

## 國立中興大學台灣與跨文化研究國際博士學位學程修業流程 National Chung Hsing University Taiwan and Transcultural Studies International Ph.D. Program Academic Process

最低修業年限 2 年，最高修業年限 7 年（不包括休學年限 2 年）。研究生學業及操行成績均以 70 分為及格，操行成績不及格者，予以退學。

The minimum duration of study is 2 years, and the maximum is 7 years (excluding a maximum of 2 years of leave). The minimum passing grade for academic and conduct performance is 70 points. Students who fail the conduct performance requirement will be dismissed.

★法規：[國立中興大學博士班章程](#)

[國立中興大學博士班學位考試細則](#)

[各學年度入學學生之畢業條件明細表](#)

[國立中興大學博士學位候選人資格考核實施要點](#)

★Regulations:

- (in Chinese)[National Chung Hsing University Doctoral Program Regulations.](#)
- (in Chinese) [Exam Regulations for Doctoral Programs of National Chung Hsing University.](#)
- [Details of Graduation Requirements for Students Entering Each Academic Year.](#)
- (in Chinese)[National Chung Hsing University Ph.D. Candidacy Assessment Guidelines.](#)

### 第一學年第一學期/First semester of the first academic year

■抵免學分：依本校抵免學分辦法，最多抵免 6 學分，並應於新生入學第一學期加退選課程截止日期前提出申請抵免，且以一次為限，超過期限不得提出申請抵免。碩士直升博士生，其在碩士班已修科目最多採認 12 學分。學士直升博士生，最多抵免博士班畢業學分數之一半（不含畢業論文）。

●法規：[國立中興大學學生抵免學分辦法](#)

◇表格：[國立中興大學研究生抵免學分申請書](#)

■ Credit Exemptions: According to the credit exemption policy, students may apply for up to 6 exempted credits. The application must be submitted before the course add/drop deadline in the first semester, and the application can only be made once. Late applications will not be accepted. For direct-entry Ph.D. students from a masters program, up to 12 credits from the masters program may be recognized. For direct-entry Ph.D. students from a bachelor program, up to half of the Ph.D. graduation credits (excluding the dissertation) can be exempted.

● Regulations: National Chung Hsing University Credit Exemption Policy

◇ Form: [Credit Transfer Application Form for Graduate Student](#).

■ 選修大學部相關課程：依本校學生選課辦法規定，研究生每學期應修學科學分由指導教授或學程需要，除本學程基本應修學分，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，需經指導教授及學程相關會議通過，但以 3 學分為限。最多承認外系(所)6 學分(含校際選課學分)。

■ Elective Undergraduate Courses: According to the university's course selection regulations, graduate students' credit requirements each semester are determined by their advisor or department. Apart from the required credits, students may take relevant undergraduate courses with the instructor's approval. These courses can count toward the graduation credits if approved by the advisor and the department, but are limited to a maximum of 3 credits. Credits from other departments: a maximum of 6 credits or two courses. See: Guidelines for Graduation Credit Recognition of Non-Departmental Courses.

#### 第一學年第二學期/Second semester of the first academic year

■ 最遲應於入學**第一學年結束前**，選定學位論文指導教授，並持指導教授之書面同意書，送學程辦公室登記，經學程主任核章後送註冊組列冊備查。( **未於規定期限內商請指導教授者，勒令休學一學期。** )

◇ 表格：[指導教授名單通知書及同意書](#)

■ By the **end of the first academic year**, students must choose a dissertation advisor and submit a written consent form to the program office for registration. This must be approved by the program director and submitted to the registration office for record-keeping. (**Students who fail to select an advisor by the deadline will be suspended for one semester.**)

◇ Form: [Graduate Student Thesis Advisor Agreement Form](#)

■ 研究生因故需另請指導教授時，應填寫「異動申請書」經原指導教授、新指導教授及系(所)主任同意簽章後送註冊組備查。指導教授因生病、離職、退休、出國或其他因素無法再繼續指導時，應由研究生填寫「指導教授異動通知書」經新指導教授及系(所)主任同意簽章後送註冊組備查。

◇ 表格：[指導教授名單異動申請書](#)

■ If a student needs to change their advisor, they must submit a "Change Request Form" approved by the original advisor, new advisor, and department head. If an advisor can no longer guide the student due to illness, resignation, retirement, or other reasons, the student must fill out the "Advisor Change Notification Form,"

approved by the new advisor and department head, and submit it to the registration office.

◇Form: [Application for Changing the Advising professor of Graduate Students.](#)

#### 第二學年第一學期/First semester of the second academic year

■於課程網路初(加退)選時,選必修課「**博士論文**」**6 學分**。該門課程需至少修畢**兩學期共 12 學分**;如已無修習其他課程,選課時仍至少需選本門,方符合註冊及選課程序。

■ During the course selection period, students must enroll in the required “**Doctoral Dissertation**” course (6 credits). The course must be taken for **at least two semesters, totaling 12 credits**. If no other courses are being taken for the semester, students must still register for this course to comply with the registration and course selection procedures.

#### 博士候選人資格考/Doctoral Candidates Qualifying Examination

■須至少修畢**18 學分**後(不含「博士論文」12 學分),且撰妥學位論文計劃大綱及基本內容,經指導教授同意後,始得提出博士候選人資格考核,經考核委員會三分之二以上之委員通過為博士學位候選人後,始得申請博士學位論文考試。

◇表格: [申請資格筆試資料表](#)

■Students must have completed at least 18 credits (excluding 12 credits of doctoral dissertation) and have written the outline and basic content of the dissertation plan, and have been approved by the supervising professor before applying for the qualification examination for doctoral candidacy. After this application is approved by more than two-thirds of the members of the examination committee, students may apply for the doctoral dissertation examination.

◇ Forms: [Application Form for Ph.D Qualifying Written Examinations](#)

■研究生申請參加博士學位候選人資格筆試,至遲應於修業**第四學年第二學期結束前**提出。本學程之博士學位候選人資格考核,得每學期辦理一次,由本學程自訂接受報名及舉行考核之日期與地點。

●法規: [博士候選人資格考核實施辦法](#)

◇表格: [博士候選人申請資格考核資料檢核表](#)

[博士候選人資格考核申請書](#)

[博士候選人資格考核委員名單](#)

[博士生通過候選人資格考核通知書](#)

■The written examination for doctoral candidacy shall be submitted **no later than the end of the second semester of the fourth academic year of study**. This program may conduct the candidacy examination for the doctoral degree once per semester,

and the date and place for accepting applications and conducting the examination shall be determined by the program.

- Regulations (in Chinese): [Doctoral Candidacy Examination Guidelines](#)
- ◇ Forms: [Doctoral Candidacy Exam Application Checklist](#).  
[Application for PhD Students Doctoral Candidate Evaluation](#).  
[List of Doctoral Candidate Evaluation Committee Members](#).  
[Notification for PhD Students Passing Doctoral Candidate Evaluation](#).

### 學位論文考試申請/Application for Dissertation Examination

■須符合下列條件始具備學位論文考試申請之資格：

1. 符合最低修業年限2年(截至提出學位論文考試的畢業當學期為止)
2. 修滿最低畢業總學分30學分，含學科必、選修12學分以及博士論文12學分。
3. 在國外英文期刊或經科技部人文社會科學研究中心評比結果符合二級(或同等級)以上期刊、THCI Core 期刊發表論文一篇。(須提出申請經本學程事務委員會審核通過。表格：[期刊論文發表審核申請表](#))。
4. 在國內外學術研討會發表英文論文一篇。(須提出申請經本學程事務委員會審核通過。表格：[學術研討會論文發表審核申請表](#))。

※備註：選項3及選項4符合其一規定即可。

5. 須通過博士候選人資格考核。

先上網進入教務處→網路選課→選課系統網站，登錄博士論文題目，並列印「參加論文考試申請書」(需與指導教授敲定考試委員及時間，考試委員共五位(含本學程教師一位，校外委員須二位以上)，並填妥申請書各項欄位，經指導教授簽章)，連同在學期間期刊論文發表及學術研討會論文發表紀錄，於擬舉行論文考試日期至少二十二天前繳交申請書(紙本)，並將論文電子檔寄至學程信箱([transculture@dragon.nchu.edu.tw](mailto:transculture@dragon.nchu.edu.tw))，論文五冊則請自行分送給考試委員。

●法規：[國立中興大學博士班學位考試細則](#)

◇表格：

[博士生學位考試申請書 - 於研究所考試論文審查系統登陸後印出](#)  
[國立中興大學學位論文格式規範](#)

■The following requirements must be met in order to be eligible to apply for a degree thesis examination:

1. Completion of the minimum study period of 2 years by the time of the defense.
2. Completion of a minimum of 30 credits, including 12 credits of required courses and 12 dissertation credits.

3. Publication of at least one paper in an international English journal rated Tier 2 or above, or in a THCI Core journal, subject to approval by the program's committee. (Form: [Verification of an Article Published in a Journal: Application Form](#))
4. Presentation of at least one English paper at an academic conference, subject to program committee approval. (Form: [Verification of a Paper Presented at a Conference: Application Form](#))

※Note: Only **one** of option 3 or 4 is required.

5. Students are required to pass the doctoral candidacy examination. Firstly, you should go online to the Academic Affairs Office → Online Course Selection → Course Selection System website, register the doctoral dissertation topic, print out the 'Application for Dissertation Examination' (you have to finalise the examination committee members and the time with the supervising professor, and there should be a total of five examination committee members (**including one teacher of the programme, and two or more members from outside the university**)), fill in the various fields of the application form, and get the signature of the supervising professor), and submit the application form (paper copy) at least twenty-two days before the date of the proposed examination. The application form (in paper form) should be submitted **at least twenty-two days before the date of the proposed thesis examination**, and the electronic file of the thesis should be sent to the programme mailbox (transculture@dragon.nchu.edu.tw), while the five volumes of the thesis should be distributed to the examiners.

●Regulations (in Chinese):

[National Chung Hsing University Ph.D. Degree Examination Guidelines.](#)

◇Forms: [Thesis Exam Application System Student Operation Handbook.](#)  
[Dissertation Format Guidelines.](#)

■依照學校註冊組公布的研究所重要日程時間表，每學期大約自行事曆第五週開始受理口試申請，1月10日（第一學期）及7月10日（第二學期）截止申請，逾期不受理；1月31日（第一學期）及7月31日（第二學期）則為論文口試截止日。（若逢假日則日期皆請提前辦理）

■The registration office processes oral dissertation defense applications beginning from approximately the 5th week of each semester, with deadlines on January 10 (first semester) and July 10 (second semester). The defense must be completed by January 31 (first semester) or July 31 (second semester).

■如有誤餐的情形，學程辦公室可以提供5位口試委員及研究生合計6份便當，便餐則因經費核銷有困難，恕無法提供。

■The program office can provide boxed meals for six people (five committee members and the student), but refreshments cannot be provided due to funding limitations.

■申請學位考試之研究生因故未能如期舉行考試且其修業年限未屆滿者，應於次學期開學日前填具「取消學位考試通知單」，經指導教授及學程主管核章後送註冊組並完成註冊後即可再提出學位考試之申請。

◇表格：[取消學位考試通知單](#)

■If a student cannot hold the defense as scheduled and has not exceeded the study limit, they may submit a “Dissertation Defense Cancellation Form” before the start of the next semester and reapply for the defense.

◇Form: [Thesis Examination Cancel Notice](#).

### **辦理畢業離校手續/ Graduation and Departure Procedures**

■參加學位考試之研究生應於每年8月底前（第二學期提出論文者）或應於第二學期開學前（第一學期提出論文者）繳交「論文考試結果通知書」並辦理離校手續，畢業日期以該學期考試結束月份為準（6月或1月）。惟若當學期末修習論文以外之科目，且於學期考試結束月份（1月或6月）前辦完離校手續者，得以其辦完離校手續之月份為畢業日期授予學位證書。未於該學期規定時間內繳交論文成績並辦理離校程序者，次學期仍應註冊，以其辦完離校手續之月份為畢業日期授予學位證書。

■Graduate students taking the degree examination should submit the ‘Notification of Dissertation Examination Result’ and complete the exit formalities before the end of August each year (for those who have presented their theses in the second semester) or before the beginning of the second semester (for those who have presented their theses in the first semester), and the date of graduation shall be the month in which the examination of the semester is completed (June or January).

However, if a student does not take any subjects other than dissertation in a semester and completes the exit procedure before the end of the semester examination (January or June), the graduation date will be the month in which he/she completes the exit procedure and the degree will be awarded to him/her. If a student fails to submit his/her dissertation grades and complete the procedures for leaving the university within the stipulated time for that semester, he/she shall still be enrolled in the following semester, and the month in which he/she completes the procedures for leaving the university shall be used as the date of graduation for awarding the degree certificate.

■自 106 學年度第二學期起，研究生辦理畢業離校前需進行論文原創性比對相關程序：第一階段(口試前)研究生自行利用 Turnitin 系統進行原創性比對，比對結果提供口試委員審閱。第二階段(離校手續)研究生辦理畢業離校繳交 2 冊紙本論文同時，需繳交論文比對結果電子回條紙本至圖書館。

[圖書館 Turnitin 著作原創性比對系統網頁](#)

■Starting from the second semester of the 106th academic year, graduate students will be required to conduct an originality check of their dissertations prior to graduation. Stage 1 (prior to the oral examination): Graduate students will conduct their own originality check using the Turnitin system, and the results will be made available to the oral examination committee for review. In the second stage (exit procedures), graduate students are required to submit the electronic reply slip of the comparison results to the Library when they hand in the two volumes of paperback theses for graduation. The Library's Turnitin system for comparing the originality of works: <https://www.lib.nchu.edu.tw/study.php?clD=9>

■通過論文口試之研究生應依口試委員之意見修訂論文，完成後備妥經指導教授簽章之「畢業生離校手續單」以及與紙本論文內容相同之全文 PDF 電子檔 1 份，至學程辦公室辦理離校手續第一關。

◇表格：[畢業生離校手續單](#)  
[委託書 \(如本人無法親自來辦理時\)](#)

■Graduate students who have passed the oral examination of the dissertation should revise the dissertation according to the comments of the oral examination committee, and prepare the 'Exit Procedures for Graduates' signed by the supervising professor and an electronic PDF file of the full text of the dissertation which is the same as the paper dissertation, and then go to the Office of Academic Programmes for the first exit formalities.

◇Form : [Leaving Confirmation for Graduate students.](#)  
[Letter of authorization \(if you are unable to come in person\).](#)

■離校手續另須上傳論文全文電子檔至[圖書館電子學位論文系統](#)，審核人員會在2個工作天內進行審核，審核的結果將以E-Mail 通知；若論文沒有問題，審核人員會透過系統寄發審查通過通知書E-mail，可直接打開E-mail 附加檔案，列印授權書並記得簽名，授權書影印本3 份須裝訂在紙本論文內，授權書正本須於辦理離校手續時一併繳回。再帶著加蓋系所戳章之論文正本2 冊( 附有經指導教授及論文考試委員簽字的口試通過證明頁 ) 繳交至學校圖書館典藏。如有操作上的困難或疑問可去電圖書館(04-22840291)請求協助。

※此修業流程依本校母法及相關辦法辦理，若母法及相關辦法修改，或有其它未盡事宜，依本校母法規定為主。

■The graduation process also requires uploading the full electronic version of the dissertation to [the library' s electronic thesis system](#). The review staff will conduct the evaluation within two working days, and the results will be notified via email. If there are no issues with the dissertation, the review staff will send an approval notice via email. You can open the email attachment, print the authorization form, and don't forget to sign it. Three photocopies of the authorization form must be bound into the printed dissertation, while the original form must be submitted when completing the graduation procedures. Then, bring two **stamped copies** of the printed dissertation (including the approval page signed by the advisor and thesis committee members) to the library for archiving. If you have any difficulties or questions about the process, you can contact the library at 04-22840291 for assistance.

※ This academic process is carried out in accordance with the university's regulations. If there are any amendments to these regulations or any matters not covered, the university's general regulations will take precedence.

