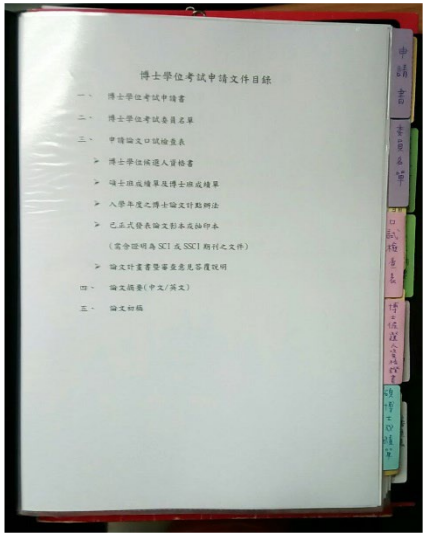


管理博士班學位論文口試及畢業程序說明

PhD Program at College of Management

Thesis Oral Defense and Graduation Procedures

<p>【論文口試前置作業】</p> <p>【Before the Thesis Oral Defense】</p> <p>資格：1.上學期已通過論文計畫書審查 2.學程規定之科目皆修習完畢</p> <p>碩士學位考試申請(於「申請進行口試」步驟2所定義之文件)送交教務處日期： 第一學期自完成註冊手續起至11月15日止 第二學期自完成註冊手續起至5月15日止</p> <p>口試需於第一學期自完成註冊手續起至1月31日前通過或於第二學期自完成註冊手續起至7月31前通過。</p> <p>Qualification: 1. Pass the Thesis Proposal Oral Examination. 2. All the courses required for the degree are finished.</p> <p>Submission: Applicants must submit their applications (all the materials defined in “Thesis Oral Defense Application” Step 2) from the time of enrollment before Nov 15th for first (fall) semester or before May 15th for second (spring) semester, respectively to College of Management (CoM) office.</p> <p>Holding oral defense: Oral defense must be passed from the time of enrollment before Jan 31st in first (fall) semester or before July 31st in second (spring) semester, respectively.</p>		
<p>【申請進行口試】</p> <p>【Thesis Oral Defense Application】</p>		
程序 Procedures	規定內容 Details	
步驟1 STEP 1	<p>學生需與口試委員討論後決定口試時間。</p> <p>Set up the exam date and time with all committee members.</p>	
步驟2 STEP 2	<p>請備妥以下資料：</p> <ol style="list-style-type: none"> 1.學位考試申請書 2.論文初稿 3.論文摘要 4.歷年中文成績表 5.學位考試委員名單 6.學術倫理修課證明 7.口試檢查表 <p>*以上文件必須在第一學期自完成註冊手續起至11月15日止</p>	<p>Prepare the following documents:</p> <ol style="list-style-type: none"> 1. Doctoral Degree Application for Oral Defense 2. Thesis Draft 3. Thesis Abstract 4. Official Transcript over the Years (in Chinese, both master's and doctoral) 5. Doctoral Dissertation Defense Committee Member List 6. Academic Research Ethics Education Certificate (for class 108 and after) 7. Inspection Form (all the related proof /documents must be attached, eg: a: published journal papers with

	<p>或第二學期自完成註冊手續起至5月15日止送到院辦。</p> 	<p>proof showing the journals are SCI/SSCI</p> <p>b: PhD candidate certificate</p> <p>c: journal paper point-calculation standards of your entry year... etc)</p> <p>*Documents above must be well organized(with advisors' signatures where necessary) in a file folder with tags on the side showing document titles (see the picture on the left) and given to CoM Office before Nov 15th for first (fall) semester or before May 15th for second (spring) semester.</p> <p>*no electronic files allowed</p>
<p>步驟3 STEP 3</p>	<p>Submit the “Turnitin Report” to your advisor days before your oral final exam.</p> <p>* Turnitin Report includes Turnitin form (aka Degree dissertation Originality Comparison Checklist) & Turnitin review confirmation.</p> <p>Please check school library webpages for announcements and updates Regarding Turnitin (like: Turnitin Account or Turnitin Review Application etc.....)</p>	
<p>步驟4 STEP 4</p>	<p>口試前將論文紙本自行交給口試委員審查。</p> <p>Sent out your thesis to each committee member days prior to the exam date.</p>	
<p>步驟5 STEP 5</p>	<p>口試前1天提醒口試委員考試時間地點，並檢查相關設備以及電腦是否都正常運作。</p> <p>Remind all of your committee members one day before the exam date. Check the device at the location to ensure they work properly with your own laptop and presentation files... etc.</p>	
<p>★ About applying thesis final oral defense</p>	<p>1. The applicant must make sure all the courses required for the degree are finished and the Thesis Proposal Oral Examination is passed 6 months before holding your Final Oral Defense.</p> <p>2. Please keep the thesis oral defense examination application deadline, oral defense holding and passing deadline, and graduation procedure deadline in mind and plan your overall graduation schedule wisely.</p>	

<p style="text-align: center;">【口試當天】 【During the Thesis Oral Defense】 About thesis template, refer to NTUT library webpages</p>		
步驟1 STEP 1	請備妥以下資料： 1. 論文口試審定書 (影本須置於論文內頁，正本由學位考試者自存。) 2. 學位考試評分表 (一位委員一張) 3. 學位考試成績表 4. 複核結果，「學位論文原創性比對檢核表」及完整之 Turnitin 原創性比對報告 5. 研究生學位考試費用印領清冊 6. 論文最終口試評估表	Prepare the following documents: 1. Taipei Tech Doctoral Degree Dissertation Oral Defense Verification Letter (A copy must be placed inside the dissertation once it is printed.) (The original is kept by the applicant; one copy to CoM office) 2. Taipei Tech Evaluation Form for Degree Examination (each member must have one) 3. Taipei Tech Score Sheet for Oral Defense 4. Turnitin form (aka Degree dissertation Originality Comparison Checklist) & Turnitin review confirmation. 5. Graduate Student Degree Examination Fee Detail List 6. AACSB Final Oral Defense Evaluation
步驟2 STEP 2	替口試委員準備簡便輕食，並準備好所需之設備 Prepare refreshments for the committee members and set up the device necessary for the oral exam.	
步驟3 STEP 3	請委員於學位考試費用印領清冊提供相關資訊及簽章並交付交通費請款所需單據。 on the day of the thesis oral defense, please ask the committee members to provide information and signatures on the Graduate Student Degree Examination Fee Detail List and collect necessary document related to HSR/domestic airline fare from the committee members.	
步驟4 STEP 4	口試結束後將上述之文件以及借用器材歸還至管院辦公室。 Hand in the above-mentioned documents and return all the borrowed equipment to the CoM office after the exam.	
★ About oral exam fee and HSR / Domestic airlines fare	Please read the content of “Graduate Student Degree Examination Fee Detail List” carefully and ensure that all the necessary information/documents are completely filled and collected before handing the documents in to the CoM office. Any incomplete filling or collection of the documents will result in delay or even rejection of your following steps toward graduation.	

★ About thesis oral defense cancelling	未能於當學期舉行學位考試者，請於第一學期 1月31日前 ，第二學期 7月31日 前辦理撤銷，否則以一次不及格論。If the applicant cannot accomplish the exam during the semester, please notify and withdraw the application before Jan. 31st for first semester, July 31st for second semester, otherwise this will be counted as failing in the study record.
<p style="text-align: center;">【口試後】 【After the Thesis Oral Defense】</p>	
步驟1 STEP 1	<p>將由指導教授及口試委員簽章之「學位考試評分表」及「學位考試成績表」送交至管院辦公室。</p> <p>Hand in the documents (with advisor and committee members' signatures) listed below to CoM office</p> <ol style="list-style-type: none"> 1. Taipei Tech Doctoral Degree Dissertation Oral Defense Verification Letter 2. Evaluation Form for Degree Examination, 3. Taipei Tech Score Sheet for Oral Defense 4. Turnitin form & Turnitin review confirmation 5. Graduate Student Degree Examination Fee Detail List 6. AACSB Final Oral Defense Evaluation
步驟2 STEP 2	<p>儘快完成論文修改。</p> <ol style="list-style-type: none"> 1. Complete thesis modification as soon as possible. 2. Pay attention to School Library Graduation Reminders.
步驟3 STEP 3	<p>將完成版的論文上傳至圖書館網頁。</p> <p>Upload thesis to National Taipei University of Technology Library PhD/Master Theses System</p> <p><i>*Students shall check the format before uploading and printing out.</i> <i>*any questions, please contact school library.</i></p>
步驟4 STEP 4	<p>Print thesis: Please follow</p> <ol style="list-style-type: none"> 1. Taipei Tech library regulation, pay attention to School Library Graduation Reminders 2. Ask your advisor if he/she wants paperbound copy and prepare the copy according to his/her needs. 3. email your finalized dissertation PDF to CoM : bedhair@mail.ntut.edu.tw (with your name and student ID number on the mail title). <p>**No dissertation PDF to CoM, No graduation approval</p>

<p style="text-align: center;">【畢業離校手續】 【Graduation Procedure】 畢業離校手續截止日： 第一學期畢業者，在次學期開學前一週； 第二學期畢業者，在次學期開學前二週。 為避免爭議，國立臺北科技大學教務處會於「國立臺北科技大學學位考試及畢業離校相關資訊」公告畢業離校辦理手續截止日期，請隨時注意！ The deadline of the applying graduation procedure: Graduate at first semester: one week prior to the next semester begins. Graduate at second semester: two weeks prior to the next semester begins. To avoid misinterpretation, the Office of Academic Affair of Taipei Tech announces the procedure deadline of the graduation application, please watch out the deadline announcement in “Taipei Tech Degree Examination and Graduation Information” https://oaa.ntut.edu.tw/p/412-1008-12615.php?Lang=zh-tw</p>	
<p>步驟1 STEP 1</p>	<p>請至本校網站首頁→校園入口網站 （網址 http://portal.ntut.edu.tw/Portal/login.htm）→教務系統→畢業生離校手續系統填表，再至各系所辦及圖書館等單位辦理畢業離校手續。 Please go to http://portal.ntut.edu.tw/Portal/login.htm→Academic System→Graduation Procedures System, Check out your personal information, fill out the questionnaire, and then submit required document to each department/institute and library to finish graduation procedure. (After you submit the required documents, your application will be approved by departments and offices step by step. You may learn your current status on the system.)</p>
<p>★ Graduation Diploma Issuing Time</p>	<p>畢業證書發放時間： 第一學期：1月底 第二學期：7月底 Graduation Diploma release (estimate): First Semester: In the end of January ; Second Semester: In the end of July</p>
<p>步驟2 STEP 2</p>	<p>符合畢業規定且辦妥畢業離校手續之同學，憑「學生證、辦妥之畢業離校手續單及印章」向教務處研教組各學院承辦人領取證書。 Students that are in the graduation status and finished all the graduation procedure, take the student ID card, with completed graduation procedure sheet along with stamp/signature to ask the personnel in the Office of Academic Affair to get graduation diploma.</p>

<p>★ Apply for getting early graduation diploma</p>	<p>已修畢所有學分且當學期未修課者，可於辦妥畢業離校手續後，填寫提前請領核發畢業證書申請書，經核准後，可提前請領畢業證書。</p> <p>Students who finished all the credits and not take any course in the semester, if complete all the graduation procedure and with permission, are eligible to fill up the early application of getting graduation diploma. Please ask the Office of Academic Affair personnel for early application of the graduation diploma.</p>
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