

112-1 物理學系博/碩士班學位口試注意事項

1st Semester of the Academic Year 2023/2024: Physics Department PHD/MA Thesis Defense Notification

Updated on 2023.10.23

- 口試申請時間 Application period : 2023.09.11-2023.12.29
- 口試最遲完成時間 Oral Thesis Defense must finish before : 2024.01.12(如校曆規定 as per University Academic Calendar)
- 表單下載 : https://pdc.adm.ncu.edu.tw/form_reg.asp -表格下載-博/碩士論文表格
Application form can be downloaded from - <https://pdc.adm.ncu.edu.tw/eng/forms.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(<https://pdc.adm.ncu.edu.tw/rule/rule111/16.pdf>
NCU Graduate Program Exam Regulations (https://pdc.adm.ncu.edu.tw/eng/rule/NCU_Doc16_ed.pdf)
第四條「學位考試」，應依下列規定組織學位考試委員會辦理。
一、博士學位考試委員五人至九人，碩士學位考試委員三人至五人，均由系(所、專班、學位學程)向校長推薦，並由校長遴聘之；其中校外委員人數，博士學位考試至少應有二人，碩士學位考試至少應有一人；校外委員係指非本校專任(案)教師及研究人員(含本校聘任之兼任教師)。口試委員互推一人為學位考試主持人，但指導教授不得擔任主持人。
Article 4
A degree examination committee should be established in accordance with the following paragraphs to conduct a degree examination.
1. A doctoral degree examination committee should have five to nine members; a master's degree examination committee, three to five members. The committee members shall be recommended by the department (graduate institute, special program, or degree program) to the NCU president and appointed by the president. In terms of the number of members from outside NCU, there should be at least two members from outside NCU in a doctoral degree examination committee and at least one member from outside NCU in a master's degree examination committee. A member outside NCU refers to a member who is not full-time faculty, project faculty, and researchers (including part-time faculty hired by NCU). The committee members could recommend one member as the convener for the degree examination committee; however, the thesis advisor should not be chosen as the convener.
- 本校「學生違反學術倫理案件處理原則」<https://pdc.adm.ncu.edu.tw/rule/rule111/29-1.pdf>
- 畢業論文格式條例 Thesis Format Regulations of NCU <https://pdc.adm.ncu.edu.tw/Form/form/form03-02-1.pdf>

時間 Time	工作項目: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 至少二 週 At least Two weeks before the exam	<p>線上申請:請參閱附件說明。 Online application: Please refer to the attachment description.</p> <p>線上申請審核文件附加檔案 Please attached</p> <ul style="list-style-type: none">● 碩士 Master<ol style="list-style-type: none">1. 指導教授推薦書 Recommendation letter from the student's thesis director2. 學術倫理通過證明 Certificate for Academic Research Ethics3. 論文相似度比對報告(電子回條) Paper similarity comparison report (electronic reply slip) (https://www.lib.ncu.edu.tw/TurniTin)4. 論文初稿及摘要 Draft of thesis and abstract● 博士 PHD<ol style="list-style-type: none">1. 指導教授推薦書 Recommendation letter from the student's thesis director2. 學術倫理通過證明 Certificate for Academic Research Ethics3. 論文相似度比對報告(電子回條) Paper similarity comparison report (electronic reply slip) (https://www.lib.ncu.edu.tw/TurniTin)4. 修課組別選擇表(Course Requirements Selection Form for PhD Students)5. 免修課程或抵修課程申請通過文件(成績系統無呈現的課程)。 Approved documents for application for not taking or waiver courses (Those courses not shown in the grade system).6. 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")7. 兩篇已發表論文全文或論文被接受證明(請參見物理系博士生資格考辦法說明) Proof that two papers have been published or have been accepted for publication (Please refer to the description of "Bylaw of the requirements and the qualifying examination for PhD candidates".)8. 論文初稿及摘要 Draft of thesis and abstract <p>請主動告知系辦口試日期並登記考場。 Email:corona@ncu.edu.tw</p> <p>Please inform the department office about the date of the oral examination and register for the examination room. Email:corona@ncu.edu.tw</p>

<p>口試前一週 A week before the exam</p>	<p>向系辦領取 Collect the following from the Department Office:</p> <ol style="list-style-type: none"> 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. 口試費印領清冊 (口試費用於口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) <p>校外口試委員免費停車:三天前 Email:corona@ncu.edu.tw (1.使用日期 2.委員姓名 3.單位 4.車牌號碼) Free campus parking permit for outside examiner: Please Email:corona@ncu.edu.tw three days before your exam (1.Using date 2.Name 3. Working unit 4.car number)</p>
<p>口試當天 On the day of the exam</p>	<p>備妥下列文件給口試委員簽名 Prepare the following for the examiners' signatures:</p> <ol style="list-style-type: none"> 1. 完整論文比對報告 Complete paper comparison report 2. 口試費印領清冊 (外校口試委員務必填寫：身份證字號、金融機構名稱 (銀行/分行)、帳號、戶籍地址。本校口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) 3. 學位考試評定報告單(請自行下載檔案) Report for Degree Examination committee (downloadable from Portal) 4. 學位考試評分條(請自行下載檔案) Degree Examination Score Paper (downloadable from Portal) 5. 口試委員審定書(請自行下載檔案)如論文題目有特殊字，無法正確顯示，請自行到註冊組網頁下載空白 word 檔案。 Verification Letter from the Oral Examination Committee (downloadable from Portal) <p>博士生另需準備 Additional requirements for Doctoral students：</p> <ol style="list-style-type: none"> 6. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publication Verification Form 7. 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
<p>口試完三天內 Within three days after the exam</p>	<p>指導老師繳回下列文件給系辦 Supervisor are required to submit the following to the Department Office</p> <ol style="list-style-type: none"> 1. 簽完名完整論文比對報告封面 Signed complete paper comparison report COVER 2. 簽完名之印領清冊 Signed exam fee inventory list 3. 學位考試評定報告單 Report for Degree Examination committee 4. 學位考試評分條 (黏貼在 3.學位考試試卷背面) Degree Examination Score Paper (Please paste the score paper at the back of the Report for Degree) 5. 口試委員審定書 (影本) Photocopies of the Verification Letter from the Oral Examination Committee <p>博士生另需繳交 Additional requirements for Doctoral students：</p> <ol style="list-style-type: none"> 6. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publications Verification Form 7. 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
<p>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.</p>	

- ◇ 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 2024.01.31 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 2024.01.31 at the latest (as noted in the University Academic Calendar), along with the collection of the graduation certificate.
- ◇ 論文題目：學位考試成績評定報告單、論文審定書、論文封面三者論文題目須一致。Thesis Title: The thesis title must be identical in the Oral Examination Report for the Oral Examination Committee, the Verification Letter from the Oral Examination Committee, and the cover of the hard-copy thesis.