

## 學位考試作業流程

### Degree examination homework process

1. 學生「學位論文(專業實務報告)計畫審查申請日期」與「學位考試日期」應間隔至少3個月以上，以維持論文專業及品質。

To maintain the professionalism and quality of the thesis, it's required there should be a gap of at least 3 months between the student's "thesis (professional practice report) project review application date" and the "degree examination date".

2. 申請學位考試前，請確認申請資格應符合本院各班制研究生修業辦法之規定。

Before applying for the degree examination, please confirm that the application qualifications must meet the requirements of the graduate study regulations for each class of the school.

3. 學位考試申請請依本校公告之期程辦理，申請方式如下：登入教務系統→碩博士學位→學位考試申請→填表列印

Please apply for the degree examination according to the schedule announced by the school. The application method is as follows: log in to the academic administration system → master's and doctoral degree → application for degree examination → fill in the form and print it

(請先至教務系統登記借用考試教室，確認借好教室後再至教務系統申請學位考試) (Please go to the Academic Affairs System to register to borrow an examination classroom first, and then go to the Academic Affairs System to apply for the degree examination after confirming that you have borrowed the classroom)。

4. 請於學位考試辦理日期三週前，依本院網頁「學位考試專區」規定，備妥

Please prepare the required documents in accordance with the regulations of the "Degree Examination Area" on our website three weeks before the degree examination date.

- (1) 「臺灣學術倫理教育資源中心6小時以上修課證明」1份

1 copy of "Certificate of more than 6 hours of course attendance from Taiwan Academic Ethics Education Resource Center

- (2) 「學位論文擬聘口試委員申請表」1份

Application Form for Proposed Oral Examination Committee for Dissertation" 1 copy

- (3) 「切結書」1份、「學位考試申請表」1份

1 copy of "Closing Form" and 1 copy of "Degree Examination Application Form"

(4) 「學位論文初稿」和「論文初稿快刀比對結果」及「歷年成績單」正本1份送繳院辦公室。

One original copy of "First Draft of Dissertation", "Quick Comparison Results of First Draft of Dissertation" and "Transcripts from Previous Years" should be submitted to the office of the school.

5. 學生於學位考試前一週至院辦領取「成績遞送單」、「口試委員審查費」、「口試委員領據」、「指導費領據」及「口試委員聘書」。

It's required for the students to collect the "score delivery slip", "oral examination member review fee", "oral examination member receipt", "guidance fee receipt" and "oral examination member appointment letter" at the college office a week before the degree examination.

6. 學位考試前一日請於本院網頁自行下載「學位論文口試評分表」3份及「學位論文口試委員審定書」1份，並填妥個人資料及論文題目後再行列印(論文題目若有異動，請務必事先告知院助理)。

Please download 3 copies of the "Thesis Oral Examination Score Sheet" and 1 "Thesis Oral Examination Committee Approval Letter" from the school's website, fill in your personal information and thesis title, and then print it (thesis title If there are any changes, please inform the hospital assistant in advance), it's required to prepare before the day of the degree examination.

7. 學生需自行連絡提醒口試委員學位考試時間及地點，並於考試結束當天將「成績遞送單」、「口試委員領據」、「指導費領據(指導教授如申請減鐘，無需填寫指導費領據)」、「學位論文口試評分表」及「學位論文口試審定書」，送繳院辦公室。若學位考試於假日舉行，則於隔週上班日送繳。

It's required for the students to contact the oral examination committee members themselves to remind them of the time and place of the degree examination, and submit the "score delivery slip", "oral examination committee member receipt", and "guidance fee receipt" on the day the exam ends (if the supervisor applies for a time reduction, there is no need to fill in the guidance fee Receipt), "Dissertation Oral Examination Score Sheet" and "Dissertation Oral Examination Approval Letter" should be submitted to the office of the college. If the degree examination is held on a holiday, payment will be made on the next working day