改及比對報告沒問題後，上傳論文電子檔至圖書館電子論文系統。
- ➢ 將口委審定書連同完成的論文送印，並依圖書館規定繳交紙本數量。
- ➢ 紙本與電子檔論文格式規範與其他注意事項請見：
  http://www.lib.ntu.edu.tw/node/103

六、 要離校時，請上 myNTU 離校手續系統，依照系統上的步驟逐一完成。
- ➢ 紙本論文拿去圖書館前請先拿來系辦給助教看一下(不用多印一本給系辦)。
- ➢ 繳交簽好的**論文原創性比對聲明書**
- ➢ 如有借用研究生研討室鑰匙，需於此時歸還。
- ➢ 以上都完成後，助教才會幫你通過系所端的離校手續。

七、 若學期末發現來不及口試，請於學校規定的截止日前繳交**撤銷學位考申請書**至研教組。

八、 若考完學位考本學期不畢業，請繳交已通過學位考試**本學期不畢業申請書**至研教組。

九、 有關研究生學位考試相關資訊請至研教組業務項目查詢。

Thesis/Dissertation Defense Application Procedures

I.   Submit the Thesis/Dissertation Defense application form.
- ➢ To apply, please go to myNTU and look for the "Online Application System for the **Oral Thesis/Dissertation Defenses**" in the "Curriculum" section. Students must check whether they want to apply for an English version of their diploma in the application form. Print out the application form and submit it to the DFLL Office (with the signature of the supervisor).
- ➢ Important Dates for the Thesis/Dissertation Defense Application:
  - ✦ For the first semester:
    Application Deadline: November 30
    Thesis/Dissertation Defense Deadline: January 31
    Thesis/Dissertation Defense Withdrawal Deadline: January 31
    Thesis/Dissertation Submission Deadline: February 15
  - ✦ For the second semester:
    Application Deadline: April 30
    Thesis/Dissertation Defense Deadline: July 31
    Thesis/Dissertation Defense Withdrawal Deadline: July 31
    Thesis/Dissertation Submission Deadline: August 12

II.   Submit the following documents one month before the defense:
- ➢ **List of Examiners**
  - ✦ For MA students, at least one member of the thesis defense committee should come from outside the department.
  - ✦ For PhD students, at least two members of the dissertation defense committee should come from outside the department, including one from outside the university.
  - ✦ Adjunct faculties from the department will be counted as committee members from the department.
- ➢ **E-copy of the Thesis/Dissertation draft**
- ➢ **Confirmation of Thesis/Dissertation draft for the oral defense**
- ➢ **Date and time of the defense**
- ➢ **Proof of Publication (applicable only to PhD students)**
- ➢ DFLL Office will send out invitations to the defense committee members after receiving the documents listed above.

III.   Before sending out the thesis/dissertation, upload your thesis/dissertation to the originality comparison system for a preliminary check.

IV.   MA students need to send out the whole thesis to the defense committee members by themselves two weeks before the defense. PhD students need to send out the whole dissertation to the defense committee members by themselves three weeks before the defense. (Also send the e-copy to the DFLL Office T.A.).

V.   After the defense and final revision of the thesis/dissertation, upload your thesis/dissertation once again to the originality comparison system and **sign the Statement of Academic Ethics and Originality Comparison** after confirming the comparison report. **The said statement needs to be submitted to the DFLL Office.**

VI.   Please refer to the 「Master Thesis/Doctoral Dissertation Format Guide」 for guidelines on how to format your thesis/Dissertation. Students who have completed all the requirements of their major department and submitted their paper and electronic thesis/dissertation to the library (Notice on Thesis/Dissertation｜國立臺灣大學圖書館 (ntu.edu.tw)) will be qualified to graduate. Please log into the 「Graduation Procedures System」 with your NTU Mail ID and password to apply for graduation. After completing the graduation procedures, they can get their diploma. Students who applied for an English version of their diploma need to pay a fee of NT$100 when they get their diploma.