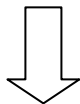


碩士班論文口試流程圖

Masters Thesis Oral Defense Flow Chart

提出指導教授申請

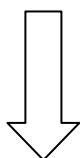
Apply for Advisor



入學第一學期開學後二週內須提出指導教授申請。Must apply for an advisor in the first semester within two weeks of admission.

提出論文計畫書申請

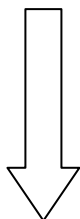
Apply for thesis proposal



第二學年之第一學期開學一個月內，由指導教授代表學生向系上提出論文計畫書審查。Around one month after the beginning of the first semester of the second academic year, the advisor will submit the thesis proposal to the Department for review on behalf of the student.

論文計畫書口試

Thesis Proposal Oral Defense

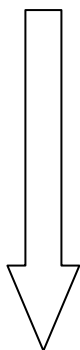


論文計畫書口試日期：
每年11月中旬（約開學後二個月左右）。計畫書口試紀錄表於口試後繳回系辦。

Date of thesis proposal oral defense：
Mid-November each year (about 2 months after the beginning of the semester).
Submit the Proposal Oral Record Form to the Department Office after the oral defense.

畢業論文口試

Graduation Thesis Oral Defense



1. 畢業論文口試日期：每年6月10日前後至7月31日止。
2. 由指導教授代表學生最遲於口試二週前向系上提出論文口試申請。相關表格於口試後繳回系辦。
3. 8月份及2月份舉行論文口試者，仍須在新學期註冊繳費，且畢業年度為新學期。

- a. Date of Graduation Thesis Oral Defense：Around June 10 to July 31 each year.
- b. The advisor will submit a thesis oral defense application to the Department on behalf of the student 2 weeks before the oral defense at the latest.
- c. Those taking their oral defense in August and February must register and pay for the new semester, and year of graduation will be the new semester.

畢業離校

Graduation

1. 正式論文（綠色平裝本2本、全文光碟1份）請於口試通過後一個月內繳交。

2. 填寫並繳交碩博班畢業生問卷調查表。

a. Submit formal thesis (2 copies of green paperback cover, 1 full-text CD copy) within 1 month after passing oral defense.

b. Complete and submit Masters and Doctoral Graduation Survey.

碩士論文學位考試依下列程序施行之 Procedure for Masters Degree Exam :

一、碩士論文口試委員會由指導教授推薦校內或校外口試委員組成（不限校外委員所佔比例，**含指導教授3至4名**），並延聘其中一位委員為召集人，但指導教授不得兼任召集人。

1. The masters thesis oral defense committee comprises members from the University and outside the University recommended by the advisor (there is no restriction on the ratio of campus and off-campus members, and the committee comprises 3-4 members including the advisor). One of the members will serve as the convener, but the advisor is not allowed to be the convener.

二、由指導教授安排口試時間，並於口試二週前繳交「碩士論文口試推薦書」紙本至本系孫小姐，俾便上簽呈核發聘函予口試委員並準備相關資料。

◎ 將下列資料於口試前先準備好。（可至機械網頁 <http://www.me.nctu.edu.tw> →「招生暨修業規定」→研究所「論文口試畢業相關資訊取用」中下載）

1. 論文口試委員會審定書（一份）。
2. 口試成績報告表（份數依口試委員人數而定）。
3. 學位考試成績資料表（一份）。

2. The advisor will arrange the date and time of the oral defense, and submit hard copies of the Masters Oral Defense Recommendation Letter to Ms. Sun of the Department 2 weeks before the oral defenses so that signed letters of appointment can be issued to the oral defense committee members and relevant information prepared.

◎ Complete the following prior to the oral defense. (Go to the Mechanical Engineer webpage <http://www.me.nctu.edu.tw> →“Admissions and Graduation Regulations”→download Graduate School “Thesis Oral Defense and Graduation Information”)

1. Thesis Oral Defense Committee Review Report (1 copy).
2. Oral defense grade report (number of needed copies is based on the number of oral defense committee members).
3. Degree Exam grade report form (1 copy).

三、口試進行，至少須有委員三人出席方得舉行。論文考試成績以七十分為及格，並以出席委員評定分數平均決定之。出席委員如有二分之一以上出席委員評定不及格者即以不及格論。口試成績報告表、學位考試成績資料表、及論文口試費印領清冊請於口試當天繳回系辦，審定書影本於論文修改完成後繳回。

◎ 口試試場內須準備：

1. 論文口試委員會審定書--- 1份，所有口試委員須簽名，**指導教授須於「口試委員」、「指導教授」兩欄簽名**，再請系主任簽名
2. 學位考試成績資料表--- 1份，交給召集人填寫平均分數並簽名（召集人不得為指導教授）
3. 論文口試成績報告表--- 每位口試委員1份
4. 論文口試費印領清冊--- 1份（系辦於口試前提交指導教授），務請**校外**口試委員簽名確認

3. At least 3 committee members must be present for the oral defense to proceed. The passing grade for the thesis exam is 70, and is the average of the scores given by the committee members. If more than one-half of the committee members present give a failing grade, then the student receives a failing grade. On the same day of that the thesis exam is completed, the oral defense grade report, oral defense report, Degree Exam grade information form and list of oral defense fees must be submitted to the Department, and a copy of the review report must be submitted after the thesis has been corrected.

◎ Preparation for Oral Defense Venue:

1. Thesis Oral Defense Committee Review Report ---1 copy, to be signed by all the oral defense committee members. The advisor must sign on both the Oral Defense Committee and Advisor lines, followed by the signature of the Department Chair
2. Degree Exam grade report form --- 1copy, to be submitted to the convener to record the average score and sign (the advisor cannot be the convener).
3. Thesis oral defense grade report --- a copy for each oral defense committee member.
4. List of thesis oral defense fee --- 1 copy (The Department Office will submit it to the advisor before the oral defense). Ensure that off-campus oral defense committee members sign and validate it.

四、在規定修業期限內未能通過學位考試或未能完成應修課程者，即令退學。

4. Students who fail to pass the Degree Exam or complete thesis correction within the required time to degree must drop out.

五、口試通過且論文修改完成後一個月內，請至「國立交通大學博碩士論文全文檢索系統」(<http://140.113.39.130/gs/tulogin.htm>)，完成論文上傳及授權，帳號及密碼為本校圖書館之讀者證號及密碼，待圖書館審核通過後始可送印論文紙本。

5. Within 1 month of passing the oral defense and completing thesis correction, log in to the National Chiao Tung University Dissertations and Theses Upload System (<http://140.113.39.130/gs/tulogin.htm>) to complete thesis upload and authorization. The account number and password is the reader ID and password for the University library. Upon review and approval by the library, make hard copies of the thesis.

六、已繳交審定書影本且論文上傳後約一至兩天，即可至「畢業離校系統」(<http://reg-grad.nctu.edu.tw/>)列印畢業離校程序單，由指導教授簽名，同以下資料繳交至系辦：綠色平裝本 2 本（由系上轉送 1 本至圖書館、1 本至註冊組）及全文光碟 1 份（系上留存）、論文電子檔審核通過通知單、國家圖書館授權書（若有授權）、華藝數位授權書（若有授權），辦理離校。

6. To apply for graduation, about 1-2 days after submitting a copy of the review report and uploading the thesis, go to Graduate System (<http://reg-grad.nctu.edu.tw/>) and print the graduation procedure, have it signed by the advisor and submit it to the Department Office together with the following: 2 green paperback cover hard copies (the Department will send 1 copy to the library and 1 copy to the Registrar Group) and 1 full-text digital CD (to be kept by the Department), thesis digital file approval notice from the library, authorization letter to the National Library (if giving authorization), and Airiti digital authorization (if authorizing).

七、論文裝訂注意：「博碩士論文全文電子檔著作權授權書」、「博碩士紙本論文著作權授權書」、「國家圖書館博碩士論文電子檔上網授權書」（若有授權）、「華藝數位授權書」（若有授權）及「口試委員審定書」依序裝訂在書名頁之次五頁。

7. Thesis Binding: Following the title page, the next 5 pages must comprise the following, in respective order: Doctoral and Masters Thesis Author's Letter of Authorization for Full-text Digital File, Doctoral and Masters Thesis Author's Letter of Authorization for Hard Copy, National Library Doctoral and Masters Thesis Author's Letter of Authorization for Full-text Digital File, Authorization Letter to the National Library for Uploading Doctoral and Masters Thesis (if giving authorization), Airiti digital authorization (if authorizing) and Thesis Oral Defense Committee Review Report.

八、學位論文格式可至本校註冊組網頁或本系網頁中查詢。

8. Format requirement for degree thesis can be found in the University's Registrar Group webpage or the Department webpage.

※繳至本系之論文全文光碟，

光碟封面須含：請按下列格式製作並以光碟標籤印出貼上（光碟貼紙可至系辦領取）

- (1) 畢業學年度
- (2) 學生姓名及學號
- (3) 指導教授姓名
- (4) 論文名稱
- (5) 畢業年月；

光碟內容須含：

- (1) 論文全文原始檔
- (2) 論文全文 PDF 檔
- (3) 摘要原始檔
- (4) 摘要 PDF 檔
- (5) 論文口試委員已簽名之審定書（請掃描成圖檔）

※Full-text thesis CD submitted to the Department must fulfill the following requirements:

CD cover must include: The following format, and labeled with CD label (CD labels may be obtained from the Department Office)

- (1)Academic year of graduation
- (2)Student name and student number
- (3)Name of advisor
- (4)Title of thesis
- (5)Year and month of graduation

CD content must include: (1)Original file of full-text thesis

- (2)PDF file of full-text thesis
- (3)Original file of abstract
- (4)PDF file of abstract
- (5)Signed copy of the Thesis Oral Defense Committee Review Report (please scan as image file)

九、填寫並繳交本系碩博班畢業生問卷調查表。

9. Complete and submit the Department's masters and doctorate graduate survey

※ 8 月份及 2 月份舉行論文口試者，仍須在新學期註冊繳費，且畢業年度為新學期。

※ Those taking their oral defense in August and February must register and pay for the new semester, and year of graduation will be the new semester.

※ 若中文與英文有不一致或衝突時，以中文為主。

※ ※The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.

國立交通大學 機械工程學系 *National Chiao Tung University Department of Mechanical Engineering*

Edit October 5, 2014