

國立臺灣大學永續化學科技國際研究生博士學位學程  
學位考試申請及畢業流程說明

Ph.D. Program of Taiwan International Graduate Program of Sustainable Chemical Science & Technology  
Guidelines for Oral Defense Application and Graduation Procedures

| Schedule                                                                                                                                                                                                                        | Notice                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p>預計學位考試當學期<br/>The semester for Applying for Oral defense</p>                                                                                                                                                                 | <ol style="list-style-type: none"> <li>預計申請學位考試當學期務必選修「博士論文」。<br/>It is compulsory to enroll in the course of "Thesis (PhD.)" during the semester you plan to apply for the oral defense.</li> <li>請確實檢查是否已修畢所有必修學分，並滿足畢業學分要求。可自行至 myNTU 「各系所必修課程查詢」查詢，或本學程網站「課程資訊」查詢。<br/>Please ensure that you have completed all required credits and meet the graduation credit requirements. You can check this by visiting the "Required Courses Inquiry" section on myNTU or by checking the "Course Information" on the SCST website.</li> <li>107 學年度起入學之研究生，請確認是否完成學術倫理課程及英文能力檢定考試證明或相關英文能力課程。<br/>For students enrolled from the academic year 2018 onwards, please confirm if you have completed the Academic Ethics Course and English proficiency tests or courses.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <p>申請學位考試<br/>申請截止日：<br/><b>第1學期 11月30日前</b><br/><b>第2學期 4月30日前</b><br/>Applying for Oral Defense<br/>Application Deadline for Oral Defense:<br/>Fall Semester: <b>November 30th</b><br/>Spring Semester: <b>April 30th</b></p> | <ol style="list-style-type: none"> <li>預定當學期進行畢業口試者，應於申請學位考試截止日前繳交以下文件至化工系李妮珍小姐(<a href="mailto:nichenlee@ntu.edu.tw">nichenlee@ntu.edu.tw</a>)：<br/>Students who plan to take oral defense in the current semester, the following documents should be submitted to Ms. Ni-Chen Lee (<a href="mailto:nichenlee@ntu.edu.tw">nichenlee@ntu.edu.tw</a>) at the NTU-SCST office before the application deadline of the current semester: <ol style="list-style-type: none"> <li>學位考試申請書：請至 myNTU 「碩博士學位考試申請」系統申請並列印申請書請指導教授簽名。<br/>Application Form: Please complete and print the application form via the "Master's and Doctoral Degree Examination Application" system on myNTU, and obtain the signature from your advisor.</li> <li>應屆畢業生成績審核表：請至教務處研究生教務組下載專區下載並填寫「應屆畢業生成績審核表」，填寫歷年修畢學分表以及本學期尚未完成之必選修科目與學分。<br/>The form of Academic Achievement Record for Graduate Students: Please download and complete the form from the SCST website, and filling in the credits completed in previous years and the mandatory and elective courses and credits yet to be completed in the current semester.</li> <li>歷年成績表（可至學程辦公室索取畢業審核用成績單）。<br/>Transcript of Academic Records.</li> <li>學生報告書（修讀非工學院課程欲認列為選修學分，若無則免）。<br/>Student Report (List courses taken from non-College of Engineering departments as elective credits, if applicable).</li> </ol> </li> </ol> <p>★ 未能於申請截止日前提出申請者，則無法於當學期進行口試。<br/>Students who fail to submit the oral defense application before the deadline will not be able to take the oral defense in the current semester.</p> <ol style="list-style-type: none"> <li>與指導老師確認畢業口試委員、時間、地點後，應於舉行<u>口試前兩週</u>繳交以下文件至化工系李妮珍小姐(<a href="mailto:nichenlee@ntu.edu.tw">nichenlee@ntu.edu.tw</a>)：</li> </ol> |

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|                                                                                                                                                                                                                                                           | <p>After confirming the oral defense committee members, time, and venue with your advisor, the following documents should be submitted to Ms. Ni-Chen Lee (nichenlee@ntu.edu.tw) at the NTU-SCST office <b><u>at least TWO WEEKS prior to the Oral Defense:</u></b></p> <ol style="list-style-type: none"> <li>(1) 博士學位論文考試推薦書(委員名冊)<br/>Letter of Recommendation for Dissertation Defense</li> <li>(2) 一篇或兩篇與博士論文相關之(SCI、EI)期刊論文(詳細期刊論文規定請參考修業規範)<br/>One or two published papers in SCI or EI journals (For detailed journal article requirements, please refer to the academic regulations)</li> </ol> <p>3. 已申請學位考試者，於學期結束前舉行學位考試：<b><u>第1學期1月31日前，第2學期7月31日前</u></b>。學位考試成績不及格，其修業年限尚未屆滿者，得於次學期或次學年重考，<b><u>重考以一次為限</u></b>；重考成績仍不及格者，應令退學。</p> <p>Applicants who have applied for the Oral Defense shall take the examination before the end of the semester: <b><u>by January 31st for the Fall semester and by July 31st</u></b> for the Spring semester. Students who fail the Oral Defense and are within their maximum study period <b><u>may retake the examination once</u></b>, either in the following semester or academic year. If the retake is also unsuccessful, the student will be expelled.</p> <p>4. 撤銷學位考試截止日：第1學期1月31日前，第2學期7月31日前。申請學位考試後，因故無法完成者，應於學位考試截止日前，經指導教授同意後，至教務處研究生教務組下載專區下載並填寫「學位考試撤銷申請書」申請撤銷，逾期未撤銷者以不及格論，二次不及格者應令退學。</p> <p>Deadline for Oral Defense Cancellation: Before January 31st for the Fall Semester, and before July 31st for the Spring Semester. Those unable to complete the examination due to unforeseen circumstances after registering for the Oral Defense must fill out the 'Thesis/Dissertation Defense Withdrawal Application Form.' This form can be downloaded from the SCST website and requires advisor approval. Failure to cancel by the deadline will result in a failing grade. Students who receive two failing grades should be expelled.</p> |
| <p>口試前兩星期<br/>舉行考試日期：<br/><b><u>第1學期1月31日前</u></b><br/><b><u>第2學期7月31日前</u></b><br/>Two Weeks Before the<br/>Oral Defense<br/>Deadline for Holding the<br/>Oral Defense:<br/>Fall Semester: <b>January 31st</b><br/>Spring Semester: <b>July 31st</b></p> | <ol style="list-style-type: none"> <li>1. 如需借用台大化工系場地，請與化工系李妮珍小姐 (nichenlee@ntu.edu.tw) 聯繫。如借用化學所的空間，請自行預約或由實驗室同仁協助借用。<br/>If you need to reserve the venue from the Department of Chemical Engineering, please contact Ms. Ni-Chen Lee (nichenlee@ntu.edu.tw). If you need to use a meeting room at IoC, please book it by yourself or request your lab assistants for help.</li> <li>2. 於口試一週前將論文初稿上傳至 Turnitin 平臺「論文初稿原創性檢查」作業區進行著作原創性檢查，並將比對結果於口試時提供給口試委員參考。<br/>One week prior to the oral defense, upload the initial draft of the dissertation to the Turnitin platform for the “Originality Check.” Provide the originality check results to the committee members for reference when taking the oral defense.</li> <li>3. 於口試日前兩星期，向化工系李妮珍小姐 (nichenlee@ntu.edu.tw)索取學</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|                                                                                                  | <p>位考試審查費支領清冊（未曾擔任本校口試委員者需事先提供個人資料，依學校規定所有費用將於口試後由學校直接匯款至委員帳戶，若非郵局、玉山銀行及華南銀行帳戶將自行負擔匯款手續費）。</p> <p>Two weeks prior to the oral defense, please request Ms. Ni-Chen Lee (nichenlee@ntu.edu.tw) to provide the “list of fees for the degree examination review.”</p> <p>*Note: Professors who have not served as oral defense committee members at National Taiwan University before must provide their personal information in advance. According to university regulations, all fees will be transferred directly to the committee member's account by the university after the oral defense. If the account is not with Chunghwa Post, E. Sun Bank, or Hua Nan Bank, the committee member will be responsible for any remittance fees.</p> |
| <p>口試前一天</p> <p>One day before the Oral Defense</p>                                              | <p>確認已備妥以下文件：</p> <p>Confirm that the following documents are prepared:</p> <ol style="list-style-type: none"> <li>(1) 口試委員會審定書 1 份。<br/>NTU Doctoral Dissertation Acceptance Certificate *1</li> <li>(2) 口試紀錄表 1 份。<br/>Dissertation Defense Grade Sheet *1</li> <li>(3) 論文考試評分表（每位委員 1 份）。<br/>Grading Sheet (For each committee member)</li> <li>(4) 學位論文延後公開審核表<br/>Approval Form for Delaying Public Access to Dissertation</li> <li>(5) 學位考試審查費領據（以現金預借支付者）。<br/>Receipt for the Degree Examination Review Fee (for those who pay in cash.)</li> <li>(6) 停車優惠券（如有需要）。<br/>Parking vouchers (if necessary).</li> </ol>                                                                                                                |
| <p>口試日（口試後）</p> <p>After the Oral Defense</p>                                                    | <ol style="list-style-type: none"> <li>1. 恢復場地及整潔、歸還借用器材。<br/>Restore the venue to its original condition and cleanliness, and return any borrowed equipment.</li> <li>2. 繳交學位考試審查費支領清冊至學程辦公室核銷。<br/>Submit the list of fees for the degree examination review to the program office for verification.</li> <li>3. 學位考試舉行後，學程辦公室俟研究生繳交附有全體口試委員簽字之口試紀錄表後，始得將該生學位考試成績送教務處登錄。<br/>After the oral defense has been completed, the program office will submit the degree examination results to the Office of Academic Affairs after receiving the “Dissertation Defense Grade Sheet” signed by all oral defense committee members.</li> </ol>                                                                                                  |
| <p>已通過學位考試，<br/>但本學期不畢業</p> <p>Passed the Oral Defense, but will not graduate this semester.</p> | <ol style="list-style-type: none"> <li>1. 未達修業年限者若通過口試但該學期不畢業（包含無法準時繳交論文、碩士班英文未達畢業門檻要求、次學期擬出國交換等），可選擇當學期不畢業，須於學位考試舉行截止日前填妥「已通過學位考試本學期不畢業申請書」，並請指導教授簽名後送至學程辦公室彙整。<br/>For students who have passed the oral defense but will not graduate in the current semester (including situations such as failure to submit the thesis on time, planning to go on an exchange program in the next semester, etc.), they must submit the “Application for Postponement Graduation after Passing Dissertation Defense” form with the advisor’s signature before the end of</li> </ol>                                                                                                                                                                   |

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|                                                    | <p>semester.</p> <p>2. 欲畢業之學期仍應註冊，並於學位考試申請截止日前至 myNTU 「碩博士學位考試申請」系統填寫「已通過學位考試本學期將畢業申請書」。</p> <p>Students need to complete the “Application for Graduating This Semester After Passing the Degree Examination” form on the myNTU "Master's and Doctoral Degree Examination Application" system, and submit the form during the period of Applying for Oral Defense.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>繳交論文前</p> <p>Before Dissertation Submission</p> | <p>1. 將論文定稿上傳至 Turnitin 平臺「論文定稿原創性檢查」作業區進行著作原創性檢查。學位論文原創性比對相似度之標準，請參照本學程「學位論文品質與管考準則」。</p> <p>Upload the finalized dissertation to the Turnitin platform for the “Final Dissertation Originality Check” assignment area to undergo a plagiarism check. The similarity rate of the originality check please refer to the regulation of “NTU-SCST Thesis Quality and Management Standards.”</p> <p>2. 上傳論文至圖書館前，應繳交下列文件至化工系李妮珍小姐 (nichenlee@ntu.edu.tw)：</p> <p>Before uploading the dissertation to the library, the following documents should be submitted to Ms. Ni-Chen Lee (<a href="mailto:nichenlee@ntu.edu.tw">nichenlee@ntu.edu.tw</a>) at the NTU-SCST office:</p> <p>(1) 學術倫理暨原創性比對聲明書。<br/>The statement of academic ethics and originality check.</p> <p>(2) 學位論文原創性比對報告。<br/>The report of the originality check for the dissertation.</p> <p>(3) 學位論文延後公開審核表<br/>Approval Form for Delaying Public Access to Dissertation</p> <p>(4) 口試委員會審定書。<br/>NTU Doctoral Dissertation Acceptance Certificate.</p> |
| <p>論文繳交</p> <p>Dissertation Submission</p>         | <p>1. 論文繳交流程，請參考圖書館「<a href="#">論文繳交及離校手續事項</a>」說明。<br/>The dissertation submission process can be referred to in the library's “Theses/Dissertation Submission and Graduation Procedures” instructions: <a href="https://www.lib.ntu.edu.tw/en/node/1788">https://www.lib.ntu.edu.tw/en/node/1788</a></p> <p>2. 請登錄圖書館「<a href="#">博碩士論文提交系統</a>」提交審核，每次審核需 2 個工作天（提交日之次日起算，不含周末及國定假日），審核結果將以 email 通知。</p> <p>Please log in to the library's “NTU Theses and Dissertations Submission” to submit dissertation for review. Each review will take 2 working days (counting from the next day after submission, excluding weekends and national holidays), and the review results will be notified via email: <a href="https://submit.tdr.lib.ntu.edu.tw/">https://submit.tdr.lib.ntu.edu.tw/</a></p> <p>★ 論文繳交相關規定請依本校圖書館之公告為主。<br/>Please follow the NTU library announcements and regulations for dissertation submission.</p>                                                                                       |

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| <p>離校手續<br/>Graduation &amp; Student<br/>Leaving procedures</p> | <ol style="list-style-type: none"> <li>1. 請至 myNTU 「畢業生離校手續查詢」，查詢離校手續應辦理事項。<br/>Please visit the myNTU to check the procedures for school leaving.</li> <li>2. 完成離校手續系統內之各單位程序者，即可至教務處研究生教務組領取畢業證書。<br/>Upon completion of procedures on myNTU system, you can collect your graduation certificate from the Graduate Academic Affairs Division of the NTU Office of Academic Affairs.</li> </ol> <p>★ 無需繳交論文紙本或電子檔至學程辦公室。<br/>There is no need to submit hard copies or electronic files of the dissertation to the program office.</p> |
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