

# 成大光電系博士班學位考試程序

\*本表可至系網"下載處"下載

## The Doctoral Dissertation Examination Procedures

1. 口試日期--《上學期》開學一週後~12/25 或 1/2~1/30、《下學期》開學一週後~7/30。

Available period for the oral examination –

Fall semester: From the second week of the semester to Dec. 20 or From Jan. 2 to Jan. 30.

Spring semester: From the second week of the semester to July 30.

\*若遇春節或假日，請提前。Please schedule the date of your oral examination in advance of Chinese New Year or public holidays if coincidence.

2. 申請期限--《上學期》開學後~1/20 止、《下學期》開學後~7/20 止。

Deadline : (Fall semester) January 20; (Spring semester) July 20.

3. 口試成績請於口試完即交至系辦，若有其他考量，依註冊組法規規定，最遲需於《上》1/31 或《下》7/31 交，否則此次口試計 1 次不通過。

Please submit the defense scoring chart to the Department Office right after the oral examination. To validate the examination, the scoring chart needs to be handed over by Jan. 31 (Fall semester) or July 31 (Spring semester) according to the regulations of the Registrar's Division.

steps	處理事項 specifics
1	<p>填寫"畢業資格審查表"(網頁下載，繳交時並寄電子檔至 <a href="mailto:em65280@email.ncku.edu.tw">em65280@email.ncku.edu.tw</a>)，依表附所需之證明文件，交至系辦申請畢業資格審查(約需 1 週)。</p> <p>Fill in the "Graduation qualification review form" (Downloadable from the website of the department, also send a softcopy to <a href="mailto:em65280@email.ncku.edu.tw">em65280@email.ncku.edu.tw</a>), hand over the hardcopy along with all the required documents to the Department of Photonics - General Office.</p> <p>The review process takes about one week.</p> <p>*公開演講 (填寫公開演講申請表向當年負責專題演講之教授接洽)</p> <p>Public presentation (Fill in and submit the public presentation application form to the instructor of the seminar course)</p>
2	<p>至學位考試申請作業系統 <a href="http://campus4.ncku.edu.tw/wwwmenu/program/mou/">http://campus4.ncku.edu.tw/wwwmenu/program/mou/</a> 申請，列印繳交：<b>學位考試申請書</b>(指導教授簽名)。</p> <p>Once the 1st step is completed, apply for the final oral examination graduate degree online at <a href="http://campus4.ncku.edu.tw/wwwmenu/program/mou/">http://campus4.ncku.edu.tw/wwwmenu/program/mou/</a>. Fill in and print out the <b>Oral Defense Application Form</b>. Submit the application form with advisor's signature to the Dept. Office.</p> <p>1. 請直接在線上輸入，勿使用文書軟體再複製，中文輸入時不要有半型空白鍵，以免亂碼；若有罕見字，請先至計中<a href="#">下載</a>、安裝，若仍有異，請至系辦。</p> <p>Contact the Department Office if any rare Chinese characters presented.</p> <p>2. 考試委員 5~9 位，其中校外口試委員需佔委員之 1/3，若有<b>副教授級委員</b>，需另繳交<b>口試委員之審查會議記錄</b>(系網下載)，經博士候選人之 3 位委員會議審查資格。</p> <p>The defense committee should consist of 5~9 members. One third of the committee members needs to be external faculty. The committee members are required to be Professors</p>

	<p>(nor assistant professor or associate professors).</p> <p>3. 校外委員資料建檔前請先查詢是否已有舊資料，勿重覆輸入，委員資料若需修改請至系辦。</p> <p>Please query existing data before entering external members' information. Do Not duplicate external members' information if they already exist. Contact the Department Office if any update of the member's information is necessary.</p> <p>異動 Changes to your application :</p> <p>1.學校通過申請前若需修改，請至系辦提出，若已通過，則需上網異動並列印。 Submit the change to the Department Office.</p> <p>2.口試後論文題目若需修改，請於口試成績交出前，馬上上網異動。 If your dissertation title needs to be modified after oral examination, please submit your changes online before submitting the report of the oral examination.</p>
3	<p>(口試前 1~2 天)至系辦領取口試相關物件 (Before the oral examination) Collect the following documents from the Department Office.</p> <ol style="list-style-type: none"> <li>1. 委員聘函 Letters of appointment for the committee members</li> <li>2. 口試委員之審查及交通費資料 (請自行墊付相關費用，口試後歸墊) Examination and travel expenses forms for the committee members (Reimbursement of all the related expenses should be processed after the oral defense). *交通費需依主計室的規定 Travel expenses must adhere to the accounting rules.</li> </ol> <p>自行列印 Print out the following</p> <ol style="list-style-type: none"> <li>1. 論文評分表(每位委員 1 張) Defense scoring chart (one for each committee member).</li> <li>2. 合格證明委員簽名單，並自行安排口試相關事項(場地布置、通知委員等) Certificate compliance (committee members' signature will be required). The student is responsible for scheduling the time for the oral defense with the committee, reserving a conference room for the presentation, etc.</li> </ol>
4	<p>(口試後)交 After the oral examination:</p> <ol style="list-style-type: none"> <li>1.委員費之收據 Expense forms/receipts</li> <li>2.評分表 Scoring chart</li> <li>3.點心費 1000 元發票或收據(需有統編的商家，商家名稱需清楚顯示，並註明成大統編 69115908) Receipts (with NCKU tax ID number: 69115908) of the refreshments.</li> </ol> <p>*口試後將申請所墊費用。 The reimbursement will be processed based on those receipts.</p>
5	<ol style="list-style-type: none"> <li>1. 上傳論文及授權作業(成功大學電子學位論文服務系統 ETDS)： <a href="http://etds.lib.ncku.edu.tw/main/index">http://etds.lib.ncku.edu.tw/main/index</a>，於收到核准通知後(約 3 天)即可辦理離校。 Upload your dissertation and complete the authorization process online (NCKU Electronic Theses &amp; Dissertation Service ETDS) : <a href="http://etds.lib.ncku.edu.tw/main/index">http://etds.lib.ncku.edu.tw/main/index</a> You can start processing the formalities of leaving school procedure after receiving the approval notice (about 3 days).</li> </ol>

\*論文題目名稱、摘要、關鍵詞均需中英文並附。

The title, abstract, and keywords need to be written in both Chinese and English.

\*請自行詳閱由圖書館 email 論文審核通過之所列授權書、專利、...等說明。

Carefully examine in the approval email on licensing, patents, *etc.*

\*此部份之相關問題，請先自行參閱該網站系統之各項說明，該系統之負責單位為圖書館數位論文小組(分機 65773)。

Refer your questions to the FAQ section on the ETDS website. Contact the ETDS team on extension 65773 if there is any question.

2. 於"成功入口"下載列印"離校手續單"辦理離校手續(需於下一個學期開學前完成)。  
Download "the application form for graduation from NCKU" from Cheng-Kung Portal and begin the formalities of leaving school procedure.

3. 系辦代收 1 本論文(精裝，封面黑色、字體白色)、2 吋博士照 1 張(照片電子檔寄系辦)，論文延後公開/下架申請書(選項)。

Submit one hardcopy of your dissertation to the Department Office (hardcover, black cover, white font), one 2 inch photo of Ph.D. degree (email the electronic file to the Department Office), Application for deferred publication of dissertation (optional).

4. 交總圖 1 本論文(精裝，如上)。

Submit one hardcover dissertation to the NCKU library.

5. 交 2 吋博士照 1 張至註冊組領畢業證書。

Submit one 2 inch photo of PhD degree to the Registrar's Division for collection of certificate (before the start of the next semester).

\*建議最遲於預定離校前 1 週即進行此步驟，以免退件而延誤離校。

To avoid any delay, please complete this step one week before the plan of your leaving school.

\*如果可以，請找一位台籍實驗室同事協助，將會比較順利。

Please ask a Taiwanese lab colleague for assistance, it will make procedure smoother.