

中興大學精密工程研究所碩士班研究生論文口試流程說明
National Chung Hsing University Graduate Institute of Precision Engineering
Master's Program Thesis Defense Process Explanation

【論文口試申請時間】：依 105 學年度第 16 次(105/5/20)所務會議決議辦理：

【Thesis defense application period】：According to the resolution of the 16th Departmental Affairs Meeting in the 105th academic year (May 20, 2016)：

(1) 欲於**5/26~7/31日**口試者，須於以下時間申請，以利論文口試委員發聘及相關作業。

Those wishing to schedule their thesis defense **between May 26 and July 31** must submit their applications within the specified time to facilitate the appointment of the thesis defense committee members and related procedures.

提出申請截止日期 Application submission deadline	可口試期間 Available thesis defense period
5/1	5/26~7/31
5/15	6/10~7/31
6/1	6/26~7/31
6/15	7/10~7/31
7/1	7/26~7/31

(2) 其他時段口試期間，則於口試時間**25天前**提出申請（須於開學加退選後口試日期25日前提出申請），以利論文口試委員發聘及相關作業。

For thesis defenses scheduled during other periods, applications must be submitted 25 days before the defense date (the application must be submitted **after the add/drop period** and at least 25 days before the defense date) to facilitate the appointment of the thesis defense committee members and related procedures.

註：※提出申請截止日期遇假日提前至前一上班日。

Note: If the application submission deadline falls on a holiday, it must be submitted by the previous business day.

步驟 1：提出申請流程 Step 1：Application submission process

1. 論文比對，Turnitin 著作原創性比對系統：網址

<https://www.lib.nchu.edu.tw/study.php?CID=9>，列印封面與總百分比，並請再右下方空白處簽名。

Plagiarism Check: Upload the thesis to the Turnitin originality check system.

Website: <https://www.lib.nchu.edu.tw/study.php?CID=9>. Print the cover page and the total percentage, and please sign in the blank area at the bottom right.

2. 商請指導教授推薦口試委員及擬定口試日期時間及地點。

Request the thesis advisor to recommend the thesis defense committee members and propose the defense date, time and place.

3. 上網登錄研究所考試論文審查系統提出申請：進入單一入口-教務系統(點選畢業離校「學位考試系統」)，委員服務單位：請填入學校+系所，並上傳學術倫理教育修課證明。

Register online through the Graduate School Examination Paper Review System:

Go to [NCHU single sign on System](#) → “Academic information” → “Click on Graduation” → “Degree Exam System”

4. 列印【表 1、3、4、5】，於**口試申請時間前**送至所辦公室辦理後續行政作業。

Print **Forms 1, 3, 4, and 5**, and submit them to the department/institute office for processing the subsequent administrative tasks **before the oral defense application deadline**.



步驟 2：口試事前準備：

Step 2：Pre-defense Preparations

1. 論文初稿及口試委員聘函(學校用印後擲回學生)，請於口試日期十天前自行送達口試委員。
Please send the first draft of the thesis and the Appointment of Dissertation Committee (after the university affixes the official seal, return it to the student) to the defense committee members at least ten days before the defense date.
2. **表4**(張數視口試委員人數而定)、**表5**(1張)、**表6**(1張)、**表7**(1張)及**表8**(1張)，請繕打應填寫部份。(表4及表5-請至研究所考試論文審查系統列印、表6-8請至精密所網站表格下載-點選研究生下載)
Please type the sections that need to be filled out in **Form 4** (number of sheets depends on the number of defense committee members), **Form 5** (1 sheet), **Form 6** (1 sheet), **Form 7** (1 sheet), and **Form 8** (1 sheet) in advance.) Please print Forms 1, 3, 4, and 5 from the Graduate School's Thesis Review System, and visit the institute's website to download Forms 6 to 8 by selecting "Download".)
3. 請轉知各指導教授指定研一學生於各口試進行時擔任紀錄及場地服務。
Please inform each thesis advisor to assign a first-year graduate student to serve as the recorder and provide venue services during each thesis defense.



步驟 3：口試當天準備：

Step 3: Preparation for the Thesis Defense Day

表4(張數視口試委員人數而定)、**表5**(1張)、**表6**(1張)、**表7**(1張)及**表8**(1張)，請攜至口試地點交給指導教授。

Please bring **Form 4** (number of sheets depends on the number of defense committee members), **Form 5** (1 sheet), **Form 6** (1 sheet), **Form 7** (1 sheet), and **Form 8** (1 sheet) to the defense venue and hand them over to each thesis advisor.



步驟4：離校手續準備：

Step 4: Departure Procedures Preparation

1. 論文考試及格後，請至精密所網站表格下載-點選研究生下載**表9-11**。
After passing the thesis exam, please go to the website of institute and download the form 9 to 11 by selecting "Download"
2. 依據離所手續單(表9)流程說明並備齊資料。
According to the Graduation Exit Procedure Form (Form 9), please follow the process instructions and prepare all required documents.
3. 如何領取畢業證書：**須辦完離所手續後**，上網查詢畢業離校狀態，網址為：
https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home，登入後再點選「其他」選單中「離校狀態查詢」選項，各單位皆顯示「ok」後，再請持學生證、口試結果通知書正本至註冊組領取畢業證書。
How to Obtain the Diploma: After completing the departure procedures, you can check your graduation and departure status online at the following website: https://onepiece.nchu.edu.tw/cofsys/plsql/acad_home. After logging in, select "Other" from the menu, then click on the "Leave School Processing" option. Once all units show "OK", please bring your student ID and the original thesis defense result notification to the Registration Office to collect your diploma.