

revised 成大電機系博士班學位申請步驟：

(英文說明於第 2~4 頁 [English version](#))

1. 完成組內審查：請指導教授或召集人安排組內會議或組內口試時間。

(註：申請所需之文件，請至系網頁/[右欄] 表單下載/博士班/博士班學位考 或直接連結
https://www.ee.ncku.edu.tw/form.php?type=doctor#page_4)

2. 系上審查：組內會議完成後，依系上公告梯次選擇適合之梯次(詳電機系行事曆)，於該梯次申請截止日前繳交資料至承辦人處，資料包含：

- A. 申請表一([ODF](#))、刊登期刊首頁(未刊登期刊需附指導教授簽名的接受函)、申請表二([ODF](#))、口試委員名單([ODF](#))、論文比對結果報告([1 page](#) and signed by Advisor)，以上五件文件合為一份，繳交 1 份紙本正本。並將文件依順序製成 PDF 檔。
- B. 論文集及論文初稿各一份
- C. 口試委員資料各一份(如為助理教授或專家學者，請檢具學經歷及著作目錄資料)
- D. 組內會議記錄、博士班及碩士班成績單**正本**、簡歷、推薦函、個人資料表各一份
- E. 將 A-D 的文件電子檔 Email 至 z8305001@email.ncku.edu.tw，信件標題註明「學號-姓名學位考」。

註：口試委員以 5~9 人為限並且具教授資格，校外委員需三分之一以上並由指導教授指定一位校外委員擔任召集人，指導教授則排名在最後。

3. 學校口試申請：

於系上審查後 2 日至系辦領回論文集及論文初稿，並先上網登錄口試相關資料(第 1 學期於 1/20 前辦理、第 2 學期於 7/20 前辦理)網址：<http://campus4.ncku.edu.tw/wwwmenu/program/mou/> 並印出 (學位申請書含口試委員名單)指導教授簽名後繳交系承辦人，彙整行文(請自行送公文，完成後原文送回系承辦人;影印教務長用印後的公文給人事室給與福利組承辦小姐 50885 做口委聘書)，學位口試日期需訂於系上審查日一星期以後舉行。

4. 口試前：於學位口試前 1~2 日，評分表至主任(所長)室蓋系(所)戳。

(註：1.於口試前兩週將論文及畢業口試聘書送請各委員。 2.口試當天請學弟協助於考試前佈置妥考場並作紀錄，考後將考場恢復原狀。3.口試時準備論文集以便委員參考。博論中、英文證明簽名頁、評分表及口試記錄簽名頁於口試後送請各委員簽名。5.經費申請單請各委員簽名後，送交系辦。)

5. 口試後：1 週內將資料【口試記錄簽到單、口試記錄 (不含簽名頁需兩頁以上且須打字) 及評分表】繳交至系辦教務、口試委員經費簽收單繳交至系辦、並可上網列印離校手續單。 依本校「數位化學位論文蒐集辦法」及「數位論文全文系統繳交流程」辦理轉檔、登入上傳論文及授權作業 (網址 <http://thesis.lib.ncku.edu.tw/>)。輸入個人資料及論文中英文摘要及電子全文。6. 離校手續：需準備 A.精裝本論文二本，顏色由學校統一規定黑色底白字 (一本註冊組、系圖一片光碟、一本總圖) 參考本系 “[離系手續單](#)” (總圖離校 <https://www.lib.ncku.edu.tw/service/graduation/graduation.php>)7. 如因欲提專利申請需暫緩公開，請填「國家圖書館博碩士紙本論文延後公開/下架申請書」簽署後併同論文紙本繳交。(網址: https://www.lib.ncku.edu.tw/news/news_show_ch_news.php?news_id=2446)

Instructions for Applying Doctoral Degree Oral Exam and Graduation

1. Complete the group review meeting.

+Ask supervisor for arranging the date of group review meeting after the student has completed all documents in a checklist in section 2 (including A1~A5, B1~B2, C, D1~D5).

+Please access the department website for the needed documents

(https://www.ee.ncku.edu.tw/student_form.html) Search “系網頁/[右欄] 表單下載/博士班/博士班學位考”

or direct link here: https://www.ee.ncku.edu.tw/form.php?type=doctor#page_4

2. The department reviewed :

After the group reviewed meeting, select the suitable batch according to the announcement. Then, submit the needed documents to the department undertaker before the deadline of each batch. The need documents are included:

A.	1) Application form “申請表一”. (ODF) 2) The first page of Journal. If the paper has not been published, the accepted notice with supervisor’s signature should be also submitted. 3) Application form “申請表二”. (ODF) 4) List of the members of oral examination committee. (ODF) 5) Result of checking paradigm of Thesis/papers in Turnitin (Text-only report 1 page and signed by Advisor) The documents mentioned above should be combined as one PDF file must be in order.
B.	1) A list of publications including the papers for counting “graduation points” 2) A draft of dissertation
C.	The personal information of the oral examination committee members (if some members are not professor, such as an associate professor or an expert, please attach the data of related academic experience and publications)
D.	1) Personal Data Form 個人資料表 (ODF) 2) Group Meeting Minutes Form (ODF) 3) One "original" transcript for <u>doctoral</u> and <u>master's</u> classes 4) Resume 簡歷 (ODF) 5) Recommendation Letter 推薦函 (ODF) 6) In -group voting form (ODF)(if a vote is required)

All documents mentioned above must be arranged in order with both the electronic files and hard documents. Next, all items in File A are scanned and combined into a PDF electric file to prepare for the submission to department.

Send [files A-D](#) to the Email address z8305001@email.ncku.edu.tw. Mark the title of the email as “ Student ID number-Name- Degree Examination”, for example: “N28000000-王 OO-博士班學位考”

Note: The number of examiner members should be from 5 to 9. The committee members from other institution or organization, not in NCKU, should be more than one-third. The supervisor should assign one of the members who isn’t from NCKU as a chair. The supervisor should be ranked as the last one of the member lists.

Caution: the Ph.D. oral defense application must be submitted to dept. ON TIME, following EE dept. regulation, there are three times per semester and one working week for each duration, BEGIN (two weeks after the beginning of the semester) – MIDDLE (two weeks before midterm) – END (two months before the end of the semester).

•The deadline for Ph.D. oral defense application submission must be followed, we must come to the department office (4F) to check the schedule for each semester (pasted on a whiteboard). Usually, three times per semester (early, middle, and ending semester) and one week for each review. EARLY (two weeks after the beginning of the semester) – MIDDLE (one month before midterm) – ENDING (two months before the end of the semester). Therefore, students should plan and discuss with Advisor soon before the milestones above to have enough time to prepare for application.

•The oral examination should be host after date of department reviewed at least one week.

3. Apply for the oral examination

- After two days from the date of department reviewed, reclaim the proceeding and the draft of dissertation from department office.
- Log in the related materials of oral examination on the website. The first semester should be processed by Jan 20. The second semester should be processed by July 20.

(address: <http://campus4.ncku.edu.tw/wwwmenu/program/mou/>)

Print “Degree application form 學位申請書” include “list of oral examination committee 口試委員名單”. Then, submit them to the department undertaker. Then, organize the documents. There are some documents need to be stamped by the relevant units. Please go for it and re-submit the documents to the department office when you finish (About 6~7 items).

- Arrange documents before going for signing (ordered) as below:

- Checklist of signatures:

Step	Location	Person	Pages needed to sign
1	Professor office	Advisor	2
2	4F-EE (Mr. Chen)	Staff in charge for PhD degree	Waiting to receive documents
3	4F-EE- Chairman office	Chairman's Secretary	1-3-4-5-6
4	Chi-Duan-4F-Dean of Registrar of College	Need to follow guideline	1
5	Yunping - 1F - Registrar Division	Staff in charge for EE college and Dean Division	1
6	Yunping - 2F (turn right from lift) - Curriculum division	Staff in charge undertake/ Head of Curriculum division	1
7	Yunping - 2F (turn left from lift) – Vice President of Academic affair	2 nd Office (at left side)	1
8	Go to 7-11 to copy documents: (1) pages 1 & 4 (x1 copy)		

	(2) pages 1 & 6 (x2 copies)		
9	Yunping - 3F (turn right from lift) – Personnel office (left side at 2 nd door)	Compensation and benefit division.	Submit copy of pages 1 & 4. After few days, the appointment letters will be sent to Lab office. Then we send them to all examiners together with thesis.
10	4F-EE2 (Mrs. Yu)	Staff in charge for the fee of PhD degree	Submit 2 copies of pages 1 & 6.
11	4F-EE (Mr. Chen)	Staff in charge for PhD degree	Submit all documents.

- The oral examination should be host after date of department reviewed at least one week.

4. Before the oral examination

- The score sheet should be stamped by department Chairman.
- Submit the [draft of dissertation and appointment letter](#) to the members of oral examination committee before the examination date at least two weeks.

5. During the oral examination

- Prepare the proceeding for members' reference.
- Ask someone for meeting minutes and record a video of the entire PhD defense performance.
- Ask for members' signatures on (1) proof signature page of dissertation (both Chinese and English version), (2) score sheet ([that has been stamp by the department as many as the committee members number](#)), and (3) the signature page of meeting minutes and the list of questions.
- Ask for members' signatures on "Budget application form 經費申請單".

6. After the oral examination

- [Submit the documents to department office in one week after the oral examination](#)
 - [attendance record\(口試記錄簽到單\)](#)
 - [Meeting minutes of oral examination. The meeting minutes should be longer than two pages excluding the signature page.](#)
 - [score sheet](#)
 - [Budget application form](#)
- Revise the dissertation.
- Log in and submit final dissertation file to get three copyrights from the website. (address: <https://thesis.lib.ncku.edu.tw/>)
- Wait two workdays to receive result of an official dissertation from ETDS.
- Re-check to make sure NCKU watermark appears fully on all pages. For this you need to download the acrobat version from NCKU software.
- About the number of dissertations to be printed:
 - One (1) for NCKU library (**hardcover**)
 - One (1) for NCKU registrar division (**hardcover**)
 - One (1) CD for NCKU Electrical Engineering office (**one CD**)
 - One (1) for the lab (one hardcover OR one softcover)
 - Yourself (up to you)

7. Leave NCKU

- Print "leaving form [離系手續單](#)" from the EE website and "[leave school](#)" from the registration division website. After then follow guidelines to get stamps from the relevant units.
- Prepare **two hardcover dissertations with optical disc**. One for EE Registration with optical disc for department library; another **one** for NCKU library.
- Receive diplomate at NCKU Registrar's Division → Order English diplomate in machine.
- If you'd like to extend the publication of your dissertation due to the processing for applying patents. Please fill in the form 「國家圖書館博碩士紙本論文延後公開/下架申請書」 and submit the form with your dissertation. (address: https://www.lib.ncku.edu.tw/news/news_show_ch_news.php?news_id=2446)