

時間	辦理事項	提交文件 (紙本★、電子檔案▲)	注意事項
口試日期 前2個月	•向系辦說明欲於本學期進行博士論文口試	1.博士學位論文考試資格審核-學生檢核表(A1)★▲ 2.博士學位論文考試資格審核申請表(A2)★▲ 3.論文發表佐證文件(期刊、研討會論文) ▲ 4.歷年成績單★ 5.博士論文題目(中文、英文) ▲	•如有非教職人員擔任委員或未曾擔任過口試委員者，請先至系辦確認是否須審核。 •如委員須審核，請提供委員個人簡歷、並提交該委員與您研究領域的關聯性說明文件。
口試日期 前1個月 (或系辦通知後 盡速辦理)	接獲系上審核通過通知後： •至學位考試系統 (https://campus4.ncku.edu.tw/wwwmenu/program/mou/login.php)正式提出考試申請 •Turnitin系統論文比對 (https://reurl.cc/9vWXDO) •提供博士論文發表日期、時間	1.學位考試申請書★ 2.論文比對結果★ 3.博士論文發表日期、時間▲	•文件皆須親筆簽名，不可使用印章 •論文發表：須於口試日前2週完成，時間為2小時 •論文發表場地會由系辦規劃
口試日期 前2週	•進行博士論文發表 •提交博士論文”初稿”	---	•系辦會於發表時，至會場進行拍照留存 •請依口試委員人數(包含指導教授)提供博士論文初稿
口試當日	•學位考試論文合格證明書(2份) •評分表 (委員數/份)	1.「各委員評分表」(委員數/份) ★ 2.口試結果彙整表(系辦口試當日提供) ★	論文題目需調整時： •請於口試後馬上至系辦進行處理，考生進入系統進行”學位考試異動申請作業”申請，當日立即列印異動單，請指導教授簽名後送回系辦。 •學位考試論文合格證明書也要重新列印。

電子檔案請E-mail至 z10006054@ncku.edu.tw

口試前【常見問題】	
論文中英文 題目修正	學位考試異動申請作業：至學位考試系統填寫異動單，列印並請指導教授簽名後，送至系辦。
	異動單已送出，但仍發現有誤時：請與系辦聯繫，由系辦人員核對後進行退件作業，考生即可進入系統進行更正，更正後須重新提送更新後之表單(須指導教授簽名)。
學位考試系統 委員相關問題	委員任職單位、職稱與系統上不符：請至系辦說明，由系辦人員協助委員資料更動作業。
	查無委員資料：請至系辦說明為校內或校外之委員，如為校外委員須提供委員相關資料(最高學歷、專長、身份證字號等)。
口試委員 資格審核	過去未曾經過系上審核資格(B1)之委員：須提供該名委員學經歷、著作、執行計畫等基本資料、以及說明該委員與考生研究領域之關聯性(B2)等補充說明資料(書面及電子檔)至系辦，待系上會議討論審核通過後即可聘任及系統上登錄委員相關資訊。

Time	Task	Submission Documents (Paper ★& Electronic▲)	Notes
2 Months Before Oral Defense	Notify the department that you are ready to defend your doctoral dissertation.	1.Qualification Review for Doctoral Degree Examination Application-Student Checking List(A1) ★▲ 2.Application Form of the Qualification Review for Doctoral Degree Dissertation Exam(A2) ★▲ 3.Documents supporting publication of papers (journals, seminar papers) ▲ 4. Academic transcript ★ 5. PhD thesis title (in Chinese and English)▲	– If a non-faculty member is serving as a committee member or if the person has never served as an oral defense committee member before, please check with the department office in advance to confirm whether review and approval are required. – If the committee member requires review, please provide the member’ s curriculum vitae and a written explanation of the relevance between the member’ s expertise and your research field.
1 Month Before Oral Defense (Or proceed as soon as possible after being notified by the department office)	After receiving the approval notification from the department : - Operation of postgraduate degree examination online application (https://campus4.ncku.edu.tw/wwwmenu/program/mou/login.php) - Upload thesis file to Turnitin for similarity check (https://reurl.cc/9vWXDO) - Provide the date and time of the Ph.D. dissertation Seminar	1.Oral Defense Application Form ★ 2.Turnitin Similarity Report ★ 3.Dates and times for PhD dissertation seminars▲	- All documents must be signed in person - the Ph.D. dissertation Seminar : It must be completed at least two weeks before the examination date, and the duration is two hours. - Seminar Room is planned by the Department Office
2 Weeks Before Oral Defens	- Conduct the Ph.D. dissertation seminar Submit the first draft of the doctoral dissertation	---	- The department office will take photos at the venue during the defense for record-keeping purposes. - Please provide the draft of your doctoral dissertation according to the number of oral defense committee members (including your advisor)
Oral Defense Day	- Defense certificate (2 copies) - Defense scoring sheet (1 per committee member)	After the oral defense, please submit the following documents : 1. “Evaluation Form from Each Committee Member” (one per member) ★ 2.Summary of Oral Defense Results (provided by the department office on the day of the defense) ★	If you need to revise your dissertation title : - After the defense, please go to the department office immediately to make the changes. You must log into the system on the same day → <u>Amendment to defense application</u> → <u>print the revised application form</u> and have it signed by your advisor. - The “Defense certificate” must also be reprinted.
Please E-mail electronic files to z10006054@ncku.edu.tw			
【 FAQs 】 Before the Oral Defense			
Paper title revision (Chinese and English)	Amendment to defense application : Please fill out the amendment form in the degree examination system, print it out, have it signed by your advisor, and submit it to the department office.		
	If errors are found after the defense application is revised and submitted : Please contact the department office. After verification by the staff, the application will be returned. The student may then log into the system to make the necessary corrections. Once corrected, the updated form (with the advisor’ s signature) must be resubmitted.		
Operation of postgraduate degree examination online application	The committee member’ s affiliated institution and title do not match the information in the system. Please contact the department office for clarification, and the staff will assist in updating the member’ s information.		
Issues related to the committee	No committee member information found : Please report to the department office whether the member is internal or external. For external members, relevant information must be provided (highest degree, expertise, ID number, etc.).		
Oral Examination Committee Member Qualification Review	Committee members who have not previously undergone departmental qualification review (B1)must provide the department office with the following materials in both hard copy and electronic formatl : the committee member’ s academic and professional background, publications, research projects, and other relevant information, along with a written explanation of the member’ s relevance to the student’ s research field(B2). The appointment can only proceed, and the member’ s information can be entered into the system, after departmental meeting review and approval.		