**Graduation Thesis Oral Defense Procedure of**

**Engineering International Graduate Program**

Oral defense procedure is divided into three parts, please read carefully and pay attention to the timetable in next semester.

**Timetable**

|  |  |
| --- | --- |
| **Items**  | **Time**  |
| Present oral defense | No later than June 30th or December 31st |
| Oral defense date | No later than July 31stor January 31st |
| Leaving school | No later than August 31stor February 28th |

All the related forms please download from the school web page.

***Stage 1: Applying oral defense***

1. Please hand in the application documents one month before the day of oral defense.
	1. Application documents
2. The student should confirm dissertation title, date, place and committee members with advisers.
3. Fill out the Oral Defense Application Form (*chart one*), and Committee Members’ Information Form (*chart two*).
4. Transcript of all semesters (include the last semester’s courses you take) and Turnitin test result
5. The oral defense application should submit by your adviser.
6. Hand in the documents all above to the faculty office.
	1. Illustrations of filling the form
7. Go to Postgraduate Thesis Manage System to fill out the oral defense application form. It also needs to fill in the date of thesis oral defense.
8. The field (credits you need to take) in chart one is basically according to the credits you get on the transcript.( It does not include Seminar courses and Thesis courses)
9. Fill out the Committee Members’ Information Form (*chart two*).

2. Oral defense arrangement

 2.1 Preparation of oral defense

 (1) Confirm the meeting room 504 and the committee members’ transportation.

 (2) Students should prepare Evaluation Form (*chart 4*), Verification Letter from the Oral Examination Committee (*chart 5*). (Please type these forms and print it out. Then, hand in these documents to the faculty office one week before the oral defense. Remember to take them back after the oral defense at the same day.)

 (3) Confirm all the forms with your advisers after filling out all the forms.

2.2 Illustrations of filling the form

 (1) After typing the Invitations for Committee Members (*chart 6*), bring the file to faculty office and print it out.

 (2) Type the Evaluation Form, Verification Letter from the Oral Examination Committee (*chart 4 and 5*)

***Stage 2: Oral defense***

1. One week before oral defense: please ask a schoolmate or junior colleague to support all the affairs on that day except the oral defense.
	1. Please confirm the following items and reply to the faculty office: time and place of oral defense, committee members’ transport, and equipment, including notebook, projector, and projector controller.
	2. Students should send the Invitations for Committee Members along with the first draft of master’s thesis to the committee members.
2. On the oral defense day:
	1. Hand back the Evaluation Form, Evaluation Record (*chart 3*) and Verification Letter from the Oral Examination Committee. Return the equipment to the faculty office.

***Stage 3: Leaving school procedure (***[***http://cloud.ncl.edu.tw/nknu/***](http://cloud.ncl.edu.tw/nknu/)***)***

1. If you cannot leave school because of unfinished courses or thesis modification, please download the Retention Form from the Graduate of Studies Section web page and complete it before July 31st.
2. After downloading and filling out the Leaving School Consent Form, you might receive the Verification Letter from the Oral Examination Committee from faculty office.
	1. Upload the thesis
3. Convert the files to portable document format and upload.
4. Attribution of Copyright Confirmation Form needs both postgraduate and adviser’s signature. If thesis belongs to postgraduate and advisers, Thesis Electronic File Authority Letter also needs both postgraduate and advisors’ signature.
5. You can print the Thesis Electronic File Authority Letter out after uploading the electronic full text and passed the verification. After finish all the documents, go to the student system to upload electronic full text, Attribution of Copyright Confirmation Form, and Thesis Electronic File Authority Letter.
6. If you want to delay disclose the thesis or abstract, you need to fill out the Delay Disclose Application Form.
7. If you want to modify the electronic full text or attribution of copyright, you need to fill out the Thesis Changed Application Form.
	1. Thesis format
8. The front cover’s format should in compliance with the school rule. The content format should discuss with your adviser.
9. Binding order
10. Title page
11. Thesis Electronic File Authority Letter
12. Compensable Authorization Application (if you have applied)
13. Delay Disclose Application Form (if you have applied)
14. Verification Letter from the Oral Examination Committee
15. Acknowledgements
16. Chinese abstract
17. English abstract
18. List of contents
19. List of figures
20. List of tables
21. Content
22. References
23. Appendix
24. Numbers of thesis should hand in
25. One paper cover for Academic Affairs
26. One hardcover for library (with beige front cover and the glyph color should be blue)
27. Two paper cover for faculty office (with primrose cover)
	1. Leaving school procedure
28. Fill out the Leaving School Formality Form
29. A thin half-length color photo
30. It must finish all the procedure before August 31st

Consult to the English version while you are filling out the chart. Remember to hand in the Chinese version, not English Version.

**Graduate students’ Leaving School Procedure**

|  |  |
| --- | --- |
| **Affairs**  | **Graduate** |
| Faculty Office | Hand in the thesis and leaving school agreement form. If there are more than two advisors, it needs all advisors’ signature. |
| Physical Education | Return the equipment |
| Activities Section | Return the graduation gown |
| Discipline Section | Dorm  |
| International affair | Health insurance |
| Library | 1. Return books and pay up the fine
2. Leaving school information (You need to upload attribution of copyright confirmation and thesis electronic file authority letter to student account first.)
3. One thesis hardcover
4. Electronic file authority letter
5. Compensable authorization application (if you have applied)
6. Delay disclose application (if you have applied)
 |
| Academic affair (receive master degree diploma) | 1. Hand in the student ID, one graduation photo, and one thesis paper cover
 |

國立高雄師範大學碩、博士學位 論文考試申請表暨論文題目核定表

Chart 1

○○○ 學年度第○學期

|  |  |  |  |
| --- | --- | --- | --- |
| 應考研究 生 姓 名 |  | 學號 |  |
| 系 所年 級 | 工程國際碩士學位學程 年級 |
| 論文題目 |  |
| 指導教授 意 見 |  |
| 系所審查 學生畢業 資 格意 見 | 一、已修業年數： O 年二、已修本學位所需課程學分： 三、系所規定畢業學分：24學分(不含論文及書報討論)系所審核意見：（請務必勾選）1、該生合於畢業資格 □2、該生未達畢業資格＊未修畢最低畢業學分數 □＊未修畢應修之科目 □ 科目名稱：學程主任簽核：  | 教務處 研教組 意 見 | 一、學業平均成績： 二、學科考試成績：□ 免考□ 已通過□ 未通過 |
| 研教組組 長 |  |
| 教務長 |  |

附註：一、本表請由申請人自行填寫。

二、本申請表填寫乙份，經系所主管及指導教授簽核後，於規定期限內繳交 研教組，論文提要磁片繳交所屬系所。

三、申請人請檢附成績單乙份。

四、論文學位考試完成後，務必於每年 2 月底或 8 月底前完成離校手續。

若 論文考試完成後，如因需修習其他課程不要離校，請務必 1 月 31 日 前及7 月 31 日前填寫「繼續留校修課申請表」提出申請，以免影響自身權 益。

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本表為填寫「研究生論文管理系統」後由系統自動產生，請自行列印

Chart 2

高雄師範大學工程國際碩士學位學程研究生 姓名 口試委員資料表 105.06.20 口試時間： 年 月 日 時 分 ~ 時 分 口試地點 ： 和平校區/燕巢校區 教室號碼

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 姓名 | 服務學校/單位 | 現任職稱 | 學歷(碩博士) | 聯絡地址 | 連絡電話 |
| 指導教授 |  |  |  |  |  |  |
| 口試委員1 |  |  |  |  |  |  |
| 口試委員2 |  |  |  |  |  |  |
| 口試委員3 |  |  |  |  |  |  |

1. 請於申請碩士論文口試時，一併填寫本表格。

2. 請詳填本表，以免因資料缺失延誤畢業時程。

3. 口試當天建議自備電腦，以避免因電腦軟體不相容產生之相關問題。

校外委員交通方式：

**口試當天協助同學 姓名：**

**連絡電話：**

Chart 3

## 國立高雄師範大學碩士論文考試評分紀錄

|  |  |  |  |
| --- | --- | --- | --- |
| 應考研究生姓名 |  | 學 號 |  |
| 系所別 | 工程國際碩士學位學程 |
| 論 文 名 稱 | 中文 |  |
| 英文 |  |
| 指 導 教 授 |  |
| 學 程 主 任 | （簽章） |
| 考 試 日 期 | 年 月 日 |
| 口 試 委 員（簽章） | 簽名 | 評分 |
|  |  |
|  |  |
|  |  |
|  |  |
| 評 分 |  | （大寫） |

附註：一、口試委員評分會簽後，送交教務處研教組存查。 二、依據本校研究生學位考試實施要點：

1. 學位考試成績以七十分為及格，一百分為滿分，評定以一次為限，並以出席委員評定分 數平均決定之；惟碩士學位考試有二分之一以上委員，博士學位考試三分之一以上委員 評定不及格者，以不及格論。

2. 論文有抄襲或舞弊情事，經碩士、博士學位考試委員會審查確定者，以不及格論。

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本表為「研究生論文管理系統」自動產生，院辦公室列印權限



Chart 4

國立高雄師範大學碩、博士論文考試評分表

|  |  |
| --- | --- |
| 系 所 別 | 工程國際碩士學位學程 |
| 研究生 姓 名 |  | 學號 |  |
| 論文題目(中、英文) |  |
|  |
| 口試委員 簽 章 |  |
| 考試日期 | 年 月 日 |
| 評 分 | （大寫） |

附註：一、每位口試委員各一份。評分後，送交教務處研教組存查。 二、學位授予法施行細則第三條：

1、學位考試成績以七十分為及格，一百分為滿分，評定以一 次為限，並以出席委員評定分數平均決定之。

2、論文有抄襲或舞弊情事，經碩士、博士學位考試委員會審 查確定者，以不及格論。

chart 5

National Kaohsiung Normal University

Verification Letter from the Oral Examination

Committee for Graduate Student

This thesis by 名字 of the graduate program in 系所名稱, entitled: (要有空格)論文題目, is qualified for Master’s degree through the verification of the committee.

Convener

Members

Advisor

Director

Date : 口試日期

Chart 6

**國立高雄師範工程國際碩士學位學程 聘函**

#### 受聘者：○○○博士或教授

#### 茲敦聘

台端為本系○○○學年度第○學期○士學位論文考試考試委員

論文口試題目：○○○○○○○○○○○○○○○○

口試時間：○○○年○○月○○日（星期○）○午○○時○○分 口試地點：本校○○校區○○大樓○樓○○○室

口試學生：○○○ 連絡電話：○○○○○○○○○○ 隨函附奉碩士論文乙冊，敬請審閱，屆時恭候高軒蒞臨。

（貴委員業經本校校長核聘，並由本系代行發聘）

#### 學程主任 ○○○

中 華 民 國 ○ ○ ○ 年 ○ ○ 月 ○ ○ 日

本表請於「研究生論文管理系統」下載

Format of Cover

國立高雄師範大學工程國際碩士學位學程

碩 士 論 文

5 cm

Chinese Title

English Title

指導教授：Chinese Name

Advisor: English Name

研究生：Chinese Name撰

Graduate: English Name

中華民國Year年Month月

Month Year

3cm

3.5cm

3cm

National Kaohsiung Normal University

Engineering International Graduate Program (EIGP) Industrial Design

Master’s Thesis

Master’s Thesis

3cm

3.5cm

 According to different people, red words mean you need to type your own information. And the glyph color should be black.

Format of spine

3.5 cm

2.5 cm

國立高雄師範大學

工程國際碩士學位學程

碩士論文

Chinese title

研究生：Chinese Name 撰

According to different people, red words mean you need to type your own information. And the glyph color should be black.