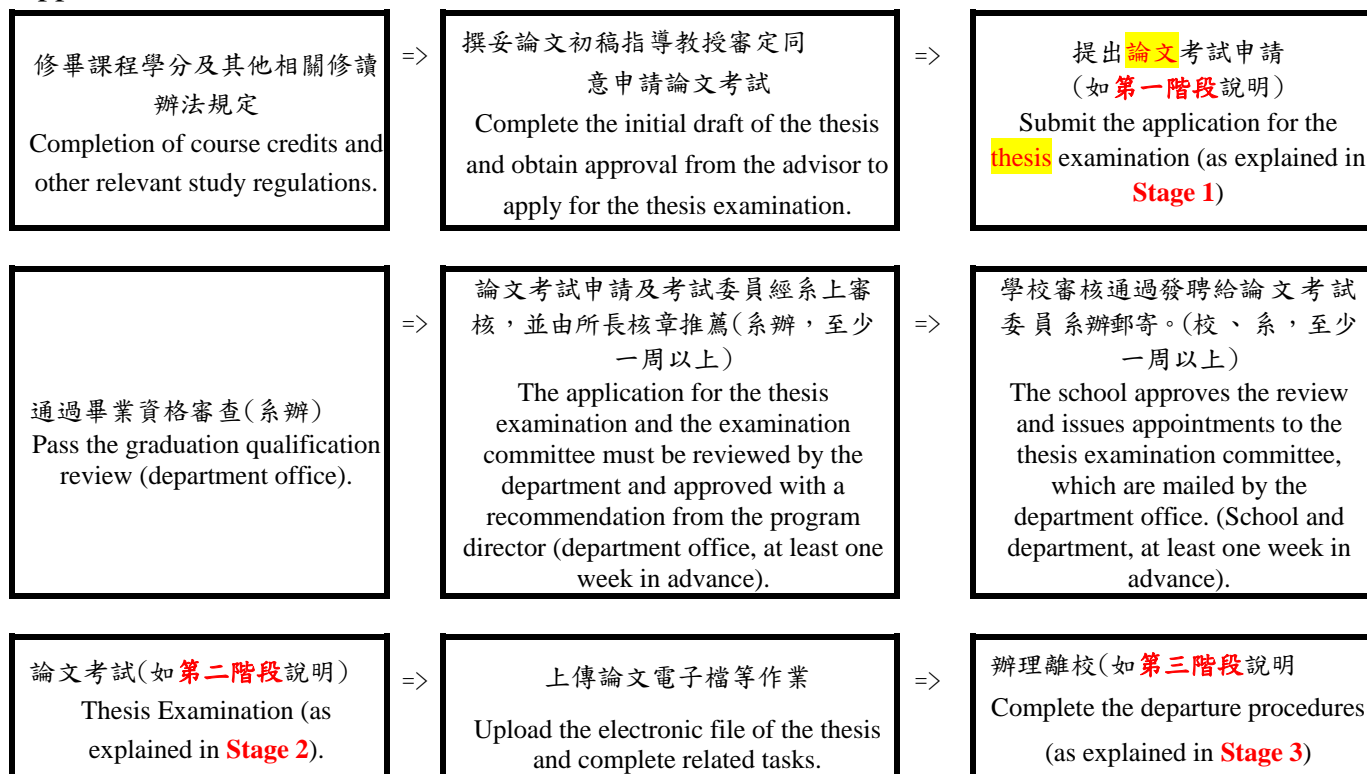


國立中興大學化學工程研究所
Graduate Institute of Chemical
Engineering, National Chung Hsing
University

【論文考試申請流程】
【Thesis Examination Application Process】

◎ 申請流程◎

◎ Application Process ◎



1. **第一階段：論文考試申請**(每學期完成註冊手續後接受申請，線上程序請詳閱研究所考試論文審查系統學生操作手冊)
論文考試**前25天**提出申請。(口試委員:碩士班為3~5位，博士班為5~9位，其中至少三分之一為校外委員)。
訂定**考試時間與地點**後，並務必至**選課系統網站登錄**口試中英文論文題目及口試日期(單一入口...->維護口試論文題目)。

1. **Stage 1: Thesis Examination Application** (Applications are accepted after completing the semester registration procedures. Please refer to the "Graduate Thesis Examination Review System Student User Manual" for detailed online procedures.) Submit the application at least 25 days before the scheduled thesis examination date. (Oral examiners: Master's Program: 3-5 members, Doctoral Program: 5-9 members, at least one-third of the committee members must be external members). After confirming the examination date and venue, log in to the course registration system to record the thesis title in both Chinese and English and the scheduled oral examination date (system through the single sign-on portal...->Maintain Oral Examination Thesis Title).

◎繳交表單資料：(務必打字)

◎Submission of Forms and Documents (Must Be Typed)

- (1) 論文考試申請書 (至單一簽到入口>教務資訊系統>畢業離校(學位系統)進行登錄>可填寫相關資料>列印紙本申請)
(1) Thesis Examination Application Form (Log in to the single sign-on portal>Log in to the Graduation/Departure (Degree System)> Enter the required information>print the paper application form)
 - (2) 教師擔任碩博士班研究生論文口試明細表及聘書 (系統套印列印紙本)
(2) Details of Faculty Serving as Master's and Doctoral Thesis Oral Examination Committee Members and Appointment Letter (Generate and print the form from the system)
 - (3) 寄發口試委員聘函專用信封 (化工系網站下載格式,打字含郵遞區號及住址,系辦找吳先生領取系上白色信封)
(3) Envelopes for Sending Appointment Letters to Oral Examination Committee Members (Download the template from the Department of Chemical Engineering website and type the postal code, and address. Obtain white envelopes from Mr. Wu at the department office)
 - (4) 備妥校外論文口試委員之帳號資料表 (化工系網站下載或系辦領取)
(4) Account Information Form for External Oral Examination Committee Members (Download from the Department of Chemical Engineering website or obtain from the department office)
 - (5) 車牌調查 (口試委員開車來校者需請再提供申請書一張及填寫車牌給系辦吳先生並確認上網登錄車號)
(5) Vehicle License Plate Registration (For committee members driving to campus, please provide an additional application form with the license plate number. Submit the form to Mr. Wu at the department office and confirm the online registration of the vehicle)
- *填寫研究生碩士論文考試申請表單(<https://forms.gle/UF9ZHRuQadjvBwL89>)
* Fill out the **Graduate Thesis Examination Application Form** using the provided link (<https://forms.gle/UF9ZHRuQadjvBwL89>)

2. 第二階段：論文考試

Stage 2: Thesis Examination

應考日期前後完成，如手續完成後更改考試日期則必須重新申請聘函抽換，並知會系辦顧助教，如手續完成後更改論文題目，則附註於口試之會議記錄中並至系統維護口試論文題目。如異動委員則需重先審查。請注意！
Complete the procedures before and after the examination date. If the examination date is changed after the procedures are completed, you must reapply for and exchange the appointment letters and notify the department assistant (Ms. Gu). If the thesis title is changed after the procedures are completed, the change must be noted in the meeting minutes of the oral examination and updated in the system under Maintain Oral Examination Thesis Title. For any changes to committee members, a new review process is required.

Please take note!

◎準備表單：

◎Preparing Forms：

所辦Department Office	研究生Graduate student
(1) Issuance of Appointment Letters (2) Thesis Examination Fees (Direct transfer based on the committee members' information provided by the student) (3) Transportation Arrangements for Examination Committee Members	<ul style="list-style-type: none"> ● 詳閱考試細則、論文封面、書背、論文內頁規劃等，請依學校格式辦理 Carefully review the examination regulations, thesis cover, spine, and inner page layout, and ensure all formatting complies with the university's requirements. ● 考試前務必繳交考試委員個人帳號資料及提供來校交通方式給顧助教，以免無法核銷費用。Before the examination, you must pay the examiner's personal account number and provide the department assistant (Ms. Gu) with transportation to the school in order to avoid reimbursement of the fee. ● 考試當天備妥Be prepared on the day of the examination <ol style="list-style-type: none"> 1. 論文審核頁(1 份，學校下載)Thesis Review Page (1 copy, downloaded from the school website) 2. 論文考試結果通知書(1 份，學校下載)Thesis Examination Result Notification (1 copy, downloaded from the school website) 3. 口試評分單(依委員人數，學校下載)Oral Examination Score Sheet (one for each committee member, downloaded from the school website) 4. 論文比對系統結果(檢附於結果通知書後面)Thesis Similarity Report (attached to the back of the Result Notification) ● 委員如搭高鐵來系，當天務必跟委員索取高鐵票根，以免無法核銷。(交通費一周內未提供交通方式，則不予以核銷)If committee members travel to the

	<p>department by High-Speed Rail, be sure to collect their ticket stubs on the day of the examination to ensure reimbursement. (Transportation costs will not be reimbursed if the travel method is not provided within one week.)</p> <ul style="list-style-type: none"> ● 口試紀錄一份(離校時繳交即可) Oral Examination Record (1 copy, to be submitted upon departure)
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第三階段：離校繳交資料

Stage 3 : Submission of Documents for Departure

- (1). 論文線上建檔完成，上傳至中興大學圖書館即可，請依圖書館審查作業時程(含授權書)The paper will be uploaded to the Library of Chung Hsing University after the online archive is completed. Please follow the Library's review timetable (including authorization).
 - (2). 離校時繳交系辦：(部分線上作業，網址在系離校單右下角**Payment to the Departmental Office at the time of departure: (For some online assignments, the URL is located at the bottom right corner of the Departmental Exit Slip.**
- (a) 填報論文研究領域等資料Fill out the required information for the thesis research field and related details.
 - (b) 論文電子檔(同紙本論文內含校圖書館授權書)寄至顧助教信箱yrku@nchu.edu.tw，紙本論文依學校圖書館規定繳交)Submit the electronic version of the thesis (including the NCHU Library authorization form) via email to Ms. Gu at yrku@nchu.edu.tw. Paper copies of the thesis should be submitted according to the university library's regulations.
 - (c) 口試會議記錄一份正本(老師簽名)或網路登錄Provide one original copy of the oral examination meeting minutes (signed by committee members) or complete the online registration.
 - (d) 論文考試結果通知書正本(或由指導教授繳交)Submit the original copy of the **Thesis Examination Result Notification** (or have it submitted by the supervisor).
 - (e) 口試評分單正本(或由指導教授繳交)Submit the original **Oral Examination Grading Sheet** (or have it submitted by the supervisor).
 - (f) 兩種離校手續單(校、系-給顧助教，二式各一份)Provide **two** departure forms (university and department), with one copy each for Ms. Gu.
 - (g) **加入中興大學化工系系友會Join the NCHU Chemical Engineering Alumni Association.**

※表單資料下載參考網址：

- <http://www.nchu.edu.tw/~regist/download02.htm>(中興大學教務處表單下載)
- http://www.lib.nchu.edu.tw/static_html/lib_etds/etdsindex.htm(學位論文格式規範)

※Form information download reference website：

- <http://www.nchu.edu.tw/~regist/download02.htm>(Academic Affairs Office Forms Download)
- http://www.lib.nchu.edu.tw/static_html/lib_etds/etdsindex.htm(Degree Thesis Formatting Guidelines)