

國立中山大學資訊工程學系
碩士研究生學位口試申請流程

Department of Information Science and Engineering, NSYSU
Degree Defense Application Procedures for Master's Students

109.07.02 更新

Updated on July 2, 2020

一、畢業資格審核及相關表單繳交(口試前 10 個工作天〈不含例假日〉提出)：須檢附下列文件（系辦公室承辦人黃莉萍行政組員）

Please apply for degree defense online and submit all required documents listed as follows to complete application procedures at least 10 working days prior to defense date. (Contact Person: Ms. Huang)

1.本校研究生學位口試申請表：請上網申請 Online Defense Application

(1) 網址 Website: http://selcrs3.nsysu.edu.tw/edu_apply/edu_apply_login.asp

(2) 請詳閱本校「研究生學位考試施行細則」。

Read through “National Sun Yat-sen University Implementation bylaws for Ph.D. and Master Degree Examination” prior to application.

2.本系「研究生畢業資格檢核表」（請自行填妥）。

Fill out “Graduation Requirement Check List for Graduate Students” form and submit it to the office.

3.本系「研究生畢業論文口試委員交通及基本資料表」（請填妥校外委員資料，倘一頁不敷填打，則須繳交多頁）。

Fill out “Defense Committee Reimbursement Application Form,” and submit it to the office.

4.學生證影本（須完成當學期註冊章之蓋印）。

Submit one hardcopy of student ID card with stamp from Office of Registration.

5.歷年成績單正本。

Submit one hardcopy of official transcript.

6.本學期課程表（係指修課中學生，若無，無需檢附）。

Submit one hardcopy of course selection result (only for students who take courses when submitting application).

7.英文能力證明（非修課取代者，須附正本測驗成績證明，驗證後歸還）。

Submit English Proficiency Examination Certificate/Score Report.

8.經指導教授簽名之學位論文原創性比對報告。

[註] 論文原創性比對系統 <http://lis.nsysu.edu.tw/files/11-1240-15281-1.php>

Submit one hardcopy of TURNITIN report with advisor's signature.

TURNITIN Link: <https://lis.nsysu.edu.tw/p/412-1001-15281.php?Lang=en>

9.本系「研究生申請畢業論文口試自我檢核表」(請自行填妥後簽名)。

Submit “Defense Self-check Sheet for Graduate Students.”

※本階段應繳文件齊備且畢業資格審核通過者，將逕行論文口試步驟(請提前至系辦預借學位口試教室)。

※Students may have their defense once they had “Graduation Application Check List for Graduate Students” form approved and prepared all required documents listed above (Please do stop by the office to reserve a room for your defense once the date is confirmed).

二、論文口試：進行步驟如下(系辦公室承辦人黃莉萍、吳秀珍行政組員)

Defense Preparation (Contact Person: Ms. Huang/ Ms. Wu)

1. 畢業資格審核通過者，接續進行考試委員資格確認(系主任認定或轉送相關會議認定)。

Fill out online defense application form and verify the committee’s qualification.

Website: http://selc3.nsysu.edu.tw/edu_apply/edu_apply_login.asp

2. 考試委員資格確認完畢，於學位考試系統進行確認，列印「研究生申請學位考試一覽表」經主管簽章後送繳教務處審核。

Print out defense application form once committee is confirmed, have director’s signature and then submit to Office of Academic Affairs.

3. 教務處審核完畢後，教務處於學位考試系統進行確認

(第2及第3項步驟，申請人於申請系統中亦可查詢申請進度)。

Students are able to check application status via Online Defense Application system.

4. 印製口試委員聘書，並申辦蓋用學校及校長印信。

The CSE Office will assist printing out the letter of appointment for committee.

5. 申辦本校貴賓停車證(倘若口試委員需要)。

The CSE Office will assist applying for parking permit.

6. 通知申請人領回製作完成之口試委員聘書及停車證。

The CSE Office informs students to retrieve the letter of appointment and parking permit.

7. 製作「論文考試成績單」、「學位論文審定書」、「口試費印領清冊」、「口試交通費印領清冊」(或「國立中山大學收據」、「指導教授論文指導費印領清冊」等。請於論文口試前一日至系辦領取。

The CSE Office prepares “Degree Defense Score Report,” “Defense Approval Form,” “Committee Reimbursement Confirmation Form,” “Advisor Supervision Confirmation Form” for students and they are able to pick them up one day prior to the defense date.

8. 考試完畢後繳回前項已由各委員簽名的各項表單至系辦公室。

Please submit forms listed above (with committee and advisor’s signature) to the office after defense.