

# 109-1 物理學系博/碩士班學位口試注意事項

## 1st Semester of the Academic Year 2020/2021: Physics Department Graduate Program Oral Test/Thesis Defense Notification

Updated on 2020.08

- 口試申請時間 Application period : **2020.09.14-2020.12.31**
- 口試最遲完成時間 Oral Thesis Defense must finish before : **2021.01.15**  
(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](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](http://pdc.adm.ncu.edu.tw/eng/rule/NCU_Doc15_ed.pdf))  
**109.06.17 教務會議通過、109.07.27 臺教高(二)字第 1090104860 號函備查**  
第四條「學位考試」應依下列規定組織學位考試委員會辦理。  
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，**其中校外委員須三分之一(含)以上**。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。

時間 Time	<p><b>工作項目 Item</b></p> <p>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) <b>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).</b></p>
口試前 二週 Two weeks before the exam	<ul style="list-style-type: none"> <li>● 線上申請:請參閱附件說明。 Online application: Please refer to the attachment description.</li> <li>★ 請主動告知系辦口試日期並登記考場。 Please inform the department office about the date of the oral examination and register for the examination room.</li> <li>★ 線上簽核完畢後，請列印申請單&amp;聘書送系辦用印。 After the online approval is completed, please print the [Application form] &amp; [Employment Certificate for Degree Examination Committee member] to department office for stamping.</li> </ul> <ul style="list-style-type: none"> <li>● 紙本申請 (已線上申請者不須繳交紙本) Paper application (Applicants who have already applied online do not need to submit paper application) 備妥下列文件經指導教授簽名後至系辦申請 Provide the following documents (<b>with the supervisor's signature</b>) to the Department Office for application:             <ol style="list-style-type: none"> <li>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 <b>clearly indicate "Supervisor" and "Host"</b>.</li> <li>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.</li> <li>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.</li> <li>4. 指導教授推薦書影本。 Include a <b>photocopy</b> of the Advisor's Recommendation letter</li> <li>5. 學術研究倫理修課證明。(http://ethics.nctu.edu.tw/) Certificate for Academic Research Ethics. (http://ethics.nctu.edu.tw/)</li> </ol> </li> </ul> <p>博士生另需提供 Additional requirements for Doctoral students :</p> <ol style="list-style-type: none"> <li>6. 論文初稿及提要。</li> </ol>

	<p>Draft of thesis and abstract</p> <p>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")</p> <p>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</p>
<p>□試前一週 A week before the exam</p>	<p>向系辦領取 Collect the following from the Department Office:</p> <p>1. 已簽核學位考試申請表影本 A photocopy of the signed Application form for the Degree Examination</p> <p>2. 已核章學位考試委員聘書 Stamped Employment Certificate for Degree Examination Committee member</p> <p>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)</p>
<p>□試當天 On the day of the exam</p>	<p>備妥下列文件給□試委員簽名 Prepare the following for the examiners' signatures:</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>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)</p> <p>博士生另需準備 Additional requirements for Doctoral students :</p> <p>5. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publication Verification Form</p> <p>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</p>
<p>□試完三天內 Within three days after the exam</p>	<p>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</p> <p>1. 簽完名之印領清冊 Signed exam fee inventory list</p> <p>2. 學位考試試卷(考試評定報告單) Report for Degree Examination (Examination Paper)</p> <p>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 )</p> <p>4. □試委員審定書 (影本) Photocopies of the Verification Letter from the Oral Examination Committee</p> <p>博士生另需繳交 Additional requirements for Doctoral students :</p> <p>5. 博士班學生期刊論文審核表 Doctoral Students' Thesis Publications Verification Form</p> <p>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</p>
<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 **2021.01.29** 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 **2021.01.29** at the latest (as noted in the University Academic Calendar), along with the collection of the graduation certificate.