

學位考試 Oral Defense – 碩士生 Master Student

畢業條件 Requirement

- 休業滿一學年(含) Complete at least one academic years of study
- 修畢畢業學分數 Credits for Degree Requirements
- 修畢學術研究倫理教育課程 Complete Academic Research Ethics Course [修習方式說明 Course Guideline](#)
- 完成論文初稿 Draft of the Thesis/Dissertation (including an abstract)

口試申請 Application

- 路徑Route: 校務資訊系統 Academic Information System ⇒ 研究生學位考試 Application System of Oral Defense
⇒ 登錄作業 Start to apply

- 時間Time: **口試日期前二週登錄 Register 2 weeks before oral defense**

Step 1: 填寫考試資訊後，按下【存檔】 Fill in Exam Detail, Click【Save】

Step 2: 取得論文授權書、設定延後公開 Set Repository Authorization

※若需延後公開，請上傳相關佐證文件。If an embargo is applied, please
upload the **supporting documents signed by both the author and the advisor.**

[圖書館論文庫操作手冊 NTHU Dissertations & Theses Repository Guideline](#)

Step 3: 按下【送出申請】 Submit the application



繳交文件
Submit
Documents

繳交以下文件至院辦 **Submit below documents to the office of CoSR:**

1. 半導體研究學院碩士學位考試申請表 CoSR Application Form for Master's Degree Exam 【[官網 CoSR website](#)】
2. 碩士學位考試申請表 Application Form for Master's Degree Exam ⇒ 【[校務資訊系統 Academic Information System](#)】
3. 歷年中文成績單 Chinese Academic Transcript ⇒ [研究生學位考試 Application System of Oral Defense](#) ⇒ [報表 Print forms](#)
4. 畢業學分審核表 Graduation Credit Review Form 【[官網 CoSR website](#)】
5. 學術研究倫理課程修課證明 Academic Research Ethics Education Certificate of Completion
6. 畢業論文初稿 **PDF檔** Draft of the Thesis/Dissertation (including an abstract) **PDF files**
7. 論文符合學術倫理聲明書 Thesis/Dissertation Affidavit 【[官網 CoSR website](#)】
8. 論文相似度無抄襲切結書 Declaration of Originality 【[官網 CoSR website](#)】
9. 論文相似度比對報告 Report of the Thesis/Dissertation Originality Check 【[Turnitin](#)】 [使用指南 User Guide](#)

※本院規定相似度指數(不含參考文獻)須於 **25% 以下**。

The similarity index (exclusive of references) must be **less than 25%**.

※請印出相似度比對報告%數的頁面[第1頁，如公告範例]，並於空白處簽名。

Please print the originality percentage page (page 1; see the sample) and sign in the blank space.

※第6項論文初稿PDF檔 email 至 cosr_adms@my.nthu.edu.tw，信件標題與檔名為「部別_學號+姓名_碩士論文初稿」

Email subject: "Dept._Student ID + Name_Thesis draft".

➤ 考試委員如須以視訊方式參與考試，請填寫「碩、博士學位考試採用視訊方式辦理申請單」。(指導教授及以視訊方式參與之考試委員，不得為主持人，規定請詳「國立清華大學半導體研究學院碩、博士學位考試採用視訊方式辦理作業辦法」。)

If any committee member will attend by videoconference, please submit the Application for Conducting a Master's/Doctoral Degree Examination by Videoconference.

口試審核 Application Review

→學院審核 College Review

- 審核通過後由系統以 email 通知

The system will email the approval notification.

(若審核不通過，撤銷後重送 If the review is not approved, the application will be withdrawn and must be resubmitted.)

※同學收到通知後即可登入「校務資訊系統」⇒研究生學位考試⇒報表，列印學位考試所需的表單及寄送考試委員聘函(選擇「以email寄送聘函」)。

After receiving the notification, log in to the **Academic Information System** ⇒ **Application System of Oral Defense** ⇒ **Print forms** to print the required forms and email the appointment letter to committee members by selecting “Send the Appointment Letter for Degree Exam by Email.”

※同學信箱請勿使用Gmail，避免被系統擋下，無法順利寄給考試委員；若系統無考試委員email，請提供委員email給院辦承辦人建檔。如口委需要紙本聘函，請持聘函至院辦用印。

Do not use Gmail addresses, as emails may be blocked. If a committee member's email is not in the system, provide it to the College Office. For a hard-copy appointment letter, bring it to the College Office for the official seal.

→註冊組審核 Division of Registration Review

- 3個工作天內系統以mail通知系所結果

The system will email the department the result within 3 business days.

口試當天
Oral Defense
Day

準備文件 Prepare:

★請確認下列各項文件論文題目是否正確(含論文授權書)

Please confirm that the titles of the following documents are correct (including the authorization agreement).

1. 指導教授推薦書 Advisor Approval Form 【校務資訊系統 AIS】
2. 考試委員審定書 Final Thesis/Dissertation Review Form 【校務資訊系統 AIS】
3. 口試評分單 Score Sheet of Oral Defense (Every committee member for one sheet.) 【校務資訊系統 AIS】
4. 口試平均成績登記表 Average Oral Defense Grade Form 【校務資訊系統 AIS】
5. 論文相似度比對報告 Report of the Thesis/Dissertation Originality Check 【Turnitin】

※應提供完整的相似度比對檔案(或依指導教授要求) Provide complete originality check file (or as required by the advisor).

7. 論文相似度比對報告確認單 Confirmation Form for the Thesis/Dissertation Originality Check 【官網 CoSR website】
8. 論文初稿 Draft of the Thesis/Dissertation (including an abstract)
9. 考試委員審查費及交通費領據 Receipts for Committee Oral Exam Fees & Transportation Allowance
【前一天至院辦領取 Collect from the college office the day before】

※口試委員之口試審查費與交通費由學校逕付，毋須先行墊付。

Committee oral exam fees and transportation allowance are paid directly by the school.

※交通費僅補貼所屬機關在外縣市的口委【以工作地判斷，非居住地】。

Transportation allowance is provided only for committee members whose workplaces are outside of Hsinchu.

※如委員開車入校，可提供停車券。

Parking vouchers are available for committee members driving to campus.

- 10.(申請延後公開者) 論文延後公開申請書及佐證文件

(If an embargo is applied) Application for Embargo of Thesis/Dissertation and Supporting Documents

➤ 如有採用視訊方式，請全程錄音錄影，並於口試後將檔案email至院辦留存。

If videoconferencing is used, record the entire examination and email the file to the College Office afterward.

口試完畢
After
Oral Defense

繳交以下文件至院辦 **Submit below documents to the office of CoSR:**

1. 指導教授推薦書(影本) Advisor Approval Form **(Copy)**
2. 考試委員審定書(影本) Final Thesis/Dissertation Review Form **(Copy)**
3. 各口試委員評分單(正本) All Committee Members Score Sheet of Oral Defense **(Original)**
4. 口試平均成績登記表(正本) Average Oral Defense Grade Form **(Original)**
5. 論文相似度比對報告確認單(正本) Confirmation Form for the Thesis/Dissertation Originality Check **(Original)**
6. 考試委員審查費及交通費領據(正本) Receipts for Committee Oral Exam Fees & Transportation Allowance **(Original)**

➤ 論文格式及次序請參照「[國立清華大學研究生畢業論文格式條例](#)」

Follow the formatting guidelines in the “[Regulations Governing the Formats of Graduate Thesis/Dissertation at National Tsing Hua University](#)”.

● 路徑Route: [圖書館首頁 Library website](#) ⇒ 學位論文提交 Thesis Submission ⇒ 論文上傳 Upload Thesis

[圖書館論文庫操作手冊 NTHU Dissertations & Theses Repository Guideline](#)

※全文電子檔請上傳 PDF 檔，「請勿」加入浮水印及設定保全。

Upload the Full-text PDF and **do not apply the watermark and security settings to your PDF.**

※常見退件原因 Common reasons for rejection include: :

- 學位論文封面：未中英並列、下方年月需為審定書的年月。

The thesis/dissertation cover not being provided in both Chinese and English.

- 電子全文檔案：缺書名頁or授權書or推薦書or審定書，或未依「國立清華大學研究生畢業論文格式條例」編排論文次序

The order of documents in the thesis not complying with the “Regulations Governing the Formats of Graduate Thesis/Dissertation at National Tsing Hua University”.

- 學位論文題目：在電子全文檔案、授權書、論文庫中呈現的論文題目不一致

Discrepancies in the thesis title among the electronic full text, the authorization form, and the thesis repository.

- 延後公開申請書：缺少系所主管簽名、系所章戳，就上傳。

The application for embargo of thesis/dissertation without the signature of department chair and institute seal.

論文上傳
Upload the
Thesis
/Dissertation

論文審核
Thesis
/Dissertation
Review

→圖書館檢核 Library review (校內分機Ext.42235)

※無急件處理，每件檢核約需2個工作天 No urgent processing is available. Each review takes about 2 business days.

→指導教授審核 Advisor Approval

※若審核通過，以email方式通知同學 Once approved, an email notification is sent.

→下載審核通過檔案印製紙本論文，繳交2本紙本論文送交圖書館4號、5號櫃檯

Download the approved PDF file to print 2 hard copies for library submission. Counters No. 4 and No. 5.

※繳交 2 本紙本論文前，請先至校務資訊系統啟動【離校流程】。

Before submitting hard copy, verify that the online graduation process has been initiated via the Academic Information System.

※若有申請延後公開超過六個月~五年，請繳交一份延後公開申請書與佐證文件「正本」（不須裝訂）。

If an embargo is applied, submit **one original copy** of the **Application for Embargo of Thesis/Dissertation and Supporting Documents** (do not bind these into the thesis).

※一旦完成審核流程後，任何變更皆需依「國立清華大學學位論文異動處理原則」辦理，請參考【[學位論文異動](#)】專區。

To update an approved electronic thesis/dissertation, correct its content, or change the public access date, please refer to the **【[Thesis/Dissertation Modification Guidelines](#)】**.

※如有申請延畢(如出國交換)，可先上傳論文，實際畢業時再繳交紙本論文。

Students who pass the defense but defer graduation for approved reasons may upload the thesis/dissertation in advance.

The hard copy must be submitted upon graduation.

論文封面 Cover: 審定書年月 Year on the Final Thesis/Dissertation Review Form

書背年份 Spine: 畢業學年度 Academic year of graduation

畢業離校 Graduation

→至「校務資訊系統」點選「畢業生離校系統」，依說明完成所有步驟。

Complete all Graduation Process steps in the Academic Information System.

→繳交審核通過之論文電子檔至學院信箱 cosr_adms@my.nthu.edu.tw

Email the approved thesis/dissertation PDF file to cosr_adms@my.nthu.edu.tw.

→完成學院畢業離校手續單及問卷

Complete the college leaving school procedure form for graduate students and the questionnaire.

→院辦送繳口試成績資料至註冊組登錄

The college office submits the defense score and final defense certificate to the Division of Registration.

→於口試當月20日起，持學生證至註冊組領取學位證書

After the 20th of the month in which the oral defense is held, bring your student ID card to the Division of Registration to collect the diploma.

➤ 最後離校期限：次學期註冊日前(不含開學當日)。

Deadline for leaving school procedure: Before registration day of the next semester.

➤ 領完畢業證書才算完成離校手續，否則該次口試成績將視為無效，需重新提出口試申請。

The leaving school procedure is only completed after receiving the diploma. Otherwise, the oral defense score will be invalid.

※倘有學位考試爭議或違反學術倫理情事等，將依「國立清華大學半導體研究學院學術委員會設置要點」、

「國立清華大學博、碩士學位論文違反學術倫理案件處理要點」相關規定辦理。

Any disputes concerning the degree examination or violations of academic ethics shall be handled in accordance with the
“National Tsing Hua University Directions for Handling of Doctoral/Master's Degree Papers in Violation of Academic Ethics”.