

## 博士班論文口試流程及注意事項

### PhD Dissertation Oral Defense Procedure and Considerations

系所名稱請務必注意：

Program name should be:

永續化學科技國際研究生博士學位學程

(Ph. D. Program, Taiwan International Graduate Program of Sustainable Chemical Science and Technology)

口試前一個月：

#### One month Before the Oral Defense

1. 口試委員資格：請參閱當學年度博士班入學修業要點。  
Defense committee members' qualification: please refer to the Regulations for Taiwan International Graduate Program of Sustainable Chemical Science and Technology.
2. 口試委員人數：須同時符合校內及校外各 1/3 委員，至少 5 位至多不超過 7 位(含指導教授)為原則。  
The number of oral defense committee members must simultaneously meet the requirement of one-third from within the NYCU and one-third from outside the NYCU. The committee should consist of a minimum of 5 members and a maximum of 7 members, including the advisors.
3. 詢問每位口試委員的交通方式，並告知系辦，以利計算交通費。  
Please inquire about the transportation method for each committee member and inform the department office.
4. 確認口試日期及地點後，請於口試前 1 個月備妥「學位考試申請表」、「論文口試推薦書」、「博士班歷年成績單」、「2 篇 paper」、「著作彙編之學位論文採認同意書」、「共同作者貢獻聲明書」、「論文原創性比對報告」等文件繳至系辦申請口試。  
After confirming the oral defense date and location, please submit the following documents to the office one month prior to the oral defense:
  - Application form
  - Recommendation form
  - PhD transcript for all semesters
  - 2 papers
  - Research Ethic Course Certificate
  - Thesis Format Form
  - Information and Co-author Contribution Statement of Thesis by Publication × 3 (one original and two copies)
  - The report of Plagiarism Check Results

口試前一天：

#### One day Before the Oral Defense

請備妥：「論文口試審定書」× 1 份、「論文口試評分表」× N(依口試委員人數準備份數)、「學位考試成績資料表」× 1 份、「論文原創性比對報告」× 1、「共同作者貢獻聲明書」× 1，以上表件內容請電腦繕打均以一頁為限。

Please prepare the following documents, and type each document by computer in one page:

- Thesis Approval Form × 1

- Grading Sheets × N (number of copies depends on the number of oral defense committee members)
- Thesis Defense Grading Sheet × 1
- The report of Plagiarism Check Results × 1
- Information and Co-author Contribution Statement × 1

### 口試當天：

#### On the day of the Oral Defense

1. 若口試委員搭乘高鐵，交通費以高鐵票價計，請提醒口試委員需將高鐵票根(來程及回程)掃描檔寄給陽明交大應化系系辦。

If the committee members travel by high-speed rail, their transportation expenses will be reimbursed based on the high-speed rail ticket fare. Please remind the committee members to scan and send the electronic copies of their high-speed rail tickets (round trip) to the Office.

2. 口試結束後，請務必繳回「論文口試審定書」、「論文口試評分表」、「學位考試成績資料表」、「論文原創性比對報告」(口委需簽名)、「共同作者貢獻聲明書」(口委需簽名)。

After the Oral Defense, please return the following documents to the office:

- Thesis Approval Form
- Grading Sheets
- Thesis Defense Grading Sheet
- The report of Plagiarism Check Results (with the signatures from committee members)
- Information and Co-author Contribution Statement (with the signatures from committee members)

### 離校程序：

#### School-Leaving Procedures:

1. 論文格式及裝訂請參閱「學位論文格式」。

Thesis format please refer to NYCU library.

2. 請將論文全文檔轉成 pdf 檔後，並加上校徽(浮水印)上傳至圖書館，並一併上傳「學位論文原創性比對報告」及「學位論文學術倫理暨原創性比對聲明書」，上傳有任何問題，請與圖書館連繫。

After converting the full-text file of your thesis into a PDF format and adding the university emblem as a watermark, please upload it to the library. Additionally, remember to submit the "The report of Plagiarism Check Results" and the "Statement of Academic Ethics and Originality Comparison." If you encounter any issues during the uploading process, please contact the library for assistance.

3. 請至單一入口 <https://portal.nycu.edu.tw/#/login?redirect=%2Flinks%2Fnyc>，啟動畢業離校申請系統，辦理離校手續。

Please visit the NYCU Portal: <https://portal.nycu.edu.tw/#/login?redirect=%2Flinks%2Fnyc> and activate the "Graduation Procedures" to initiate the leaving process.

4. 繳交論文前，需再進行一次論文原創性比對並請指導老師簽名。離校時請繳交「論文原創性比對結果」、「論文學位論文學術倫理暨原創性比對聲明書正本」、及「共同作者貢獻聲明書正本」至系辦。

Before submitting the thesis, you must undergo another round of Plagiarism Check and have it signed by your advisor. Upon leaving, please submit the "Plagiarism Check Results," the original copy of the "Statement of Academic Ethics and Originality Comparison," and the original copy of the "Information and Co-author Contribution Statement" to the department office.

5. 請各繳交 1 本棗紅色精裝論文至圖書館及 1 本米黃色平裝論文至註冊組，資料庫廠商授權書請一併繳給圖書館。

Please submit one hardbound copy of the thesis in maroon to the library and one softbound copy in beige to the Registrar. Also, please provide the authorized database vendor letter to the library.

### 注意事項：

#### Notice

- A. 「論文口試審定書」之內容(含口試委員姓名)請電腦繕打，當日再讓口試委員逐一簽名。  
Please type the content (involved oral defense committee members' name on Verification sheet left side) by computer, and let oral defense committee members sign on Verification sheet right side.
- B. 「學位考試成績資料表」：請務必讓口試召集人簽名，並核算口試平均成績。  
The oral defense committee Chair must sign on “Thesis Defense Grading Sheet” and write the average grade on it.
- C. 學年度之認定：決定於口試日期是否可於當年 7 月 31 日前舉行。例如：可於 107 年 7 月 31 日前舉行口試者，則為 106 學年度；自 107 年 8 月 1 日起至 108 年 7 月 31 日口試者，則為 107 學年度，以此類推。  
Academic Year Determination: The classification of the academic year is based on whether the oral defense can be conducted before July 31st of the current year. For example, if the oral defense takes place before July 31st of the year 2018, it will be considered as part of the academic year 106. If the oral examination is conducted from August 1st of year 2018 to July 31st of year 2019, it will be classified under the academic year 107, and so on.
- D. 論文封皮 1 本以米黃色雲彩紙或粉彩紙裝訂；另 1 本棗紅色精裝，書背請務必注意格式及系所名稱，各校均不同，裝訂時請特別告知是陽明交通大學版本。  
One copy of the thesis cover should be bound with beige paperback. Another copy should be a hardbound version in maroon. Please pay special attention to the format and the name of the department on the spine, as it varies between universities. When binding, please inform that it is for National Yang Ming Chiao Tung University version.
- E. 論文開放及授權部分：請與指導教授確認。不論是否同意論文開放與授權，都請務必將授權書裝訂於論文內。  
Please confirm with your advisor regarding the Thesis Open Access and Authorization. Regardless of whether you agree or disagree with open access and authorization of the thesis, please make sure to include the authorization letter bound within the thesis.