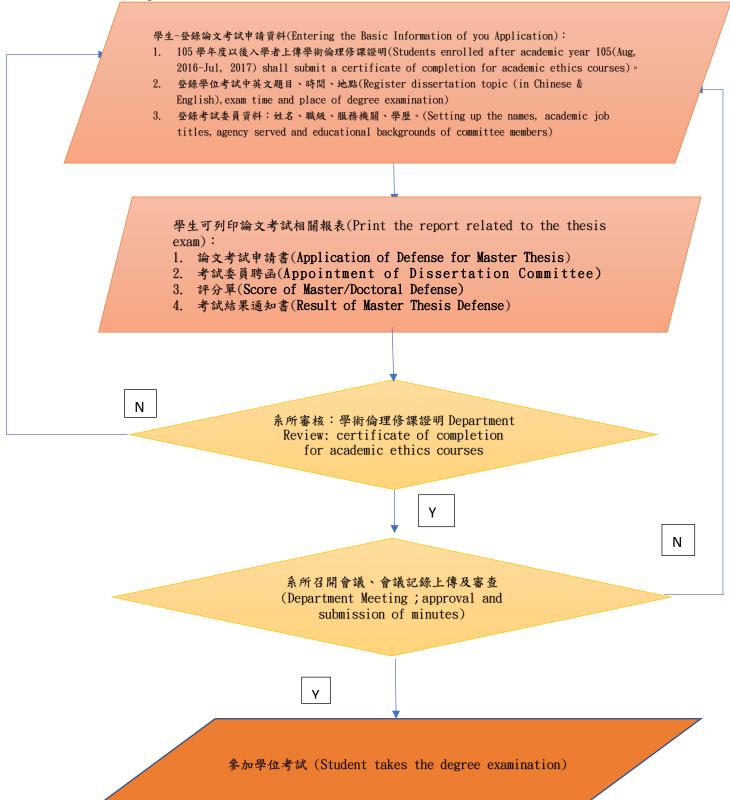
## 研究所考試論文審查系統學生操作手册 Thesis Exam Application System Student Operation Handbook

一、流程說明(process):

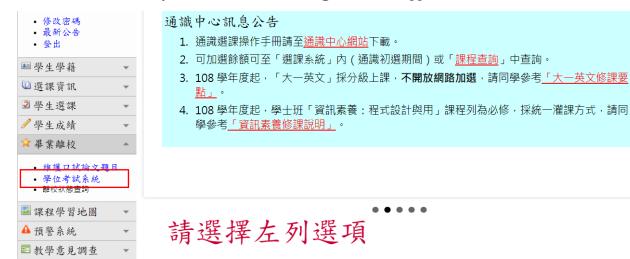


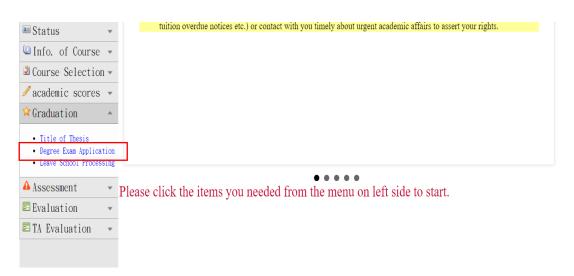
- ◆ 系辦助教確認前,學生可更改論文考試申請各項資料,包括日期、題目、口委名單。 (Exam date, topic, and oral list of committee members are subject to change before confirming by the teaching assistant of the department.)
- ◆ 系辦助教確認後,學生即無法更改口委資料,若要異動口委,需將學位考試申請書影本,加蓋指導老師簽章後送註冊組修正;系統則由系辦更改並重新上傳會議紀錄,但在 註冊組登錄口試成績前,學生皆可更改口試日期及題目。

Students cannot change the information of the oral committee members after the confirmation by the teaching assistant of the department. If students want to change the oral committee, they need to submit a photocopy of the degree examination application, stamped with the signature of the instructor, and sent to the Division of Registration for correction. The system will be changed and re-uploaded by the department. However, before the Division of Registration logs in the oral test results, students can change the oral test date and questions.

二、於教務資訊系統/畢業離校,選擇「學位考試系統」。

Academic affairs system / Graduation / Degree Exam Application





#### 三、學位考試系統包括:畢業學分檢視、學位考試申請

Degree Exam Application includes: graduation credit checking and degree examination application

#### 頁面進入畫面如下:

■TA服務調查

After entering the page, the screen is as follows:

1. 出現研究生學籍資訊:學號、姓名、系所、指導老師、註冊別、行動電話、電子郵件、通訊地址等資訊。The student status information appears: student number, name, department, instructor, registration type, mobile phone, email, mailing address and other information.



# 學位考試系統

- 本系統提供相關學位考試申請,包含:
- 1. 學位考試申請、取消及異動.
- 2. 登錄學位考試中英文題目、日期、地點及考試委員.
- 3. 列印學位考試相關表格.
- 4. 檢視學位考試流程及審核進度.

我知道了・開始進行登錄

畢業修課學分檢視

# 研究生學籍資訊

請確認相關資料無誤;如有錯誤請洽註冊組

學號	¥.	姓名
系所	11	指導老師
註冊別	f	行動電話
電子郵件	· ·	通訊地址

2. 學位考試流程狀況: 註冊狀況(當學期註冊程序須完成)、畢業審查(畢業學分符合)、考試申請(登錄學位考試中英文題目、日期、地點及考試委員)、審查結果(畢業學分滿足、論文題目符合專業領域、考試委員資格符合)、表單列印(可列印:學位考試申請書、考試委員聘函、評分單、口試結果通知書)、口試結果登錄。

Degree examination process status: registration status, graduation examination, examination application, examination result form printing, oral examination result login.

		學何	位考試流程狀	況	
	註冊狀況	畢業審查	考試申請	審查結果	口試結果登錄
說明	當學期註冊程 序須完成	畢業學分符合	登錄學位考試中英文 題目、日期、地點及考試委員	1. 畢業學分滿足 2. 考試委員資格符合	口試結果已登錄 , 可進行離校程序
狀況	✓	<	8	0	<del></del>
狀況說明	1102 完成註冊	已完成	未完成	未完成審査	未完成

3. 學位考試相關報表:學位考試申請書(中、英文版,套表)、考試委員聘函、 評分單、口 試結果通知書(中、英文版,套表)

Degree Exam Related Reports: Application of Defense for Master Thesis Appointment of Dissertation Committee Score of Master/Doctoral Defense Result of Master Thesis Defense



- 三、畢業學分檢視 Graduation credit checking
- 1. 重要提醒: 閱讀「重要提醒」, 閱讀完後點選「我知道了, 下一步」:

Read "Important Reminders" and click "I understand, next step" after reading



※重要提醒※

Important Reminders

- 請於論文考試前確認畢業學分是否符合系上訂定之畢業條件明細表。
- 學位論文學分數·碩士班為 6 學分、博士班為 12 學分·其學分需論文考試通過後始取得。
- 本校選課辦法第四條第二項規定:研究生因課業需要·除本系(所、學位學程)基本應修學分外·得經授課教師同意後·選修大學部相關課程·該課程如需計入畢業學分·須經指導教授及系、所、學位學程相關會議通過·但以 六學分為限;惟碩士生修習大四與碩士班合開課程·計入畢業學分數以十二學分為限。
- 本校學業成績考核辦法第二條規定:學生學業成績以百分制與等第制並列,授課教師成績以百分制輸入,由系統依「等第制與百分制單科成績對照表」自動轉換等第成績。百分記分法以一百分為滿分,學士班、進修學士班以六十分為及格,研究生以七十分為及格。
- 本校 105 學年度(含)起入學之研究所學生、學生得透過臺灣學術倫理教育資源中心網站自我學習、並通過總測驗取得修課證明;各系(所、學位學程)另訂有應通過專業學術研究倫理教育研習課程者、則依各系(所、學位學程)另訂之規定實施。
- 畢業學分確認問題·請洽系辦助教。
- 論文考試及格後,請繳交論文考試結果通知書至註冊組,始能辦理離校程序。

您的學系組是:中國文學系

我知道了,下一步

回學位考試系統

I understand, next step

#### 重要提醒 Important Reminders:

- 請於論文考試前確認畢業學分是否符合系上訂定之畢業條件明細表。 Before the dissertation examination, students must confirm that they have successfully earned a minimum number of credits to graduate based on department-wide graduation requirements.
- 學位論文學分數,碩士班為 6 學分、博士班為 12 學分,其學分需論文考試通過後 始取得。
  - Dissertation credits: 6 credits for a master's degree and 12 credits for a doctoral degree. The credits can be obtained after passing the thesis examination.
- 本校選課辦法第四條第二項規定:研究生因課業需要,除本系(所、學位學程)基本應修學分外,得經授課教師同意後,選修大學部相關課程,該課程如需計入畢業學分,須經指導教授及系、所、學位學程相關會議通過,但以 六 學分為限;惟碩士生修習大四與碩士班合開課程, 計入畢業學分數以 十二 學分為限。

In accordance with the second item of Article 4 of the NCHU Regulations on Course Registration: Graduate students are allowed to register for undergraduate courses in addition to the compulsory courses of their departments (graduate institute or degree program) with the permission of the course lecturer. Six undergraduate credits, at most, will be included in the graduation credits after the approval conference of advisors and heads of departments. Nevertheless, for master students who registered for joint courses designed for seniors and master students, 12 credits can be included in the graduation credits.

- 本校學業成績考核辦法第二條規定:學生學業成績以百分制與等第制並列,授課教師成績以百分制輸入,由系統依「等第制與百分制單科成績對照表」自動轉換等第成績。百分記分法以一百分為滿分,學士班、進修學士班以六十分為及格,研究生以七十分為及格。
  - According to Article 2 of the NCHU Regulations on Course Registration: Regular courses are graded both by letter grades and in percentages. Teachers will type in grades in percentages while the grading system will convert automatically the numerical grades to letter grades according to the Letter Grades to Numerical Grades Conversion Table. Regular course grades are given in percentage with a full score being 100 points. The passing score is 60 points for undergraduates and students enrolled in extension programs, and 70 for graduate students.
- 本校 105 學年度(含)起入學之研究所學生,學生得透過臺灣學術倫理教育資源中心網站自我學習,並通過總測驗取得修課證明;各系(所、學位學程)另訂有應通過專業學術研究倫理教育研習課程者,則依各系(所、學位學程)另訂之規定實施。 The graduate students enrolled in the Academic year 105(Aug, 2016-Jul, 2017) and after: Students are to study through the website of Center for Taiwan Academic Research Ethics Education and obtain the proof of study through a test; Departments (graduate institutes, degree programs) who have other requirement for professional academic research ethics education courses shall be implemented separately according to the regulations of departments (graduate institutes, degree programs).
- 畢業學分確認問題,請洽系辦助教。
   For questions regarding the confirmation of graduation credits, please contact the teaching assistant of the department.
- 論文考試及格後,請繳交論文考試結果通知書至註冊組,始能辦理離校程序。 After passing the dissertation exam, please submit "the Result of Master Thesis Defense" to the Division of Registration before you can go through the school leaving procedure.

2. 畢業審查檢視:可自行和系上規定之畢業條件明細表檢查是否符合畢業條件,如確定本學期要提論文考試申請,也可請系上先行審視同學歷年修習之課程,如符合可提論文考試申請,則可在備註欄上看到「預估畢業」字樣,學位考試流程狀況也會在「畢業審查」欄位上出現「已完成」字樣。

Graduation credit checking: You can check whether your grade sheet match the graduation requirements. If you want to apply for the thesis examination this semester, please check the transcript of the same academic year first. If you meet the requirements, you can apply for the thesis examination. You can see the words "預估畢業" in the remarks, and the word "Completed" will appear in the "Graduation Review" column for the status of the degree examination process.



#### 可直接點選數字檢視詳細內容 You can click on the number to view the detail.

序號 seria l	項目 Items	修習 學分(課目)數 Number of study credits (courses)	完成 學分(課目)數 Completed credits (courses)	不足 學分數 Insufficient credits	各項目備註
------------------	-------------	--	---	--------------------------------------	-------

1	本系專業必修課程 Professional Required Courses	-	-	1	
2	系院必選修課程 Required Elective Courses	-	-	0	
3	本系選修課程 Electives Required by the Department	-	-		
4	外系學分 Approved Credits from Other Departments	-	-		
5	學碩合開課程 Joint courses designed for seniors and master students	-	-		
6	學士班課程 Bachelor's courses	-	-		
7	學位論文 Thesis	3(1)	3(1)		
8	教育學程 Educational program courses	-	-		
9	指定補修學士班課程 Designated remedial Bachelor's courses	-	-		
10	其他 A Others	-	-		
11	其他 B Others	-	-		
12	其他 C Others	-	-		
13	不採計 Courses that do not take into account	-	-		
14	畢業總學分(不含論 文)Ttotal credits (excluding thesis)	-	-		
	備註 Remark	預估畢業			

評估修課學分是否符合畢業學分 Evaluate course credits for compliance with graduation credits: Y/N 是否取得並檢附學術倫理教育修課證明 Whether to obtain and attach the certificate of academic ethics education courses: Y/N

# 

*	~	•	
已完成	未完成	未完成審查	未完成

2. 考試委員資格符合

口試結果登錄

口試結果已登錄

,可進行離校程序

#### 學位考試流程狀況 Process Status

題目、日期、地點及考試委員

註冊狀況

當學期註冊程

序須完成

1102 完成註冊

說明

狀況

狀況說明

	註冊狀況 Registration situation	畢業審查 Graduate credits meet	考試申請 Exam application	審查結果 Review results	口試結果登錄 Score Login
說明 directions	當學期註冊程 序須完成 The semester registration process must be completed	畢業學分符 合 Graduate credits meet	登錄學位考試中英文題目、日期、地點及考試委員 Login Degree Exam in Chinese and English Topics, Dates, Venues and Examiners	1.畢業學分滿足 Graduate credits mee 2.考試委員資格符 合 The qualifications of the examination committee meet the requirements	口試結果已登錄,可進行離校程序 Exam score are logged in and can leave school
狀況 <b>Status</b>	✓	<	8	8	9
狀況說明 <b>Status</b>	1102 完成註 冊 OK/Not OK	已完成 OK/Not OK	未完成 OK/Not OK	未完成審查 OK/Not OK	未完成 OK/Not OK

#### 四、學位考試申請

- 1. 有四種情形,學生無法登錄學位考試申請系統:
- (1) 考試當學期未完成註冊。
- (2) 時間為 8/1 至 8/31: 登錄論文題目時間為: 第一學期: 9/1 ~ 次年 1/31, 第二學期: 2/1 ~ 7/31。8/1 至 8/31 非可登錄論文題目時間。
- (3) 無指導教授:未送指導教授通知單,不允許登錄。
- (4) 博士班同學資格考尚未通過。
- 2. 閱讀「重要提醒」, 閱讀完後點選「我知道了, 下一步」:

#### Application for Degree Examination

- 1. There are four situations in which you cannot log in to the degree examination application system:
  - (1) Registration is not completed for this semester.
  - (2) From 8/1 to 8/31, the non-registerable thesis topic time.
  - (3) No supervisor
  - (4) The doctoral students have not passed the qualification examination.
- 2. Read "Important Reminders" and click "I understand, next step" after reading:



興大學位考試系統

#### ※重要提醒※

- 研究生登錄學位考試系統條件:
  - 。 碩士班至少修業滿一學期、博士班至少修業滿三學期。
  - 。 本學期已完成註冊程序。
  - 。 畢業學分已完成(請參考畢業學分檢視)。
  - 105學年度以後入學學生·需已取得學術倫理教育修課證明文件(請準備PDF檔案上傳)
  - 和指導教授已充分溝通·確認論文題目、內容以及考試時間·論文題目及內容須符合所屬系(所、學位學程)之專業領域。
  - 請事先和系辦助教確認本學期要申請論文考試,以便系辦助教進行畢業審查及召開相關審查會議。
- 登錄學位考試系統時間:
  - 第一學期:9/1~次年1/31。
  - 。 第二學期: 2/1~7/31。
- 學位考試中、英文題目欄位之填寫以300字為限:
- 碩士班考試委員3-5人、博士班考試委員5-9人,指導教授為當然委員,委員須符合學位授予法規定之資格,並依規定須有1/3以上之校外委員。
- 學位考試申請書經註冊組審查後·如考試委員或日期須修正·請將學位考試申請書影本·加蓋指導老師簽章後送註冊組修正;考試委員更改需由系辦重新上傳會議紀錄·至遲需於「原論文考試舉行日」前完成。
- 註冊組登錄論文考試成績前,可因應指導教授或考試委員要求更改口試題目,登錄論文考試成績後,則無法再行修改。

您的學系組是:中國文學系

我知道了,下一步

回學位考試系統 命

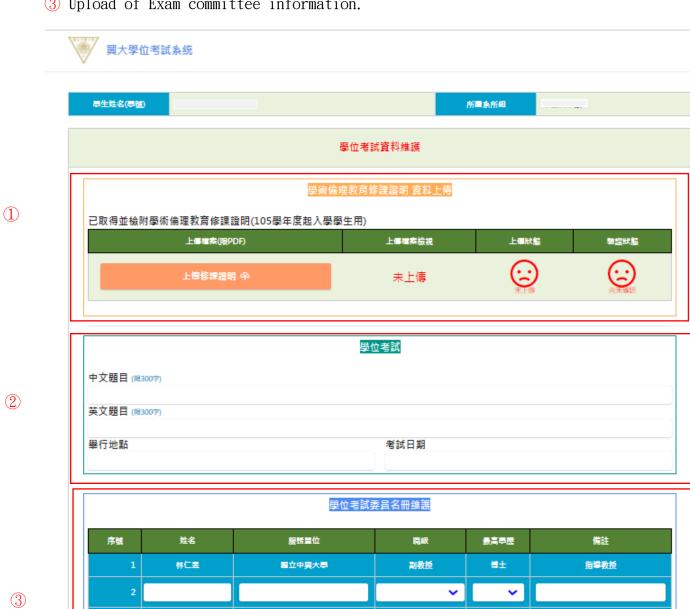
#### ※重要提醒 Important Reminders※

- 研究生登錄學位考試系統條件 Requirements for the Graduate Registration Degree Examination
   System:
  - 。 碩士班至少修業滿一學期、博士班至少修業滿三學期。Participation in at least one full semester for master's programs and three full semesters for doctoral programs.
  - 本學期已完成註冊程序。Complete the semester registration.
  - 。 畢業學分已完成(請參考畢業學分檢視)。 Completed the number of credits stipulated in the degree program.
  - o 105 學年度以後入學學生·需已取得學術倫理教育修課證明文件(請準備 PDF 檔案上傳) Students enrolled after academic year 105(Aug, 2016-Jul, 2017) shall submit a certificate of completion for academic ethics courses (Please upload in PDF format).
  - 和指導教授已充分溝通,確認論文題目、內容以及考試時間,論文題目及內容須符合所屬系 (所、學位學程)之專業領域。Fully communicated with the advisor to confirm the thesis title, content and examination time. The thesis title and content should be aligned with the professional field of the department (institution, degree program).
  - o 請事先和系辦助教確認本學期要申請論文考試,以便系辦助教進行畢業審查及召開相關審查會議。In order that the teaching assistant can conduct a Review for Graduation and hold the relevant meeting, you must schedule your dissertation examination of the current semester with the teaching assistant of the department in advance.
- 登錄學位考試系統時間 Time-limit for data logging:
  - 。 第一學期: 9/1 ~ 次年 1/31。First semester: 1 September~31 January
  - 。 第二學期: 2/1 ~ 7/31。Second semester: 1 February ~31 July
- 學位考試中、英文題目欄位之填寫以 300 字為限。Dissertation topic (in Chinese & English) field is limited to 300 characters maximum.
- 碩士班考試委員 3-10 人、博士班考試委員 5-12 人,指導教授為當然委員,委員須符合學位授予法規定之資格,並依規定須有 1/3 以上之校外委員。The examination committee must consist of at least 3-10 members for the master's class; 5-12 examination committee members for the doctoral class, the examinee's thesis advisor shall serve as an ex-officio member. The committee members must meet the qualifications stipulated by the Degree Granting Law, and there must be more than 1/3 of the external committee members.
- 學位考試申請書經註冊組審查後,如考試委員或日期須修正,請將學位考試申請書影本,加蓋指導老師簽章後送註冊組修正;考試委員更改需由系辦重新上傳會議紀錄,至遲需於「原論文考試舉行日」前完成。After the degree examination application has been reviewed by the Division of Registration, if the examiner or the date needs to be revised, please submit a photocopy of the degree examination application with the signature of the supervisor and send it to the Division of Registration for revision; if the examination committee is changed, the department office should re-upload the meeting minutes., at the latest before the "original thesis examination date".
- 註冊組登錄論文考試成績前,可因應指導教授或考試委員要求更改口試題目,登錄論文考試成績後, 則無法再行修改。Before the results are registered, the questions of the oral test are subject to changed. After the results are registered, they cannot be modified again.

3. 學位考試申請流程:區分三大塊-①學術倫理修課證明上傳、②學位考試中英文題目登 錄、③考試委員資料登錄。

The degree examination application process is divided into three parts:

- 1 Upload of a certificate of completion for academic ethics courses.
- 2 Dissertation Topic Submission (in Chinese & English).
- 3 Upload of Exam committee information.



× 備註:碩士班至少需3人,最多5人。

> 儲存 🗈 回學位考試系統 命

#### 所屬系所組 Department

#### 學位考試資料維護 Maintenance of exam materials

已取得並檢附學術倫理教育修課證明(105 學年度起入學學生用) The certificate of completion for academic ethics courses has been obtained and attached (for students enrolled from academic year 105(Aug, 2016-Jul, 2017))

上傳檔案(限 PDF)	上傳檔案檢視	上傳狀態	驗證狀態
Upload file (PDF only)	Upload file view	status	verification status

## 學位考試

中文題目 Chinese topic (限 300 字) 英文題目 English topic (限 300 字) 舉行地點 location 考試日期 Exam date

學位考試委員名冊維護

1. 序號 2. 姓名 Name serial	3. 服務單位 service organization	4. 職級 position	5. 最高學歷 Education	6. 備註 Mark
7. 1 8. AAA	9. 國立中興大學	10. 副教授	11. 博士	12. 指導教授 Advisor
13. 2 14. BBB	15. bbb	16. 教授 ▼	17. 博士 🔽	18.
19. 3 20. CCC	21. coc	22. 中研院院:▼	23.	24.
25. 4 26.	27.	28.	29.	30.
31. 5 32.	33.	34.	35.	36.
37. 6 38.	39.	40.	41.	42.
43. 7 44.	45.	46.	47.	48.
49. 8 50.	51.	52.	53.	54.
55. 9 56.	57.	58.	59.	60.
61. 10 62.	63.	64.	65.	66.

備註:碩士班至少需 3 人、博士班至少需 5 人。NOTE: The master program requires at least 3 members. Doctoral program requires at least 5 members

- 4. 學位考試資料維護 Degree Exam Application:
- (1)上傳學術倫理修課證明:105 學年度以後入學者須上傳學術倫理修課證明。 Students enrolled after academic year 105(Aug, 2016-Jul, 2017) shall submit a certificate of completion for academic ethics courses.
  - ① 點選「上傳修課證明」 Click "Upload Course Certificate"



- ② 選擇「檔案」後,確定並「提交」。 After selecting "File", confirm and "Submit"
  - 學位考試審查 學術倫理教育修課證明 資料上傳 請上傳 PDF格式檔案



③ 完成後,上傳狀態會出現笑臉,並顯示已完成上傳。(系所審查無誤後,在驗證狀態 也會出現笑臉喔,但也不能再變更上傳資料)

When complete, the upload status will show a smiley and show that the upload is complete. (After the review by the department is correct, a smiley face will also appear in the verification state, but the uploaded information cannot be changed.)





(2)中英文論文題目登錄:請登錄中文題目、英文題目、舉行地點和考試日期。中英文題目每一欄位之填寫以300字為限。

Dissertation Topic (in Chinese & English) Submission: Please register the Chinese topic, English topic, venue and exam date. Each field of Chinese and English questions is limited to 300 characters.



#### (3)考試委員登錄:

Upload of Exam committee information

- ① 口試委員總數:碩士班(G、W、R) 3-5 人、博士班(D)5-9 人。另即校外委員需>=1/3。 The total number of examination committee members: 3-5 for the master class (G, W, R) and 5-9 for the doctoral class (D). In addition, the off-campus members need to be >=1/3.
- ②口試委員會先自動帶入指導教授及共同指導教授資訊(為當然委員),且無法刪除。
  The information of advisors and co-advisors (as ex officio members) will be automatically brought into the list and cannot be deleted.
- ③ 口試委員服務單位,提供文字方塊填寫,最多 20 個字。 Exam committee Academic Unit Served (or Agency Served) - refer to the corresponding text box which holds up to maximum 20 characters.
- ④ 職級:請選擇教授、副教授、助理教授、中研院研究員、中研院副研究員、中研院助研究員,非以上職級者,請選擇其他。※研究員、副研究員、助研究員係指服務機關為中央研究院者。

Position (Academic Job Title): Please select Professor, Associate Professor, Assistant Professor, Researcher of Academia Sinica, Associate Researcher of Academia Sinica, Research Assistant of Academia Sinica.

- ⑤最高學歷:請選擇博士、碩士或學士。 Highest Academic Level: Please select Ph.D, Master or Bachelor.
- ⑥ 備註:如需特別說明者,請於備註欄內書寫。 Note Box:For supplemental note of explanation.

\*為辦理考試委員口試費用,請於紙本考試申請書上書寫委員所在之城市。In order to pay for the oral examination fee for the examination committee members, please write the city where the committee members are located on the paper-based examination application form.



		學位老	試委員名冊維護		
序號	姓名	服務單位	職級	最高學歷	備註
1	張曼玲	國立中興大學	副教授	博士	指導教授
2	委員1	國立中央大學	助理教授	博士	
3	委員2	中研院	副研究員	博士	
4	委員3	台積電	其他	碩士 🗸	
5	委員4	國衛院	其他	博士	

儲存 🖸

#### 回學位考試系統 命

以上程序完成後,可由系統列印論文考試申請書(套表)、聘函,並依行政程序經指導教授、系所主管及註冊組審核核章,系所於學生送出申請書後,可於系統審查學生資料及上傳會議紀錄,審核確認後會同步鎖住系統,同學便無法變更學術倫理修課證明及考試委員資料,如需修改,則須於已審核之考試申請書(有加蓋註冊組與正本相符之影本)修正,並經指導教授簽章後送系所更正,惟中英文題目在成績未登錄前仍可於系統修正,成績登錄後並無法再修改。

After completing the above procedures, the thesis examination application form and letter of appointment can be printed directly from the web system, and be reviewed and given a stamp of approval by the department supervisor and the Division of Registration based on the administrative procedures. Department is to review student data and upload the meeting minutes when the application has been submitted. After the verification and confirmation, the system will be locked synchronously, and the students cannot alter the certificate of completion for academic ethics courses and the information of the examination committee members. If revisions are requested, the correction must be labeled on the certified copy of approved application issued by Division of Registration, and signed by the thesis advisor, whereas questions (in both Chinese and English) can only be edited in the system prior to grade submission.



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est - 行地點 中興大學			考試日期 2021-12-17		
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行地點	姓名		2021-12-17	異動	備註
行地點 中興大學	姓名	<u>条辦助教已完成</u>	2021-12-17 試委員名冊維罐 會議記錄上傳,無法再		備註 指導教授
行地點 中興大學 序號	姓名 委員1	<u>条辦助教已完成</u> 服務單位	2021-12-17 金試委員名冊維護 會議記錄上傳,無法再 職級 副教授	最高學歷	
行地點 中興大學 序號	委員1	条辦助教已完成 服務單位 國立中興大學	2021-12-17  (計委員名冊維護 會議記錄上傳,無法再 職級 副教授 助理教授	最高學歷博士	
行地點 中興大學 序號 1 2	委員1	系統助教已完成 服務單位 國立中興大學 國立中央大學	2021-12-17  (試悉冒名冊維護 會議記錄上傳,無法再 職級 副教授 助理教授 副研究員	最高學歷 博士	

五、口試申請後,可列印學位考試結果通知書(套表)、評分單。

After applying for the examination, you may print the degree examination result notice and score sheet.

七、辦理離校前,需繳交已評分並經簽章後之學位考試結果通知書。

Before leaving the school, students are to submit a graded and signed degree examination result notice. (Score of Master/Doctoral Defense)

# 學位考試相關報表

可下載後進行列印

#### 學位考試申請書

完成論文題目等相關資料填寫才 可下載

報表下載 💸

#### 學位考試委員聘函

審核通過後自行下載填寫

報表下載 🎊

#### 學位考試結果通知書

審核通過後才可列印

報表下載 💸

#### 學位考試論文口試評分單

審核通過後自行下載填寫

報表下載 💸