生醫所碩士班論文口試應注意事項

Guidelines for the Master's Thesis Oral Examination in the Graduate Institute of Biomedical Sciences

1、**6 月 07 日前**及 **10 月初**-繳交審查資料
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**送第一階段資料跑流程
(**7 月 10 日**及 **1 月 10 日口試申請截止**)
- Submit review documents by June 7th or early October.
- Complete the oral examination by the end of July or January.
- Finish departure procedures by the end of August or February.
- Submit the first-stage documents at least 20 days before the exam (application deadlines: July 10th and January 10th).

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.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 **F2-66 學生操作手冊**)

　　【指導教授及指定口試委員共 3 名(至少要有一位校外委員)並經指導教授簽名】

2.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

3.上傳→學術倫理測驗通過證明(105 學年度入學的學生開始)

4.列印→學位考試申請書(中文版)--是否已確定口試時間及口試地點→送至所辦公室

5.請務必詳讀學位論文格式規範（**表號 F2-65**）

Before the Oral Examination:

Documents Submission to the Department Office (by the specified date in the top-right corner):

- **University Portal (Academic Information System > Graduation and Departure > Degree Examination System)**
  - Register your information (refer to the F2-66 Student Manual for details).
  - Specify your advisor and three oral exam committee members (including at least one external member) and obtain your advisor's signature.
- **Academic Record**
  - Confirm that your grades meet the graduation requirements listed in the enrollment year's specific graduation checklist (download from the department's website).
- **Academic Ethics Test Certificate**
  - Upload proof of passing (for students enrolled from the 105th academic year onwards).
- **Degree Examination Application Form (in Chinese)**
  - Ensure the oral examination time and location are confirmed before submission to the department office.
- **Thesis Format Guidelines**
  - Read and adhere to the regulations (Form No. F2-65).

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】

3.所務會議記錄（所辦準備）

※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）

Documents Submission to the Registration Office:

- Submit the Degree Examination Application Form at least 20 days before the exam.
- Print and submit the appointment letters for committee members (directly printed from the system after department approval).

- Meeting minutes (prepared by the department office).
- Ensure your thesis is checked via the university library's Turnitin system (ask the department office to create an account; use Gmail as the primary email).

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【系所審核通過後】

論文口試評分單➔請於系統中直接列印【系所審核通過後】

★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)➔下載比對資料

On the Day of the Oral Examination:

Items to be Signed and Submitted by Students:
  o **Attendance Sheet** (one copy, signed by oral exam committee members; request from the department office within three days before the exam).
  o **Bank Account Information Form** (for committee members' post-exam reimbursements; request one week before the exam).
  o **Car License Plate Information** (for committee members driving to the exam; submit to the department office one week before the exam).
  o **Oral Examination Result Notification Form** (print directly from the system after department approval).
  o **Thesis Oral Examination Evaluation Form** (one per committee member; print directly from the system after department approval).
  o **Thesis Review Form (Form No. F2-59)** (one copy, signed by the committee members; download from the Registration Office website).
  o **Q&A Session Minutes** (recorded by students in the laboratory; download from the department's website).
  o Ensure all items marked with a ★ have their basic information typed and emailed to the department office for content confirmation.
  o Upload the thesis to Turnitin for plagiarism checking at least one week before the exam (department regulation: similarity must be below 24%). Download the comparison report.

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)、

Post-Oral Examination Submissions:
- **Attendance Sheet**
- **Bank Account Information Form**
- **Oral Examination Result Notification Form** (for consolidation by the department office).

- **Thesis Oral Examination Evaluation Forms** (one per committee member, retained by the department office after the exam).

口試後

論文相關規定流程→請上圖書館網站→研究學習-→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）

After the Oral Examination:

 Thesis Submission Process:
  o Visit the library website for procedures (Research and Learning > Student Services > Thesis Upload).
  o Complete online registration, conversion, and upload of the thesis (including watermark and authorization forms).

離校手續【自行跑離校流程】

研究生線上離校流程說明→請務必看內容

研究生畢業離校手續單(表號 F2-34)→指導教授簽名後送所辦

繳交口試會議記錄(G14)、繳交論文(所辦 2 本、圖書館 2 本)

請上圖書館網站→服務項目→畢業離校→研究所→相關內容及流程務必看

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。】

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 *意向調查問卷、 UCAN 職場共通職能診斷*

加入本所 LINE 及 FB 校友群組

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

1. **Graduation Departure Process**:
  o Follow the online graduation departure procedure (instructions available).
  o Submit the **Graduate Departure Procedure Form (Form No. F2-34)** signed by your advisor to the department office.
  o Submit the **Meeting Minutes (G14)** and **Thesis Copies** (2 copies to the department office, 2 copies to the library).

2. **Additional Requirements**:
  o If applying for delayed thesis publication, submit both the university and National Central Library delayed application forms after obtaining the department head's signature.
  o Provide alumni information and English proficiency test certificates.
  o Confirm completion of the *Intent Survey* and *UCAN Workplace Competency Diagnosis*.
  o Join the department's LINE and Facebook alumni groups (remind the department office to log approval upon thesis submission).