

生醫所博士班論文口試 應注意事項

Guidelines for PhD Thesis Oral Defense in the Institute of Biomedical Sciences

- 1、6月初及10月初-繳交口試申請書
- 2、7月底前或1月底完成口試
- 3、8月底前或2月底完成離校手續
- 4、口試前20天送交第一階段資料
(7月10日及1月10日口試申請截止)

1. Submit the oral defense application by early June or early October.
2. Complete the oral defense by late July or late January.
3. Finish the graduation process by late August or late February.
4. Submit the first phase of documents 20 days before the oral defense (application deadlines: July 10 or January 10).

口試前

所務會議應繳審查資料(依右上方規定日前送至所辦)

- 1.通過博士班資格考核申請書影印本(向所辦要)
- 2.興大入口→教務資訊系統→畢業離校→學位考試系統→進行登錄(請詳見學生操作手冊)
【指導教授及指定口試委員共5名(至少要有三分之一校外委員)並經指導教授簽名】
- 3.歷年成績→自行檢視→確認是否符合入學年度所屬畢業條件明細表(生醫所網站下載)之條件
- 4.上傳→學術倫理測驗通過證明(105學年度入學的學生開始)
- 5.列印→學位考試申請書及口委名單(中文版)--是否已確定口試時間及口試地點→送至所辦公室
- 6.基礎科目抵免對照表(本所網頁下載)→須於博三資格考口試結束前完成
- 7.已發表或發表被接受著作應繳資料:發表著作目錄一覽表(跟所辦要)、每篇著作之抽印本及IF排序表、被期刊接受的Letter of Decision
- 8.參與國際研討會相關文件
- 9.英文檢定相關證明文件
- 10.請務必詳讀學位論文格式規範(表號F2-65)→註冊組網頁→表格下載→研究所--學籍相關表件

Before the Oral Defense

Documents to be Submitted to the Office Before the Meeting (by the Deadline Stated in the Top-Right Corner):

1. A photocopy of the application form for passing the PhD qualification exam (available from the office).
2. Register the oral defense via the university portal: Academic Information System → Graduation and Leave School → Degree Exam System (refer to the student manual for details).

Supervisor and oral defense committee: 5 members in total (at least one-third must be external members), signed by the supervisor.

3. Review your academic records to ensure they meet the graduation requirements of your admission year (refer to the conditions detailed on the Biomedical Institute website).
4. Upload proof of passing the Academic Ethics Test (required for students admitted in the 2016 academic year or later).
5. Print and submit the application form for the degree exam and the committee list (in Chinese) → Ensure that the oral defense time and location are confirmed, and submit these to the office.
6. Submit the Basic Subjects Exemption Form (download from the institute's website), which must be completed before the PhD Qualification Exam Oral Defense in Year 3.
7. Provide published or accepted works: a list of publications (available from the office), reprints of each publication, an impact factor (IF) ranking chart, and a Letter of Decision from the accepting journal.
8. Documents related to participation in international conferences.
9. Certificates for English proficiency tests.
10. Ensure Compliance with Thesis Format Guidelines(Form F2-65) → Available from the Registrar's Office website under "Forms Download → Graduate Studies → Student Affairs Related Forms."

送註冊組

1. 口試申請書繳交→口試前20天送註冊組
2. 聘函→請於系統中直接列印【系所審核通過後】
※口試前上本校圖書館Turnitin論文比對系統(告知所辦公室協助建立帳號、以gmail為主)

To Submit to the Registrar's Office:

1. Application form for the oral defense (20 days before the oral defense date).
2. Invitation letters for committee members (can be printed directly after approval via the system).

Thesis Similarity Check via Turnitin

Use the university library's Turnitin system for similarity checks (contact the office for account setup, primarily using Gmail).

口試當天(學生給委員們簽名及繳交部分)

印領清冊 (一份、口試委員簽名)→口試前三天內向所辦要

口試委員皆採事後匯款(委員須填匯款帳號資料表)→口試前一週向所辦要

口試委員自行開車的車號 →口試前一週給所辦公室

論文考試結果通知書→請於系統中直接列印【審核通過後】

論文口試評分單→請於系統中直接列印【審核通過後】

★論文審核頁(表號 F2-59)(一份、口試委員簽名)→註冊組網站下載

★口試會議記錄 Q&A (請實驗室學生幫忙紀錄) →本所網站下載

以上★者→基本資料打字完 Email 給所辦確認內容

上本校圖書館 Turnitin 論文比對系統→ 口試前一週內完成(本所規定為 24% 以下)

On the Day of the Oral Defense

Students must provide the following for committee members to sign:

- **Receipt List:** One copy (signed by committee members; available from the office 3 days before the oral defense).
- Payment remittance form (members must complete and submit their account details; available from the office a week before the oral defense).
- Vehicle license plate number for members driving to the venue (to be provided a week prior).
 - Print and provide the following documents (available via the system upon approval):
 - Notification of thesis exam results.
 - Oral Defense Grading Sheets (one for each committee member).
 - Thesis Review Page (Form F2-59): One copy (to be signed by committee members and downloaded from the Registrar's Office website).
 - Oral Defense Meeting Minutes (Q&A format): To be recorded by lab students (downloadable from the institute website).

Note: Email a typed version of starred (*) items to the office for confirmation.

Similarity Threshold: Turnitin similarity check should be below 24% (within one week before the oral defense).

口試完當天送交所辦資料

1. 印領清冊、
2. 匯款帳號資料表、
3. 論文考試結果通知書(送交所辦統一彙整)、
4. 論文口試評分單(口試委員一人一張、口試後所辦留存)、

After the Oral Defense

Submit the Following to the Office:

1. Receipt List.
2. Payment Remittance Form.
3. Notification of Exam Results (collected by the office for collation).
4. Grading Sheets (one per committee member; retained by the office post-defense).

口試後

論文相關規定流程請上圖書館網站->讀者服務->學生服務->論文上傳---

上網登錄、轉檔作業、上傳論文(浮水印及授權書)

Follow Library Guidelines for Thesis Submission:

Access the library website → Reader Services → Student Services → Thesis Upload Process.

Complete the registration, file conversion, and thesis upload (with watermark and authorization letter).

離校手續【自行跑離校流程】

註冊組網站-表格下載-學籍相關表件--研究生畢業離校手續單(表號 F2-34) 【請先給所長蓋章】

繳交口試會議記錄(請至本所網頁下載)

繳交論文(所辦 2 本、圖書館 2 本)

本校學位論文延後公開申請書、國圖延後申請書【兩者併同辦理,若要申請請務必填寫後先給所長簽名。】

註冊組網站—(行政專區-離校系統)--研究生線上離校 EASY GO 系統(繳交論文時提醒所辦登入核可)

填寫本所校友資料及告知英文能力測驗相關證明

學生須主動告知是否已填寫 *畢業生問卷*

加入本所 LINE 及 FB 校友群組

Graduation Procedures:

Obtain and complete the Graduate School Exit Procedures Form (Form F2-34; available from the Registrar's Office website).

Provide the oral defense meeting minutes (downloadable from the institute's website).

Submit two copies of the thesis to both the office and the library.

Apply for delayed thesis publication via the university and national library forms, if required (forms must be signed by the institute head).

Online Graduation Clearance System:

Use the Registrar's Office portal → Administrative Zone → Easy-Go Online Graduation System (remind the office for approval when submitting the thesis).

Additional Tasks:

Complete the institute alumni database and inform the office about English proficiency certification.

Notify the institute of graduation survey completion.

Join the institute's LINE and Facebook alumni groups.