

電子工程系及光電所碩士生口試須知(115.03.11)

<b>口試申請前注意事項</b> 學號 M112 以後碩士生 (M11202XXX, M11302XXX and so on)	學生資訊系統填寫+印出+簽章		備註	
	1.繳交論文專業領域審查申請表 (簽署：學生+指導教授+日期)		口試當學期課程加退選結束前繳交至系辦 EE-201 潘小姐	
	2. 申請資格	(1)修滿規定課程及學分數		
		(2)英文能力：本國生/陸生請系網確認英文門檻狀況		
(3)指導教授申請表繳交日期超過一年，共同指導須超過半年				
		(4)通過專業領域審查		
口試起始日期	上學期(秋季班)		10月1日至隔年1月31日	
	下學期(春季班)		4月1日至7月31日	
<b>口試前兩周</b> 繳交至潘小姐	系網表單下載+填寫+印出+簽章			
	1.口試委員推薦表，完成填寫之電子檔 email 潘小姐			
	學生資訊系統填寫+印出+簽章			
	2.碩士學位考試申請書 3.碩士學位考試委員名冊			
<b>口試當日</b> 需準備文件	學生資訊系統填寫+印出+簽章		備註	
	1.碩士學位論文指導教授推薦書		指導教授簽署後掃描放置於論文內頁封面後	
	2.碩士學位考試委員審定書		(1) <b>口試完</b> 確認簽章後提供給潘小姐用主任印 (2) 放置於論文內頁封面後	
	3.碩士學位考試評分表		(1) 列印份數與委員人數相同 (2) <b>口試完</b> 確認填覆及簽章繳交給潘小姐	
	4.學位論文學術倫理暨原創性比對聲明書		(1) 相似度應低於 30%，不得開任何篩選機制 (2) 比對完之報告書全文檔案請寄 email 給潘小姐 (3) <b>口試完</b> 確認指導教授簽章後紙本繳交給潘小姐	
	口試前 email 學生信箱請列印		<b>口試完</b> 確認委員皆簽章後紙本繳交給潘小姐	
	5.口試費簽領一覽表			
	紙本論文延後公開申請系統填寫		(1)延後公開申請書	線上列印 2 份申請書、佐附相關證明文件，依申請書所示順序核章後，分別夾附交至「系辦」與「圖書館」的紙本論文內
	6. 延後公開申請		(2)相關證明文件	
	請勿裝訂於紙本論文內、也勿附於電子論文內			

離校手續	※當學期口試離校手續截止日為下個學期註冊截止日前一日，若無法完成離校手續，則須繳交在學學期學雜費後，再繼續辦理離校手續	
	1.論文電子檔上傳至本校圖書館博碩士論文系統	
	2.論文電子全文授權書請於系統建檔完成上傳，簽署後列印授權書 2 份(圖書館離校手續所須)	
	3.論文裝訂：平裝論文(黃色封面)兩本 (一份系辦、一份圖書館)	
	4.離校申請單 (學生資訊系統填寫+印出+簽章)	
5.本國碩士生	(1)碩士生學生學習輔導紀錄表	系網「表單與連結」→「學生類表單」
	(2)畢業生問卷	系網「系所簡介」→「工程認證」→「問卷調查」→「研究所畢業生問卷」填妥出示畫面給潘小姐

系辦：電資館 2 樓 201 室  
承辦：潘小姐  
Email：11404@mail.ntust.edu.tw

**Oral Examination Guidelines for Master's Students** in the Department of Electronic Engineering and the Institute of Electro-Optical Engineering

<p><b>Pre-Application Requirements</b></p> <p>Applicable to Master's students with student IDs starting with M112. (M11202XXX, M11302XXX and so on)</p>	<p>1. Recognition Form for Academic Field of Expertise: Complete the form, obtain signatures from both the student and the advisor (including the date), and submit it to Ms. Pan at the Department Office (EE-201) before the end of the course add/drop period of the oral exam semester.</p>	
	<p>2. Application Qualifications</p>	<p>(1) Completion of all required courses and credits.</p>
		<p>(2) The advisor application form must be submitted at least one year prior to the defense (Dual Degree students are exempt from this requirement). For adding or changing a co-advisor, the application must be submitted at least six months in advance.</p>
		<p>(3) Successful passage of the Academic Field of Expertise review.</p>
<p>Oral Examination Windows</p>	<p>Fall Semester: October 1st to January 31st of the following year.</p>	
	<p>Spring Semester: April 1st to July 31st.</p>	
<p><b>Two Weeks Prior to Oral Examination</b></p> <p>Printed, and signed before submission to Ms. Pan</p>	<p align="center">Downloaded from the department website</p>	
	<p><b>1. Master's Academic Degree Oral Examination Recommend Application Form:</b> Email the completed electronic file to Ms. Pan.</p>	
	<p align="center">Downloaded and generated via the Student Information System</p>	
	<p><b>2. Master's Thesis Examination Application Form</b> <b>3. List for Master's Degree Examination Committee Members</b></p>	
<p>Documents Required on the Day of Examination</p>	<p>Generated via the Student Information System</p>	<p align="center">Remarks</p>
	<p><b>1. Master's Thesis Recommendation Form</b></p>	<p>Once signed by the advisor, it must be scanned and placed behind the inner cover of the thesis.</p>
	<p><b>2. Qualification Form by Master's Degree Examination Committee</b></p>	<p><b>After the exam</b>, ensure all signatures are obtained. Submit this to Ms. Pan for the Department Chair's seal. This form must also be placed behind the inner cover of the thesis.</p>
	<p><b>3. Thesis Defense Examination Evaluation Form</b></p>	<p>Print a copy for each committee member. <b>After the exam</b>, ensure they are filled out and signed before submitting them to Ms. Pan.</p>
	<p><b>4. Graduate Student Thesis Academic Ethics and Authenticity Statement</b></p>	<p>(1) The similarity score must be below 30%, and no filtering mechanisms should be enabled during the check. (2) <b>Email the full originality report to Ms. Pan.</b> (3) Submit the hard copy statement to Ms. Pan after it has been signed by the advisor.</p>
	<p><b>5. Oral Examination Fee Receipt List</b></p>	<p>Ms. Pan will email this to you before the exam. Print it out, ensure all committee members sign it, and submit the hard copy to Ms. Pan.</p>
	<p><b>6. Application for Delayed(embargo) Public Release (Optional)</b></p>	<p>(1) Log into the <b>library's</b> "Application System for Delaying(embargo) Publication of Printed Thesis" and print two copies. (2) Attach supporting documents and obtain necessary stamps as indicated.</p>
	<p>Generated via <b>library's</b> System</p>	<p>Clip (do not bind) these applications into the printed theses for the Department and Library.</p>

School Leaving Procedures (Graduation)	<p>Note: The deadline for completing leaving procedures is the day before the registration deadline of the following semester. If you cannot finish by then, you must pay tuition for the new semester to continue the process.</p>
	<p>1. Thesis Upload: Upload the electronic thesis to the University Library's Electronic Thesis and Dissertations (ETD) system.</p>
	<p>2. Authorization Letter: Complete the authorization in the system and print two copies (required for library procedures).</p>
	<p>3. Thesis Binding: Prepare two paperback copies with yellow covers (one for the Department Office, one for the Library).</p>
	<p>4. Leaving Application Form: Generate via the Student Information System, print, and sign.</p>

Department Office: Room201, 2R, EE building 2F

Person of Contact: Miss Pan

Email: [11404@mail.ntust.edu.tw](mailto:11404@mail.ntust.edu.tw)