

國立臺中科技大學碩士學位考試流程

Master's Degree Examination Process

at National Taichung University of Science and Technology

114.10.2 114 學年度第 1 學期第 1 次商學院課程委員會議通過

114.10.28 114 學年度第 1 學期校課程委員會議通過

114.11.11 114 學年度第 1 學期日間部教務會議通過

步驟 Step	說明 directions	提醒事項 Reminders
Step 1 提報 指導教授 Submission of Thesis Advisor	1. 入學第一學年第二學期開學兩週內填妥【指導教授提報單(如表1)】，並經指導教授及本專班主管同意後送院辦公室彙整造冊，本專班於每學期結束後五天內彙整完畢送交課務組存查。 I. Master's students must submit the 【Master's Program Research Advisor Submission Form(as in Table 1)】 within two weeks of the second semester of their first academic year. After approval by the thesis advisor and program director, the form is submitted to the office for recordkeeping. The program compiles and submits these records to the Academic Affairs Office within five days after each semester's end.	
	2. 「更換指導教授者」，必須在新指導教授指導下至少再修讀 1 學期，方得提學位考試申請【更換指導教授提報單(如表 2)】 II. If changing the thesis advisor, the applicant must study under the new advisor for at least one semester before applying for the degree examination. 【Master's Program Research Advisor Change Request Submission Form (as in Table 2)】	
Step 2 碩士學位 考試申請 Application for Master's Degree Examination	1. 學位考試須依規定時間提出，每學期以一次為限，在第一學期畢業者，必須在 1/31 前考試完畢；在第二學期畢業者，必須在 7/31 前考試完畢。 I. The application for the degree examination must be submitted within the designated timeframe and is limited to once per semester. Students graduating in the first semester must complete the examination by January 31, while those graduating in the second semester must complete it by July 31.	✓ 「學位考試撤銷」，經審核未符資格或因故無法當學期舉行，須於學位考試日前提出紙本撤銷，否則以學位考試一次不及格論。【研究生取消學位考試通知單(如表 6)】 ✓ Degree Examination Cancellation: If the review fails or the exam cannot be held during the current semester, a written cancellation must be submitted before the exam date, or the exam will be considered as failed.
	2. 研究生應於提出學位考試申請三個月前填具【學位論文主題專業領域相符審核表(如表 3)】，經院務會議審核通過。 II. Master's students should complete the 【Thesis Topic Professional Field Alignment Review Form】(as in Table 3) three months before applying for the degree examination. The form must be approved by the College Affairs Meeting.	【Graduate Degree Examination Cancellation

	<p>III. 研究生提出學位考試前一月應填具【研究生參加學位考試申請書】(如表 4)】，並出具：One month before the degree examination, students must complete the 【Graduate Student Degree Examination Application Form” (as in Table 4) 】, and submit the following documents:</p> <ul style="list-style-type: none"> ■ 歷年成績表 Transcript of all academic records. ■ 當學期修課資料 Current semester course enrollment record. ■ 學術倫理修課證明 Academic ethics course completion certificate. ■ 【無違反學術倫理聲明書(如表 5)Declaration of compliance with academic ethics (as in Table 5) 】,】 ■ 【學位論文題目專業領域相符審核表(如表 3)Approval form for the thesis topic matching the professional field. (as in Table 3) 】,】 <p>*應於提出學位考試申請三個月前填具，並經院務會議專業符合審核通過。Master’s students must complete the Form three months before applying for the degree examination. The thesis topic must be approved by the College Affairs Meeting.</p>	<p><u>Notice (as in Table 6)】</u></p> <ul style="list-style-type: none"> ✓ 學術倫理修課證明：須於申請學位口試考試前，至「臺灣學術倫理教育資源中心」線上平台修習指定之學術倫理課程，並於課程總測驗成績達及格標準，即可線上取得修課證明。 ✓ Current semester course enrollment record : Before applying for the oral examination, students must complete the designated academic ethics course on the " Center for Taiwan Academic Research Ethics Education, AREE " online platform and obtain a passing score on the final assessment to receive the course certificate.
	<p>3. 學位論文以公開為原則，不公開為例外；除涉及機密、專利事項或依法不公開者外，均以公開為原則。若碩士生擬延後公開，須提具【國立臺中科技大學學位論文延後公開申請書】(如表 7)】，並於學位考試時，由指導教授及口試委員進行確認與審查。</p> <p>IV. In principle, master's theses should be publicly accessible. Exceptions apply only in cases involving confidentiality, patent matters, or other legal restrictions. If a master's student wishes to delay the public release of their thesis, they must submit a 【 Application Form for Delayed Publication of Thesis/Dissertation” (as in Table 7)】, which must be reviewed and approved by the thesis advisor and the oral examination committee during the degree examination.</p>	
<p>Step3 學位考試資格審查 Qualification Review for Degree Examination</p>	<p>1. 各系所審查學位考試資料，並提聘口試委員。 Each department reviews the exam materials and appoints oral examination committee members.</p> <p>2. 各系所「公文簽陳」流程 The departmental process includes:</p> <ul style="list-style-type: none"> (1) 檢附初審後的申請資料 Attach initial review application materials. (2) 會簽課務組及註冊組複審 Countersign review by the Academic Affairs Office and Registrar's Office. 	<ul style="list-style-type: none"> ✓ 凡與碩士班研究生有三親等內之關係或配偶(含前配偶)者，不得擔任其學位指導教授及學位考試委員。 ✓ Faculty members who are within three degrees of kinship or are the spouse (including former spouses) of the graduate student are

	(3) 簽請校長核聘口試委員 Approval by the university president for the appointment of oral examination committee members.	not eligible to serve as their thesis advisor or as a member of the Degree Examination Committee.
Step4 學位考試前 Before the Degree Examination	1. 學位考試委員聘函由各系所製發。 <u>【學位考試委員聘函(如表 4-2)】</u> The degree examination committee appointment letter is issued by the respective department. <u>【Teacher's Appointment Notice and Detailed List of Graduate Thesis Oral Examination (as in Table 4-2)】</u>	學位考試委員有異動時，請申請人於學位考試前完成重新申請(附上原「碩士班研究生參加學位考試申請書」)，以便製發新委員聘函及後續口試費核銷。If there is any change in the exam committee members, the applicant must complete a re-application (with the original application form attached) before the exam, to issue a new appointment letter and reimburse the oral examination fee.
	2. 口試時間及地點請申請人逕向法院辦公室登記。The applicant must register the time and place of the oral examination with the college office.	
	3. 口試委員若有“交通費”需申報，請一併提出正確金額給院辦。If the oral examination committee members need to claim "transportation expenses," please submit the correct amount to the college office.	
Step5 學位考試當天 On the Day of the Degree Examination	1. 申請人學位考試當天需準備以下文件： Required Documents: 1. <u>【碩士學位論文口試評分表(如表 8) Thesis Oral Examination Scoring Sheet (as in Table 8)】</u> 2. <u>【論文考試結果通知書(如表 9) Graduate Thesis Examination Result Notification (as in Table 9)】</u> 3. 如擬申請論文電子檔不授權學校或國家圖書館公開，需另外準備 <u>【國立臺中科技大學學位論文延後公開申請書(如表 7)】</u> ，請指導教授、口試委員、系所主管及院長核章。If the applicant does not want the thesis electronic file to be made public by the university or the National Library, an <u>【Application Form for Delayed Publication of Thesis/Dissertation (as in Table 7)】</u> must be prepared, signed by the advisor, oral exam committee members, department head, and dean.	註1:表格欄位，務必確認口試委員無漏簽名，並於口試完畢後立即送交院辦。 Note 1: Please ensure that all oral examination committee members have signed in the designated fields. Submit the form to the faculty office immediately after the examination. 註2:口試後需更改論文題目者，須提交 <u>【論文更改論文題目申請表】(如表4-1)】</u> ，以及重新繳交「無違反學術倫理聲明書」以供查核。 Note 2: If the thesis title needs to be changed after the oral examination, a <u>【Thesis Title Application Form for Changing Master's/Doctoral Thesis Title (as in Table 4-1)】</u> must be submitted, along with a newly completed "Declaration of Academic Ethics Compliance" for verification.
	2. 院辦提供的資料包括：「碩士學位考試委員聘函」及「研究所口試及指導費用黏貼憑證」。這兩份表格將由院辦於口試當天直接提供給口試委員，學生無需自行準備。The faculty office provides the following documents: "Teacher's Appointment Notice and Detailed List of Graduate Thesis Oral Examination" and "Expense Voucher Attachment Form." These two forms will be directly provided to the committee members by the faculty office on the day of the oral examination, so students do not need to prepare them. 3. 請研究生事先提供 <u>【校外委員匯款資料(表 12)】</u> (可先向系辦確認是否有過往的匯款紀	

	<p>錄，若無則需自行提供)。Master’s students should provide the 【Remittance Information for External Committee Members (as in Table 7)】 in advance. (They may first check with the department office to confirm if there are previous remittance records; if not, they must provide the information themselves.)</p>	
	<p>4. 於寄送給口試委員的資料、交通安排等細節，請與指導教授確認後自行處理和聯繫。 口試當天，院辦不要求學生準備口試委員的座位牌、歡迎海報，亦不要求場地佈置。請依照指導教授的建議自行決定，無需再向院辦詢問。</p> <p>For documents to be sent to the oral examination committee members, as well as transportation arrangements and other details, please consult with your advisor and handle the communication yourself.</p> <p>On the day of the oral examination, the faculty office does not require students to prepare committee member nameplates, welcome posters, or venue decorations. Please follow your advisor's recommendations and decide accordingly—there is no need to consult the faculty office further.</p>	
<p>Step6 學位考試後 After the Degree Examination</p>	<p>1. 學位考試成績繳交期 Deadline for Submitting Exam Results : 01月31日/07月31日前完成 Complete by January 31st / July 31st.</p> <p>2. 流程步驟 Steps in the Process: (1) 申請人送件(正本)Applicant Submits Documents(original): (1-1)【學位論文口試評分表(如表8) “Thesis Oral Examination Scoring Sheet” (as in Table 8)】 (1-2)【研究生論文考試結果通知書(如表9) Graduate Thesis Examination Result Notification” (as in Table 9)】 (2) 各系所彙整 Compiled by each department (3) 註冊組登錄 Registrar Logs Results (3-1)登錄成績 Records the scores.</p> <p>3. 口試結束後，請於七天內上傳最終確認的中英文論文題目，否則註冊組將無法登錄成績。 **上傳路徑：** **登入 e-Portal → 申請服務 → 學位申請考試 → 登錄口試論文題目。 請注意：學生僅能上傳一次，請務必確認無誤後再提交。若上傳後仍需更改，請將修正後的題目寄至 pj0108@nutc.edu.tw，由系辦轉交註冊組協助修改。</p> <p>✓ After completing the oral examination, please upload the finalized Chinese and English thesis</p>	<p>✓ 學位考試成績不及格或未能於碩士學位考試通過一學年內完成論文或報告修正及繳交者，如其修業年限尚未屆滿，得於次學期或次學年申請重考，重考以一次為限。If the degree examination is failed or if the thesis or report is not completed and submitted within one year after passing, and the study period has not expired, the student may apply for a retake in the next semester or academic year, with only one retake allowed.</p> <p>✓ 學位考試舉行後，如未能於該學期完成應修課程及畢業條件之研究生，其考試成績不予採認，亦不計入學位考試之次數。</p> <p>✓ If the degree examination is held, but the student fails to complete the required courses and graduation conditions within the</p>

	<p>titles within seven days; otherwise, the Registrar's Office will not be able to record the grades.</p> <p>✓ Upload Path: Log in to e-Portal → Application Services → Degree Examination Application → Enter Thesis Title for Oral Examination.</p> <p>✓ Important: Students can only upload once, so please ensure all details are correct before submission. If any changes are needed after uploading, please send the revised title to pj0108@nutc.edu.tw. The department office will forward it to the Registrar's Office for further modifications.</p> <p>(3-2)製作畢業證書 Prepares the graduation certificate.</p> <p>4. 各系所請領口試費及論文指導費。Departments apply for oral exam and thesis supervision fees.</p>	<p>semester, the exam results will not be recognized, and it will not count as a degree examination attempt.</p>
<p>Step7 學位考試 通過後 Upon Passing the Degree Examination</p>	<p>交研究生論文 Thesis Submission :</p> <p>1. 研究生應於次學期開學日前至少一週，提交修訂完成的精裝紙本論文及電子檔至院辦(1 本)與圖書館(2 本)，並將畢業資格審核明細表送交註冊組審核通過後，方可辦理離校手續並領取學位證書。</p> <p>2. 此外，請至本校圖書館網頁上傳論文全文。圖書館審核通過後，將寄送論文授權書，並請繳交以下資料至圖書館：(圖書館連結)</p> <ul style="list-style-type: none"> ■ 論文授權書正本 2 份 ■ 精裝紙本論文 2 本 ■ 資料庫廠商學位論文授權書正本 1 份(若不同意授權則無需繳交) <p>I. Master's students must submit the revised and finalized hardcover thesis (one copy to the faculty office and two copies to the library) along with the electronic file at least one week before the start of the next semester. Additionally, the Graduation Qualification Review Form must be submitted to the Registrar's Office for approval before proceeding with the departure procedures and receiving the degree certificate.</p> <p>II. Furthermore, please upload the full thesis text via the university library website. Once approved by the library, a Thesis Authorization Form will be sent. The following documents must then be submitted to the library: (Library Link)</p> <ul style="list-style-type: none"> ■ Two (2) original copies of the Thesis Authorization Form ■ Two (2) hardcover copies of the thesis ■ One (1) original copy of the Database Provider's Thesis Authorization Form (not required if authorization is declined) <p>3. 辦理離校手續 Exit Procedures : 請依註冊組公告之「碩士生畢業離校流程」(註冊組連結)辦理離校手續，逾期未完成畢業程序且未達修業年限者，次學期仍應辦理註冊(繳交學雜費基數)；修業年限屆滿，仍未完成畢業程序者，該學位考</p>	<p>✓ 逾期未完成畢業程序且未達修業年限者，次學期仍應辦理註冊(繳交學雜費基數)；修業年限屆滿，仍未完成畢業程序者，該學位考試不予採認，並依規定退學。</p> <p>✓ Failure to Complete Graduation Procedures:</p> <ul style="list-style-type: none"> ■ If a student does not complete the graduation process within the deadline but has not yet reached the maximum study period, they must still register and pay the base tuition fee for the following semester. ■ If the maximum study period has expired and the student has not completed the graduation process, the degree examination will be invalidated, and the student will be dismissed according to regulations. <p>✓ 學位論文如涉及機密、專利事項或依法不得提供者，得申請論文延後公開，請備妥下列文件，於辦理圖書館離校手續時一併繳納至圖書館櫃台：If the thesis involves confidential, patented, or legally restricted information, an application for delayed public disclosure may be submitted. The following</p>

試不予採認，並依規定退學。Follow the "Master's Graduation Exit Procedures"(Registrar's Office [Link](#)) announced by the Registration Division. If the graduation process is not completed by the deadline, and the student has not exceeded the study period, they must register (and pay the base tuition) for the next semester. If the study period has expired and the graduation process is incomplete, the degree examination results will not be recognized, and the student will be dismissed according to regulations.

documents must be provided to the library when processing the exit procedures:

1. 如擬申請論文電子檔不授權學校或國家圖書館公開，需另外繳交【[國立臺中科技大學學位論文延後公開申請書\(如表 7\)](#)】，請指導教授、口試委員、系所主管及院長核章。An [Application for Delayed Public Disclosure of Thesis\(as in Table 7\)](#) signed by the advisor, oral exam committee members, department head, and dean, if the electronic file is not authorized for public access by the university or National Library.
2. 如擬申請論文紙本延後公開，須填寫【[國家圖書館學位論文延後公開申請書\(如表 7\)](#)】(需經指導教授核章，於「學校認定/審議單位章戳」處蓋系所戳章，並提供佐證文件)。If applying for delayed public access of the paper thesis, the [Application Form for Delayed Publication of Thesis/Dissertation \(as in Table 7\)](#) (signed by the advisor and stamped by the department) and supporting documents must be submitted.

提醒：請按照詳細步驟進行操作，並確保在各自的截止日期前完成所有必需的文件和程序，以避免學位考試和畢業過程出現延誤或問題。

Reminder : Please follow the detailed steps and ensure all required documents and procedures are completed by the respective deadlines to avoid delays or issues with the degree examination and graduation process.