

108-2 物理學系博/碩士班學位口試注意事項

2st Semester of the Academic Year 2019/2020: Physics Department Graduate Program Oral Test/Thesis Defense Notification

Updated on 2020.02

- 口試申請時間 Application period : 2020.02.17-2020.06.30
- 口試最遲完成時間 Oral Thesis Defense must finish before : 2020.07.24
(如校曆規定 as per University Academic Calendar)
- 表單下載 : <http://pdc.adm.ncu.edu.tw/Register/> –表格下載 – 博/碩士論文表格
Application form can be downloaded from – http://pdc.adm.ncu.edu.tw/eng/en_index.asp – forms – doctoral/master thesis form
- 中央大學博士班、碩士班研究生學位考試細則(<http://pdc.adm.ncu.edu.tw/rule/rule108/16.pdf>)
NCU Graduate Program Exam Regulations
(http://pdc.adm.ncu.edu.tw/eng/rule/NCU_Doc15_ed.pdf)

時間 Time	工作項目 Item 下列相關表單如有電子檔，相關資料(如姓名、論文題目.等)請用電腦繕打，盡量避免手寫字體。(簽名除外) If there are electronic copies of the following documents or related information (such as name, thesis title, etc.), printed copies are preferred, avoid using handwritten documents (except for signatures).
口試前 二週 Two weeks before the exam	備妥下列文件經指導教授簽名後至系辦申請 Provide the following documents (<u>with the supervisor's signature</u>) to the Department Office for application: 1. 學位考試申請表：請預先填好姓名、系所、組別（博士生才需填寫）、學號、身份、電話、論文題目、考試委員資料（姓名、最高學歷（寫明學校名稱）-博士或碩士、服務單位- XX 大學 XX 系/中研院 XX 所、職稱-教授/副教授/助理教授/研究員/副研究員/助理研究員）、備註欄註明『指導教授』及『主持人』。 Application form for the Degree Examination: Please fill in your name, department, group (applicable for Doctoral students ONLY), student ID No., ID No., contact phone number, thesis title, examiners' particulars (including their name, highest academic qualification {indicate the name of the institution} -PhD/MSc, unit/department- [XX] University/[XX] Department of Academia Sinica, position – Professor/Associate Professor/Assistant Professor/Researcher/Associate Researcher/Assistant Researcher) and <u>clearly indicate "Supervisor" and "Host"</u>. 2. 歷年成績單：請事先向註冊組販賣機申請。 Academic Year Grade Transcripts: Please apply for a transcript from the vending machine at the Registration Group. 3. 學位考試委員聘書：請事先用電腦打字 XXX 學年度第 X 學期、委員姓名。 Employment Certificate for Degree Examination Committee member: Please fill this in online beforehand including the [xxx] Academic Year [xxx] Semester and the names of the examiners. 4. 指導教授推薦書影本。 Include a <u>photocopy</u> of the Advisor's Recommendation letter 5. 學術研究倫理修課證明。(http://ethics.ncu.edu.tw/) Certificate for Academic Research Ethics. (http://ethics.ncu.edu.tw/) 博士生另需提供 Additional requirements for Doctoral students : 6. 論文初稿及提要。 Draft of thesis and abstract 7. 博士班學生期刊論文審核表（請至物理系網頁-系所規章 下載檔案） Doctoral Students' Thesis Publication Verification Form (please download from the Department webpage, under "Department Regulations") 8. 兩篇已發表論文全文或論文被接受證明 Proof that two papers have been published or have been accepted for publication

□試前一週 A week before the exam	向系辦領取 Collect the following from the Department Office: 1. 已簽核學位考試申請表影本 A photocopy of the signed Application form for the Degree Examination 2. 已核章學位考試委員聘書 Stamped Employment Certificate for Degree Examination Committee member 3. □試費印領清冊 (□試費用於□試完畢由校方撥入帳戶) Exam fee inventory list (exam expenditures will be processed and transferred to the relevant accounts by the university after the end of the exam)
□試當天 On the day of the exam	備妥下列文件給□試委員簽名 Prepare the following for the examiners' signatures: 1. □試費印領清冊 (外校□試委員務必填寫：身份證字號、金融機構名稱 (銀行/分行)、帳號、戶籍地址。本校□試委員因校方已建有資料，僅需提供身份證字號。) Exam fee inventory list (external examiners are required to fill in: their ID no., bank name (bank/branch), account number and corresponding address. Internal examiners only need to provide their ID no., as other relevant information can be found in the university database) 2. 學位考試試卷(考試評定報告單)(請自行至註冊組網頁下載檔案) Report for Degree Examination (Examination Paper) (downloadable from the web archives of the Registration Group) 3. 學位考試評分條(請自行至註冊組網頁下載檔案) Degree Examination Score Paper (downloadable from the web archives of the Registration Group) 4. □試委員審定書(請自行至註冊組網頁下載檔案) Verification Letter from the Oral Examination Committee (downloadable from the web archives of the Registration Group) 博士生另需準備 Additional requirements for Doctoral students : 5. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publication Verification Form 6. 兩篇已發表論文全文或論文被接受證明 Proof that two papers have been published or have been accepted for publication
□試完三天內 Within three days after the exam	考生繳回 (或提醒指導老師繳回) 下列文件給系辦 Students are required to submit (or remind the supervisor to submit) the following to the Department Office 1. 簽完名之印領清冊 Signed exam fee inventory list 2. 學位考試試卷(考試評定報告單) Report for Degree Examination (Examination Paper) 3. 學位考試評分條 (黏貼在 2.學位考試試卷背面) Degree Examination Score Paper (pasted onto back side of Report for Degree Examination) 4. □試委員審定書 (影本) Photocopies of the Verification Letter from the Oral Examination Committee 博士生另需繳交 Additional requirements for Doctoral students : 5. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publications Verification Form 6. 兩篇已發表論文全文或論文被接受證明 Proof that two papers have been published or have been accepted for publication
備註：考試評定報告單上的學位考試成績請務必填寫至小數兩位。 Note: The grades for the exam on the exam assessment report card must be given to two decimal points.	

✧ 辦理畢業離校程序請至物理系網頁-系所規章下載『研究生畢業離校手續』。

For the school departure procedure after graduation, please refer to the Graduate Students' School Departure Procedure from the Department's webpage, under Department Regulations.

✧ 所有離校之程序務必最遲於 2020.07.31 完成 (如校曆所規定)，並取得畢業證書。

All school departure matters are to be completed by the 2020.07.31 at the latest (as noted in the University Academic Calendar), along with the collection of the graduation certificate.