

國立交通大學物理研究所105學年度研究生畢業須知
National Chiao Tung University
Institute of Physics
Graduation Instruction for Graduate Students

壹、口試前

Chapter One. Before oral defense

一、修畢規定之課程學分數。

One. Complete the required credits of courses stipulated in regulations.

二、學位考試及口試委員資格等相關規定，請務必參閱以下辦法：

1、本所「研究生修業規章」<http://www.phys.nctu.edu.tw/scholar.htm>。

2、本校「碩博士學位授予作業規章」<http://adm.nctu.edu.tw/registra/rules.aspx>。

Two. For related regulations of degree defense and the qualifications of oral defense committee members, please refer to the following regulations:

1. "Academic Regulations for Graduate Students" of Institute of Physics.

<http://www.phys.nctu.edu.tw/scholar.htm>

2. "National Chiao Tung University Regulations for Master and Doctoral Degrees Conferment."

<http://adm.nctu.edu.tw/registra/rules.aspx>

三、口試申請：最遲請於口試日兩週前繳交論文口試申請書。

Three. Application for oral defense: The application form of oral defense should be submitted to Institute Office at least two weeks before the date of oral defense.

四、學位考試時間：第一學期請於1/31前，第二學期於7/31前口試完畢。時間請與指導教授商討，並自行貼出論文發表公告。

Four. Time of degree defense: Degree defense should be conducted before January 31st in the first semester and before July 31st in the second semester. Each applicant should confirm the time of oral defense with the advisor, and independently post the Thesis Publication Announcement.

五、學位考試委員：

1、碩士班

(1) 學位考試委員：3-5人，除指導教授之外的口試委員以不超過3名為原則。

(2) 所內教師(含指導教授)至少須2人。

(3) 指定1人為召集人，指導教授不得為召集人。

2、博士班

(1) 學位考試委員：5-9人，除指導教授之外的口試委員以不超過7名為原則。

(2) 校外及校內(含指導教授)委員人數各須三分之一以上

(3) 指定1人為召集人，指導教授不得為召集人。

3、口試委員與召集人之邀約請示指導教授推薦，委員聘任後請勿隨意更動。

4、如需口試委員聘函，請於論文口試申請書時告知所辦，並於口試一週前向所辦索取口試委員聘函。

5、請於口試一週前自行將口試委員聘函及論文初稿一併送予口試委員。口試三天前提醒口試委員口試時間。

Five. Members of degree defense committee:

1. Master's program

(1) Degree defense committee members: Three to Five members. In principle, except the advisor, the number of oral defense committee members should not exceed three.

(2) At least two teachers of Institute of Physics (including the advisor) should be included.

(3) One of them should be designated to be the chairperson, and the advisor should not be the chairperson.

2. Doctoral program:
 - (1) Degree defense committee members: Three to Five members. In principle, except the advisor, the number of oral defense committee members should not exceed seven.
 - (2) The external and internal members (including the advisor) must both account for one-third of the committee.
 - (3) One of them should be designated to be the chairperson, and the advisor should not be the chairperson.
3. Invitations of members and chairperson of oral defense committee should be recommended by the advisor. Recruited members should not be changed arbitrarily.
4. If the Appointment Letters for oral defense committee members are needed, please inform the Institute Office when the application form of oral defense is submitted. Also, please ask the Institute Office for the Letters one week before the oral defense.
5. Students should send the Appointment Letters for oral defense committee members and the first draft of the thesis/dissertation to the oral defense committee members one week before the date of oral defense. Students should remind the oral defense committee members the date of oral defense three days before the date of oral defense.

六、論文繕打裝訂請參考學位論文格式<http://aadm.nctu.edu.tw/registra/rules.aspx>不得自己設計。審定書資料請打字填妥。

Six. For thesis/dissertation editing and publication, please refer to NCTU Format for Thesis/Dissertation (<http://aadm.nctu.edu.tw/registra/rules.aspx>) and do not make individual designs. The Authorization of Oral Defense Committee should fill out readily by typewriting.

貳、口試當天

Chapter Two. On the day of oral defense

一、「審定書」請自行準備，口試當天請口試委員簽名，論文定稿後，裝訂於論文前頁。

One. Students should prepare the "Authorization of Oral Defense Committee" on their own, and ask oral defense committee members to sign the authorization on the day of oral defense. After the thesis is finalized, the authorization should be appended as the front page to the thesis.

二、口試前60分鐘向所辦索取口試評分表、學位考試成績資料表、口試費印領清冊及口試費，所有表單(含審定書)請於口試結束時由召集人擲送所辦。

Two. 60 minutes before the oral defense, students should ask the Institute Office for the Grading Form of Oral Defense, Grade Information List of Degree Defense, Oral Defense Fee List, and Oral Defense Fee. All documents (including "Authorization of Oral Defense Committee") should be submitted to Institute Office at the end of oral defense.

三、請提前30分鐘至口試地點準備，檢視投影機等器材是否可用，等候口試委員之蒞臨。飲料點心請自行準備，事先問老師可接受何種飲料，建議白開水一定要準備，茶壺可向所辦借。

Three. Please arrive at the place of oral defense 30 minutes earlier to check if the projector and other equipments are available, and wait for oral defense committee members to come. Students can prepare beverages and snacks by themselves. They can ask the teachers in advance about their preference. It is suggested the pure water should be prepared. The teapot can be borrowed from Institute Office.

四、口試完畢，禮貌上請至門外等候（以便口試委員打分數），好消息將由指導教授轉告。

Four. After completing the oral defense, students should stand by outside of the door (so that the oral defense committee members can evaluate the performance). Good news will be informed by the advisor.

參、口試完成後

Chapter Three. After passing oral defense

一、口試後論文需依據口試委員意見修正，並經過指導教授認可，按論文格式規範繕打無誤後，始可上傳電子全文與裝訂。

One. After the oral defense, the thesis/dissertation should be refined according to the opinions of oral defense committee members and approved by the advisor. After the modified version is typed according to the NCTU format without mistakes, the full text of thesis/dissertation can be uploaded as electronic version and published as hardcopies.

二、博碩士論文系統<http://www.lib.nctu.edu.tw/html/categoryid-24/id-93/>，同學請依規定格式輸入，經建檔、上傳電子全文後，知會校方及所辦查核。畢業生會有以下表單：

- 1、「審核通過通知單」請列印2張，一張交至所辦，一張交至圖書館借還書櫃台。
- 2、「交通大學紙本論文與全文電子檔著作權授權書」請確認授權及簽名後，裝訂於紙本論文書名頁之次頁。
- 3、「資料庫廠商授權書」，有授權才會有，不需裝訂。離校時繳交至所辦。

Two. National Chiao Tung University Electronic Theses and Dissertations System

(<http://www.lib.nctu.edu.tw/html/categoryid-24/id-93/>). Students should comply with the stipulated format to input information. After creating files and uploading electronic full text of the thesis, students should inform NCTU and Institute Office to make confirmation. Graduating students will receive the following forms:

1. "Approval Notice": Please print 2 copies. One should be submitted to Institute Office, and the other should be submitted to the reception counter of the Library.
2. "National Chiao Tung University Authorization Letter of Written and Electronic Thesis": Please confirm the authorization and sign up the form, which should be bound to be the next page of the cover page of written thesis.
3. "Authorization Letter for Database Company": The form will be created only by authorization. It should not be bound in written thesis, and it should be submitted to Institute Office when students leave school.

三、論文送印之封面平裝以藍色雲彩紙裝訂；精裝以朱紅色燙金裝訂（所辦有範本參考）。

Three. For paperback copies of thesis, the cover page should be blue cloud papers. For the hardback copies, the cover page should be vermilion papers with golden stamping (there are samples for reference in Institute Office).

四、繳送所辦論文本數：碩士班四本平裝；博士班二本精裝及二本平裝。所辦留存2本，其餘由所辦轉交圖書館及註冊組。

Four. Number of thesis/dissertation submitted to Institute Office: Four paperback copies for each master student, and two hardback copies and two paperback copies for each Ph.D. student. Two copies will be reserved in Institute Office, and the others will be transferred to the Library and Division of Registration.

五、離校手續

- 1、物理所離校程序http://www.phys.nctu.edu.tw/file/scholar_105_IOP_leave.doc：請班代或實驗室代表及指導教授簽章後交至所辦。
- 2、交大離校程序 <https://reg-grad.nctu.edu.tw/>：請依交大離校手續單至各單位辦理相關事宜，辦妥後攜離校手續單及學生證至註冊組領取畢業證書。
- 3、圖書館自2008.8月，停止電子離校，請改紙本離校。

Five. Graduation procedures

1. Graduation procedures of Institute of Physics

(http://www.phys.nctu.edu.tw/file/scholar_105_IOP_leave.doc): The class or laboratory representative and the advisor sign up "Graduation Procedure Form," which is then submitted to Institute Office.

2. Graduation procedures of National Chiao Tung University (<https://reg-grad.nctu.edu.tw/>):

Students should carry out related procedures in each unit according to "Graduation Procedures Form" of National Chiao Tung University. After completing the procedures, students should bring

the "Graduation Procedure Forms" and Student ID Card to Division of Registration to receive the graduation certificate.

3. Since August 2008, the Library has stopped the electronic graduation procedures. Please practice graduation procedures in paper form.

物理研究所 啟 Institute of Physics