國立臺北大學電機資訊學院
博士班學生論文口試流程暨查核表
National Taipei University
College of Electrical Engineering and Computer Science
Doctoral Dissertation Oral Examination Process and Checklist

學號 Student No.: _____ 姓名 Name:_____

步驟 Step	程序 Procedure	應完成事項 To-Do-List	完成日期 Date of Completion	完成打勾 Check when done
1	確認資格 Status Verification	※ 繳交經申請人、指導教授簽章之「國立臺北大學電機資訊學院博士學位畢業資格審查表」。Submit the *National Taipei University College of Electrical Engineering and Computer Science Doctorate Qualification Review Form* signed by the applicant and advisor. ※ 該學期須表達意願，並更新學生資訊系統中個人電話、郵件信箱等資料。Express the intention and update personal phone number and email in the student information system in that semester. ※ 依校行事曆規定提出申請，須於排定口試日期前一個月提出申請。File an application according to the school calendar **one month** before the scheduled oral examination date. ※ 各式表格、論文封面、封背、校徽、論文提要之格式檔案請至本校教務處→註冊組→表單下載→碩博士班學位考試，網頁下載 https://reurl.cc/44MVRY。Please download the required forms; the format tiles for the cover, cover spine, and abstract of the dissertation; and the school emblem from the Office of Academic Affairs→ Registration Section→ Forms→ Graduate Degree Examination at https://reurl.cc/44MVRY.	擬口試當學期線上加退選截止日前 Before the closing date of online course add/drop in the semester for oral examination	
2	聯絡委員 排定時地 Contact examination committee members and arrange time and venue	※ 與指導教授確認口試委員名單，確定口試日期地點。Confirm the list of oral examination committee members with the advisor and verify the date and place of examination. ※ 口試委員人選、人數與出席等，必須符合《國立臺北大學碩博士學位考試細則》與《國立臺北大學電機資訊學院博士班修業規則》之要求，務必先行閱讀相關規定。The candidates, number, and attendances of oral examination committee members shall comply with the requirements stated in the *National Taipei University Rules for Master's Doctoral Degree Examinations* and *National Taipei University College of Electrical Engineering and Computer Science Doctoral Program Academic Regulations*. **Please read them in advance**. ※ 口試日期、委員日後若要變更應另填異動申請書，且日期不得提前。Fill in the change application form when a change of the oral examination date and/or replacement of examination committee members are/is required, and the examination date shall not be advanced. ※ 口試地點以三峽校區為主，若需使用院會議室(電 303、	口試前 30～40 天 30–40 days before the oral examination date	

		電 509、電 802)請先至院網頁登記 https://reurl.cc/GoYy9D，場佈請一併登記，先選先得。The oral examination place shall be the San Xia Campus in principle. If candidates wish to use the college conference room, please call extension 303, 509, or 802 and book the conference room online from the College portal at https://reurl.cc/GoYy9D. Candidates should also select the venue decorations based on the *first choose, first get* principle. ※ 口試時間學期中為週一至五 09-17 點，暑期及其他時段口試者，應先行與院辦協調。The oral examination date shall 09:00–17:00, Monday through Friday, in the semester. When choosing examination dates during summer break or other time, coordinate with the College Office in advance.		
3	提出申請 File an application	※ 備齊下列資料(院網頁下載後填妥)，親至院辦公室辦理：Prepare the following data (download and fill in all forms from the College portal) and file the application at the College Office in person: 1. 校論文考試申請書，1 式 2 份，課務組「表單下載」處可下載相關表格 https://reurl.cc/oe32ng。*Dissertation Examination Application form*: Two copies. Available for download from the Forms link at the Curriculum Section at https://reurl.cc/oe32ng. 2. 學術研究倫理修課證明。Proof of completion of Academic and Research Ethics Education. ※ 於排定口試日期一個月前提出申請，口試日期可延後不能提前，例：12/31 日口試，則須於 11 月 31 日前提出。File an application one month before the scheduled oral examination date. The examination date can be postponed but cannot be advanced. For example, the scheduled date is December 31, applications must be filed before November 31.	口試前 30 天 30 days before the oral examination date	
4	試前準備 I Exam Preparation I	※ 應準備文件如下，請依照指導教授要求期限於考試前送達口試委員，若為郵寄者，應以電話聯繫確實收到：Prepare the following documents. Please deliver them to the oral examination committee members by the deadline requested by the advisor. For delivery by post, be sure to confirm the receipt by phone: 1. 口試委員聘函。請至院辦領取 Letter of Appointment of Oral Examination Committee Member. Please collect from the College Office. 2. 論文初稿。依論文格式自備，並繳交一份至院辦。First draft of the dissertation prepared in the required format. Also send one copy to the College Office. ※ 「學生應於論文考試舉行前，執行本校採用之論文比對軟體以完成論文原創性比對，並將去除參考文獻後之論文比對報告送交學制承辦人及指導教授，且於論文考試時將論文比對報告提供考試委員參考」。本校圖書館"學術論文原創性比對系統"之(中文版支援)網址,使用指南請詳見 https://reurl.cc/oe32WV。"Before the dissertation examination, students shall run the originality check of their dissertation with the school's plagiarism checker. After removing the bibliography, students shall send the plagiarism check report the program responsible person and advisor. At the dissertation examination, students shall present the report to the examination committee members for reference." The URL for the website and user guide of	口試前 7～14 天 7–14 days before the oral examination date	

		the "Plagiarism Checker" (Chinese version supports) of the school library: https://reurl.cc/oe32WV. ※ 若欲申請停車優惠券請自行向校外委員索取車牌號，至總務處環境組網頁「表單下載」處下載 https://reurl.cc/12W8qp 並填寫完成，於考試前自行送院辦核章，再拿到行政大樓總務處環境組換取 QRCODE 券，考試當日交給委員。Students wishing to apply for parking coupons shall ask for the plate number of examination committee members and download the form from the Environmental Section at https://reurl.cc/12W8qp of the Office of General Affairs. After filling in the form, ask the College Office to put the stamp on all forms redeem the QRCODE coupon from the Environmental Section at the Administration Building before the examination date and distribute the coupons to the examination committee members on the examination date.		

5	試前準備Ⅱ
	Exam Preparation II
		※ 請與助教約定時間或口試日前 1 天至院辦領取。Make an appointment with the TA or collect from the College Office one day before the oral examination.
		※ 口試考前資料袋包含下列物品：The dissertation oral examination kit contains:
		  1. 印領清冊。口試費用由學校直接匯款 Receipt. The school will directly remit the oral examination fee.
		  2. 本校畢業論文系統帳號密碼。Account and password of the school thesis/dissertation system.
			口試前
			2～3 天
			2–3 days before the oral examination date	

6	試前準備Ⅲ
	Exam Preparation III
		※ 應自行下載格式，備妥下列文件：Download the following forms:
		  1. 論文考試成績通知書，1 式 2 份 Dissertation Score Notice: 2 copies
		  2. 考試委員會審定書，1 份 Examination Committee Member Approval Form: 1 copy
		  3. 論文口試評分表，每位委員 1 份 Dissertation Oral Examiation Score Sheet: One copy for each examination committee members.
		  4. 口試記錄表，1 份 Dissertation Oral Examination Record: 1 copy
		※ 1、2 請至註冊組→表單下載→碩博士班學位考試，網頁下載 https://reurl.cc/44MVRY。Download 1 and 2 from the webpage of Registration Section→ Forms→ Master's and Doctorate Degree Examinations at: https://reurl.cc/44MVRY.
		※ 3、4 請至本院網頁→法規及文件，網頁下載 https://reurl.cc/Ddpr3m。Download 3 and 4 from the College Portal→ Regulations and Documents at https://reurl.cc/Ddpr3m.
			口試前
			2～3 天
			2–3 days before the oral examination date	

7	佈置會場 測試設備 Venue Decoration and Equipment Test	※ 口試前數日請先至口試地點進行準備工作，打掃環境並測試設備。A few days before the oral examination, prepare and clean up the venue and test the equipment. ※ 口試當日請提早到場。請自備給考試委員之餐點、茶點。Arrive earlier on the oral examination day. Prepare the snacks and beverages for examination committee members. ※ 是否備餐請與指導教授商議。每場口試誤餐費用$300，費用由院提供—請將發票、收據送至院辦公室，抬頭請開：國立臺北大學、統一編號：10617383）Discuss the need to prepare snacks and beverages with the advisor. The meal missing allowance for each oral examination is	口試前 1～2 天 1–2 days before the oral examination date	

		NT$300 (claimable from the College by uniform invoice or receipt at the College Office. Indicate that National Taipei University as the payor and the Tax ID is 10617383).		
8	口試進行注意事項 Points for Notice in Oral Examination	※ 接口試委員至口試會場(特別是校外委員)。Take oral examination committee members to the examination venue (particularly non-NTPU examination committee members). ※ 應有三分之二(含)以上委員出席,但至少應有委員五人出席;出席委員中需有校外委員三分之一(含)以上參加始能舉行;論文指導教授為當然委員但不得擔任主席。An examination must be attended by at least two thirds of all examination committee members, with quorum of five members. One third of all attending examination committee members shall be non-NTPU members. The advisor is the *ex-officio* member but cannot be the committee convener. ※ 口試時應開放旁聽,並請自行指派一位同學擔任紀錄人,於『口試紀錄表』詳實紀錄並印出簽名。The oral examination shall allow for audition. Students shall assign one student as the notetaker to maintain a full record in the *Dissertation Oral Examination Record*, print it out and sign in. ※ 需準備好『論文考試成績通知書(1式2份)』、『論文口試評分表』、『考試委員會審定書』,並於當天分送各委員。Prepare the *Dissertation Score Notice* (2 copies), *Dissertation Oral Examination Score Sheet*, and *Examination Committee Member Approval Form* and distribute them to each examination committee member on the examination day. ※ 以上文件之論文題目必須相同,應經考試委員簽名認定,如考試委員建議更改時,應將修正後之題目填寫於『論文考試成績通知書(1式2份)』中、英文論文題目「修正後」欄位,並請指導教授簽名。且務必與畢業論文封面之題目一致。The dissertation title in all documents shall be identical and verified by examination committee members by signing. If examination committee members recommend a title change, fill in the recommended title in the Chinese and English dissertation title (amended) column in the *Dissertation Score Notice* (2 copies) and as the advisor to sign it. **Make sure the title is identical with the title on the dissertation cover**. ※ 請隨身攜帶文件檔案,若論文題目須修改請務必當場列印新文件後交由口試委員簽名,避免往後奔波。Bring the file of the dissertation with you. If a title change is required, make sure to print the new version on-site and ask the oral examination committee members to sign to avoid unnecessary travel in the future.	口試當天 Oral Examination day	
9	口試後應立即完成事項 Matters to be completed immediately after oral examination	※ 確定每一位口試委員均有簽名,並交回下列文件: Confirm that each oral examination committee member **has signed** the forms and return the following documents: 1. 論文考試成績通知書(1式2份),送指導教授、院長簽名。Dissertation Score Notice (2 copies) signed by the advisor and Dean of College 2. 論文口試評分表。Dissertation Oral Examination Score Sheet 3. 考試委員會審定書。Examination Committee Member Approval Form 4. 印領清冊。Receipt 5. 口試紀錄紙本(僅記錄人須簽名)。Dissertation Oral	口試當天 Oral Examination day (未於規定時間內繳交致影響畢業者後果自負。Hand in all required documents by the deadline.	

		Examination Record (signed by the notetaker) ※ 清潔會場，歸還設備。Clean the venue and return the equipment. ※ <u>**論文口試評分表副本**</u>請交給指導老師，確認論文修改完成後繳交。以換取考試委員會審定書，方能印刷論文紙本。**Hand over <u>the Copy of Dissertation Oral Examination Score Sheet</u> to the advisor, hand in the dissertation after confirming the completion of corrections to exchange the *Examination Committee Member Approval Form* before printing the paper copy of the dissertation**. ※ 請務必於口試當日結束後繳交至院辦公室，若當日無法繳交應先與助教討論補繳時程。**Make sure to hand in all forms to the College Office on the oral examination day after the examination. Reschedule with the TA in advance if students cannot hand in the forms on that day.**	Students shall take responsibility for the consequences.)	
10	論文修正 Dissertation correction	※ 學位論文格式：Dissertation formatting: 1. 1.規格、紙張、圖樣、書背等格式請依教務處註冊組規定辦理。可參考該組網頁：表單下載中之說明。Follow the formats instructed by the Office of Academic Affairs for the specifications, paper requirements, pattern, and cover spine. Visit the related website and download the instructions. 2. 2.封面、頁面須加校徽浮水印。Add the watermark of the school emblem to the front cover and page. ※ 修正完稿，紙本及電子論文檔案請務必依此順序排列：Finished version after corrections. Make sure to **sort in the following order** for the paper and electronic copies: 1. 『<u>考試委員審定書</u>』經指導教授同意並簽章後，繳回院辦。After the acceptance and signing of the advisor, hand in the ***Examination Committee Member Approval Form*** to the College Office. 2. 領取院長簽名之『考試委員審定書』。Collect the signed by *Examination Committee Member Opinion Form* the Dean of College. 3. 裝訂順序：封面、考試委員審定書（必要）、中文提要、英文提要、章節圖表目錄、內文、附錄、著作權聲明。致謝聲明請放在委員審定書之後另頁書寫。Binding order: Front Cover, *Examination Committee Member Approval Form* (required), Chinese Abstract, English Abstract, Table of Contents, List of Charts, List of Tables, Body, Appendices, Copyright Notice. Put the Acknowledgement in a new page after the *Examination Committee Member Approval Form*.	口試後兩週內 Within 2 weeks after the oral examination	
11	上傳系統 Upload to the system	※ 本校畢業論文系統操作及登入、學位論文延後公開相關事項與表單、系統使用流程、授權書以及離校手續辦理地點與時間等說明事項請務必詳閱圖書館網頁入口：http://cloud.ncl.edu.tw/ntpu/。Regarding the operation and logon of the school thesis and dissertation system, deferred disclosure and application form, system use process, power of attorney, and the place and time to complete the clearance procedures, make sure to read the instructions for use from the school library portal at http://cloud.ncl.edu.tw/ntpu/. 1. 帳號密碼會列印成紙條，放在口試資料袋內請務必妥善保存。The account and password will be printed on a paper and put inside the dissertation oral examination kit. Keep them properly.	口試後三週內 Within 3 weeks after the oral examination	

		2. 資料庫每一個欄位含中英文均須填寫，口試委員要與論文口試結果通知書上人數一致不可遺漏。Input data in all columns, including Chinese and English, in the database. Don't forget to input the exact number of oral examination committee members as in the oral examination result notice. 3. 上傳電子檔應先檢查次序妥當並刪除空白頁。Check the order of dissertation in the electronic file and delete all blank pages. 4. 通知院辦查核，並待系統出現「查核通過」再列印授權書。Notify the College Office to audit. Print the power of attorney after the "Audit Pass" massage appears in the system. 5. 授權書(一式 2 份)及紙本論文 1 本繳給本校圖書館。Hand in the power of attorney (2 copies) and dissertation (one copy) to the school library.		
12	離校手續Ⅰ Clearance Procedure I	※ 應繳交資料：Data required for submission: 1. 博士論文 4 本（院 3 本(已含註冊組 1 本)，圖書館 1 本）4 copies of the dissertation (3 for the College (including 1 for the Registration Section) and 1 for the school library) 2. 2. 填寫畢業生問卷調查(線上問卷)，網址公告於院網頁。Answer the Graduate Questionnaire Survey (online). The URL is posted on the College Portal. ※ 博士生離校程序：Clearance procedure for doctoral students: 1. 通過論文口試，結果通知書送達教務處註冊組。Pass the dissertation oral examination and deliver the result notice to the Registration Section of the Office of Academic Affairs. 2. 圖書館：圖書歸還、繳交 1 本論文紙本及授權書。Library: Return all books and hand in one paper copy of the dissertation and the power of attorney.	次學期 註冊完成日前 Before the completion of registration in the next semester	
14	離校手續Ⅱ Clearance Procedure II	※ 由學生資訊系統中『離校手續查詢系統』功能確認進度，全部完成後檢具學生證至註冊組完成離校手續。Confirm the progress from "Clearance Procedure Inquiry System" on the Student Information System. After completion, return the student card to the Registration Section to complete the clearance procedure. ※ 辦離校手續，請提前 1～3 天以電話通知助教上網查核。When proceeding with the clearance procedure, call the TA 1–3 days in advance to audit the clearance procedure online. ※ 離校手續截止日為次學期註冊完成（繳費截止）日。The closing date of clearance procedure is the date of registration completion (payment closing day) in the next semester. ※ 領取畢業證書。Collect the certificate of graduation.	次學期 註冊完成日前 Before the completion of registration in the next semester	

*In case of discrepancies between the English and Chinese versions, the Chinese version shall apply and prevail.