

## 碩士班論文口試流程及注意事項

### Process of Dissertation Defense and Notice

系所名稱請務必注意：

Department name should be:

**應用化學系碩士班**

**(M.S. Program, Department of Applied Chemistry)**

**應用化學系分子科學碩士班**

**(M.S. Program in Molecular Science, Department of Applied Chemistry)**

口試表單：<http://www.ac.nctu.edu.tw/修業規定/下載/碩士班-下載表格及相關文件>

Related documents for Oral Defense: <http://www.ac.nctu.edu.tw/> Academic Requirement/Download/ M.S. Program- Download Forms Related to Academic affairs

**口試前十五天：**

#### **15 days Before the Oral Defense**

- 口試委員資格：請參閱當學年度碩士班入學修業要點。  
Defense committee members' qualification: please refer to the Regulations for M.S. Program.
- 口試委員人數：不分校內或校外，至少 3 位至多不超過 4 位(含指導教授)為原則。  
The total number of the oral defense committee members is at least 3 and no more than 4 (including adviser).
- 詢問每位口試委員的交通方式，並告知系辦，以利計算交通費。  
Ask each oral defense committee member that how will he/she come, and talk to department office to calculate the transportation fee.
- 確認口試日期及地點後，請於口試前 **15 天** 備妥「論文口試推薦書」，繳至系辦申請口試。  
After confirming the oral defense date and location, please hand in “Recommendation form” to department office.
- 請備妥：「論文初稿」資料，以掛號或親自送達等方式繳給口試委員。  
Please send or give the documents: “Final draft of thesis” by yourself to your oral defense committee members.

**口試前一天：**

#### **One day Before the Oral Defense**

- 請備妥：「論文口試審定書」× 1 份、「論文口試評分表」× N(依口試委員人數準備份數)、「學位考試成績資料表」× 1 份，以上表件內容請電腦繕打**均以一頁為限**。  
Please prepare “Verification”×1, “Grading Sheet” ×N (number of copies depends on the number of oral defense committee members), “學位考試成績資料表” ×1, and please type each document by computer in one page.
- 請親自至系辦領取「口試費印領清冊」及「停車證」。  
Please come to department office to take oral defense fee, receipt of payment and parking permit.

**口試當天：**

#### **On the day of the Oral Defense**

- 若口試委員搭乘高鐵，交通費以高鐵票價計，請提醒口試委員需將高鐵票根(來程及回程)寄回

交大。

If oral defense committee members take the high speed rail, transportation fee can be calculated on high speed rail ticket fare. Please remind your committee members to send the high speed rail ticket (round-trip ticket) to National Chiao Tung University.

- 口試結束後，請務必繳回「論文口試審定書」、「論文口試評分表」、「學位考試成績資料表」、「口試費印領清冊」。

After finishing the Oral Defense, please return “Verification”, “Grading Sheet”, “學位考試成績資料表” and “receipt of payment” to department office.

### 離校手續：

#### Process of Leaving School

- 論文格式及裝訂請參閱「學位論文格式」。

Thesis format please refer to "Thesis Format & Example".

- 請將論文全文檔轉成 pdf 檔後，並加上校徽(浮水印)上傳至圖書館，上傳有任何問題，請與圖書館聯繫。

Please transfer your thesis to pdf file, and add the university emblem as a watermark, and upload to the library. If you have any question about uploading, please contact the library.

- 請上網至註冊組畢業離校系統 <http://aadms.nctu.edu.tw/Graduate/> 印出離校程序單，辦理離校手續。

Please follow the school-leaving system: <https://reg-grad.nctu.edu.tw/> and print out the sheet. Then, you can check up with the divisions listed on the sheet to complete the leaving process.

- 請繳交至系辦:2本碩士論文(米黃色平裝)、1片光碟片(須包含論文全文檔及口試當天的簡報檔，格式可以是 pdf 或 word)，同實驗室可燒錄於同一片光碟，並註明姓名、學號等資訊。

Please submit two copies of your thesis (beige paperback) and one CD (involved your thesis and ppt file on that day you have an oral defense) to department office. Please write down your name and student ID number on CD.

### 注意事項：

#### Notice

- 「論文口試審定書」之內容(含口試委員姓名)請電腦繕打，當日再讓口試委員逐一簽名。

Please type the content (involved oral defense committee members' name on Verification sheet left side) by computer, and let oral defense committee members sign on Verification sheet right side.

- 「學位考試成績資料表」：請務必讓口試召集人簽名，並核算口試平均成績。

The oral defense committee Chair must sign on “學位考試成績資料表” and write the average grade on it.

- 學年度之認定：決定於口試日期是否可於當年 7 月 31 日前舉行。例如：可於 108 年 7 月 31 日前舉行口試者，則為 107 學年度；自 108 年 8 月 1 日起至 109 年 7 月 31 日口試者，則為 108 學年度，以此類推。

If your oral defense is held before July 31<sup>st</sup>, 2019, please type the academic year of 107 on your thesis cover.

If your oral defense is held after August 1<sup>st</sup>, 2019, please type the academic year of 108 on your thesis cover.

- D. 論文封皮以米黃色雲彩紙或粉彩紙裝訂，書背請務必注意格式及系所名稱，各校均不同，裝訂時請特別告知是**交通大學**版本。

Two copies of thesis should be beige paperbacks. Must follow NCTU format and check the program name twice. Please tell the print shop that you need NCTU version.

- E. 論文開放及授權部分：請與指導教授確認。不論是否同意論文開放與授權，都請務必將授權書裝訂於論文內。

Please confirm copyright authorization of your thesis with your adviser. No matter when you agree to open your thesis, please be sure to put the copyright authorization document in your thesis.