

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

<http://www.lib.nchu.edu.tw/index.php/libpubservice/turnitin>，列印封面與總百分比，並請在右下方空白處簽名。

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

<http://www.lib.nchu.edu.tw/index.php/libpubservice/turnitin>. 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 Thesis Exam Application System:

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

4. 列印論文考試申請書、考試委員聘函、論文比對封面與總百分比(右下方空白處簽名)，於**口試申請時間前**送至所辦公室辦理後續行政作業。

Please print the Thesis Defense Application Form, the Examiner Appointment Letter, and the plagiarism comparison report cover page with the overall similarity percentage. Sign in the blank space at the lower right corner, and submit all documents to the department office **before the oral defense application deadline** for further administrative processing.

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（經學校用印後會發還給學生），學生須將論文初稿與聘函於口試日期前 10 天，自行以掛號郵寄方式寄送給各口試委員。（若口試當天口試委員需要開車進入校園，請先影印聘函影本，並連同「國立中興大學校本部洽公車輛入校申請資料表」，務必於口試前 3~7 天送交事務組辦理。）

The thesis draft and the oral examination committee invitation letters (stamped by the university and then returned to the student) must be sent by the student, together with the thesis draft, to each committee member by registered mail at least 10 days before the defense.

If any committee member needs to drive onto campus on the day of the defense, please photocopy the invitation letter and submit it together with the “National Chung Hsing University Main Campus Vehicle Entry Application Form for Official Visits” to the General Affairs Division 3-7 days before the defense.

2. 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(張數視口試委員人數而定/指導教授及本所教師不用填)、表 7(1 張) 及表 8(1 張)，請攜至口試地點交給指導教授。

※紙本論文若不立即公開，請另下載「國立中興大學學位論文【延後公開】申請書」(一式2份)(表格請至圖書館網站-電子學位論文系統下載)，於學位考試時由考試委員審核簽名確認(“紙本”論文若不立即公開時才需填寫繳交圖書館，電子檔公開與否，線上填寫即可)。

Please bring Form 4 (the number of sheets depends on the number of defense committee members), Form 5 (1 sheet), Form 6 (the number of copies depends on the number of oral defense committee members; not applicable to the advisor and faculty members of this institute), Form 7 (1 sheet), and Form 8 (1 sheet), to the defense venue and submit them to each thesis advisor.

※ If the printed thesis is not to be made publicly available immediately, please download the “National Chung Hsing University Thesis Deferred Public Access Application Form” (2 copies). The form can be downloaded from the Library website → Electronic Theses System.

During the thesis defense, the committee members will review and sign the form for confirmation.

(Note: This form is only required if the printed thesis will not be made public immediately. For electronic theses, whether they are made public or not can be handled through the online submission system.)

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.