

海洋研究所辦理學位考試注意事項：

Important Notes for Degree Examinations - Institute of Oceanography

編號 (no.)	項目(Item)	注意事項(Notes)	截止日期/備註 Deadline / Remarks
1	至 MyNTU 學位口試系統 提出申請 Submit Application via MyNTU Oral Defense System	<p>1. 預計於本學期畢業者，需於選課系統選修「碩士／博士論文」，並在申請期限內提出口試申請。</p> <p>Students expecting to graduate this semester must register for “Master’ s/Doctoral Thesis” in the course selection system and submit the oral defense application within the designated application period.</p> <p>2. 已完成學位考試，本學期將畢業的同學，亦須提出(本學期將畢業)申請。</p> <p>Students who have completed the degree examination and will graduate this semester must also submit the (graduating this semester) application.</p>	<p>系辦申請截止日： 上學期：11/15 前 下學期：4/8 前 (遇假日順延)</p> <p>Department Office Application Deadline: First Semester: before Nov. 15 Second Semester: before Apr. 8 (Postponed if deadline falls on a holiday)</p>
2	碩士／博士學位論文口 試申請書 Master’ s/Doctoral Thesis Oral Defense Application Form	<p>印出學位考試申請書，連同成績審核表、考試委員名冊呈指導教授、課程委員簽章後送 R101</p> <p>Print out the degree examination application form.</p> <p>Submit it to your advisor and curriculum committee for signatures, along with the transcript review form and the list of examination committee members.</p> <p>Submit all signed documents to Room R101.</p>	
3	學位口試流程及注意事 項 Oral Defense Procedures and Notes	<p>1. 寄送初稿 (信封於 R101 領取) Send thesis draft (envelopes available at R101).</p> <p>2. 確認口試日期：Confirm oral defense date. (1) 申請會議室 Reserve a meeting room. (2) 領取校外口試委員聘函 Collect</p>	<p>口試截止日期： 參考當年度行事曆 原則： 上學期：1/31 前 下學期：7/31 前 (遇到假日順延)</p>

		<p>appointment letters for external committee members.</p> <p>(3)領取口試紀錄表 Collect oral defense record forms.</p> <p>(4)請 R104 總務室王先生準備口試費匯款通知書(口試前領取)。 Request Mr. Wang at R104 General Affairs Office to prepare the oral defense fee remittance notice (obtain before the defense).</p> <p>(5)口試委員停車券，須於口試 7 天前向秘書室提出申請。Apply for parking permits for committee members at least 7 days before the defense through the Department Office.</p> <p>3. 口試前一星期於一樓走廊張貼畢業海報(至 R101 預約張貼位置) 海報格式:寬 86cm/高 120cm Post a graduation poster in the 1st floor hallway one week before the defense (reserve space at R101). Poster size: 86 cm (W) × 120 cm (H).</p> <p>4. 口試前 3 天公告考試時間地點。 Announce oral defense date, time, and venue 3 days before the exam.</p> <p>5. 口試當日請於會議室門口張貼口試公告。Post the oral defense announcement at the meeting room entrance on the exam day.</p>	<p>Oral Defense Deadline (according to annual academic calendar):</p> <p>First Semester: before Jan. 31</p> <p>Second Semester: before Jul. 31 (Postponed if deadline falls on a holiday)</p>
4	學位口試完成 Completion of Oral Defense	<p>繳回口試紀錄表(R101)及口試費匯款通知書(R109) 、口試委員審定書用印(R101)</p> <p>Submit oral defense record form (R101). Submit oral defense fee remittance notice (R109). Obtain official stamps on committee evaluation forms (R101).</p>	
5	論文格式	論文格式及論文審定書請確實遵行學	

	Thesis Format	<p>校規定。相關網址請參照教務處研究生教務組：<u>碩、博士學位考試相關資訊</u></p> <p>Thesis formatting and approval forms must strictly follow NTU regulations.</p> <p>For details, please refer to the Graduate Academic Affairs Section website: “Master’ s/Doctoral Degree Examination Information.”</p>	
6	<p>論文送印</p> <p>Thesis Printing</p>	<ol style="list-style-type: none"> 1. 上傳畢業論文至圖書館審查，通過後，通過後即可送印。圖書館網站 http://www.lib.ntu.edu.tw/ 2. 平、精裝、封面顏色無規定 3. 繳交冊數:3 冊 4. 論文影印費補助洽 R102 王釋賢先生 <p>Upload graduation thesis to the NTU Library for review. Printing is allowed only after approval.</p> <p>Library website: http://www.lib.ntu.edu.tw/</p> <p>No restrictions on binding type (hardcover/paperback) or cover color.</p> <p>Submit 3 printed copies.</p> <p>Thesis photocopy subsidy: contact Mr. Wang Shih-Hsien (R102).</p>	<p>論文繳交期限(非檔案上傳，而是紙本繳交之期限)：請參考當學年度之行事曆。</p> <p>Thesis submission deadline (printed copies, not digital upload): please refer to the academic calendar.</p>
7.	<p>離校手續(系所端)</p> <p>Departure Procedures (Institute level)</p>	<ol style="list-style-type: none"> 1. 上傳畢業海報電子檔、離校手續單之個人資料欄 2. 繳交論文原創系比對聲明書 3. 依本所離校手續單之各單位辦理 4. 本所離校手續單，至本所網頁下載 <p>Upload electronic file of graduation poster and personal information section of the clearance form.</p> <p>Submit “Thesis Originality Comparison Declaration.”</p>	<p>檔案名稱一律使用：學號+姓名</p> <p>File naming rule: Student ID + Full Name.</p>

		<p>Complete clearance procedures as listed in the Institute' s clearance form.</p> <p>Download the Institute' s clearance form from the Institute' s website.</p>	
8.	離校手續(研究生教務組組) Departure Procedures (Graduate Academic Affairs Section)	領取畢業證書 Collect graduation diploma.	
9	未完成學位考試 Incomplete Degree Examination	<p>於口試截止日期之前，填寫撤銷學位考試申請書，送研究生教務組辦理 (未辦理者，學位考以一次不及格計)</p> <p>Before the oral defense deadline, students must submit a “Degree Examination Withdrawal Application Form” to the Graduate Academic Affairs Section.</p> <p>If not submitted, the examination will be recorded as one failed attempt.</p>	
10	已完成學位考試本學期不畢業 Completed Oral Defense but Not Graduating This Semester	<p>填寫已完成學位考試本學期不畢業申請書，送研究生教務組辦理。</p> <p>Submit “Completed Oral Defense but Not Graduating This Semester Application Form” to the Graduate Academic Affairs Section.</p>	