

# Requirements and Instructions for Doctoral Degree Oral Defense and Form Download

## 1. Fulfill the Required Academic Coursework

1. Complete the Academic Research Ethics Education Course offered by National Tsing Hua University.
2. Complete the required graduation credits:
  - Regular doctoral students: 18 graduation credits, including at least 12 credits in information-related courses.
  - Students entering the doctoral program directly from the master's program: 30 graduation credits, including at least 24 credits in information-related courses.

## 2. Pass the Basic Academic Competency Assessment

## 3. Pass the Qualifying Examination

- Professional Subjects Competency (Potential) Assessment
- Research Competency (Potential) Assessment

## 4. Meet the Above Eligibility Requirements and Pass the Internal Oral Examination

## 5. Pass the Doctoral Thesis Review

## 6. Apply for the PhD Graduation Degree Examination through the University Academic Information System

Academic Information System: <https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>



**校務資訊系統** Academic Information Systems  
<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>

**【校務資訊系統服務公告】**

為避免資料發生問題，請勿同時開啟多個視窗執行相同的作業。

遡勤系統、車輛辦證系統、採購系統、計通中心相關服務 重要公告

若您在使用校務資訊系統時，使用下列之子項目系統時發生自動跳出之問題時，應為安全性不足造成。校務資訊系統為實現單一登入(Single Sign On)與下列各系統連結：

遡勤電子假單系統  
› 遡勤連結

校內其他系統

**研究生學位考試登錄系統**

系所：資訊系統與應用研究所碩士班  
 學號：100065525  
 學生姓名：施伯謙  
 連絡信箱：Spalding918@gmail.com

預計口試日期：民國 - 年 - 月 - 日 - 時 - 分

口試地點：(最長25個中文)

論文題目 (中文)

論文題目 (英文)

口試委員：新增口試委員

| 指導教授註記                                                                                                                                                                                                                                                                                                                                                   | 姓名 | 職稱 | 學歷 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|
| <p>說明：</p> <ol style="list-style-type: none"> <li>當學期結束前可完成各系(所)規定之應修科目與學分數，可依章則第3條規定提出口試，惟未能於該學期完成應修科目與學分數者，不得提出口試。</li> <li>若無中文論文題目，請於該欄位填入英文論文題目。</li> <li>考試委員：碩士請選三~五人，博士請選五~九人。</li> <li>碩士班指導教授以外之考試委員人數應達二分之一(含)以上。</li> <li>博士班之考試委員須有三分之一以上(含)為校外人士。</li> <li>請勾選指導教授，指導教授中必需至少一人為本校專任教師。</li> <li>送出申請前請確認資料填寫無誤，送審後如欲修改請向所屬系所提出。</li> </ol> |    |    |    |

表單處理

存檔 如資料尚未確定，在未送出申請前皆可再修改。

送出申請 ☒ 從我的個人信箱(Spalding918@gmail.com)寄發審核訊息通知系所

After submitting applications, division of registration will review it. After you pass the review, you may proceed to next step.

## 7. Submit the Following Oral Defense Documents to the ISA Office

- The required forms can be downloaded from Academic Information System.
- Appointment Letter for Oral Defense Committee Members: one copy for each committee member. The appointment letter may also be sent directly to the committee members by email.
- One week before the oral defense, please print the following documents with the required checkboxes selected and submit them to the ISA Office.

### Notes:

- (a) The Application Form for Doctoral Degree Examination must first be signed by the advisor.
- (b) The remaining checked documents are to be signed by the advisor and oral defense committee members on the day of the oral defense.
- (c) For the appointment letter for the examination committee members, email delivery is recommended.
- (d) Please visit the ISA Office one day before or on the day of the oral defense to collect the oral defense documents.

請勾選欲列印的報表：

Please select the form you want to print.

|                                     |                                                                                                                                                                                                                                                                                   |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | 博士學位考試申請表 Application Form for Doctoral Degree Exam                                                                                                                                                                                                                               |
| <input checked="" type="checkbox"/> | 指導教授推薦書 Advisor Approval Form                                                                                                                                                                                                                                                     |
| <input checked="" type="checkbox"/> | 考試委員審定書 Final Thesis/Dissertation Review Form <a href="#">修正論文授權 Revision of thesis authorization.</a>                                                                                                                                                                            |
| <input checked="" type="checkbox"/> | 口試評分單 Score Sheet of Oral Defense<br>(請備妥與口試委員總人數相同之份數 Please prepare copies with the same number of the total committee members)                                                                                                                                                 |
| <input type="checkbox"/>            | 考試委員聘函 Appointment Letter for Degree Exam <span>以email寄送聘函 (send the Appointment Letter for Degree Exam by email)</span><br>口試時間 Date of oral defense: 中華民國 112 年 Year / 7 月 month / 25 日 date <input type="text" value="16"/> 時 hour : <input type="text" value="10"/> 分 minutes |
| <input checked="" type="checkbox"/> | 博士學位考試委員名冊 Committee members of oral defense for Doctoral Degree                                                                                                                                                                                                                  |
| <input checked="" type="checkbox"/> | 口試平均成績登記表 Average Oral Defense Grade Form                                                                                                                                                                                                                                         |
| <input type="checkbox"/>            | 符合學術倫理聲明書 Thesis/Dissertation Affidavit                                                                                                                                                                                                                                           |

## 8. Thesis Submission to the Library and Graduation Clearance

Please visit the NTHU Library website and select Library Services.

- Thesis Submission: [https://www.lib.nthu.edu.tw/use/thesis\\_submission.html](https://www.lib.nthu.edu.tw/use/thesis_submission.html)
- Electronic Thesis and Dissertation System – Instructions: <https://etd.lib.nthu.edu.tw/zh-hant/help/aboutedit/>

Please follow the Library's instructions for thesis submission, authorization, uploading, and final submission.

### 學位論文授權、上傳與繳交攻略

更新日期：2023.06.10

#### 【口試前】 申請考試階段

**確定開放時間**  
與指導教授討論，確定學位論文開放的時間

**設定授權**  
在研究生學位考試平台>登錄作業，填寫申請資料，「存檔」後，進入圖書館論文庫設定授權時間

**口試現場簽名**  
若需延後公開(超過六個月)，請下載「延後公開申請書」及「佐證文件」攜至口試現場由口委審核並簽名

#### 【口試後】 論文庫建檔上傳

**1.確認論文題目及授權時間**  
個人及學院名稱修改請註冊組，論文題目修改請進校務資訊系統>學位口試平台，授權時間修改在博碩士論文庫步驟二

**2.建立書目檔及上傳論文**  
論文資訊建檔、上傳論文電子(PDF)檔、有簽名的授權書(延後公開申請書及佐證文件)，檢查論文電子檔是否已加上浮水印與保全，請勿自行添加浮水印與保全，謝謝！

**3.圖書館檢核**    **4.指導教授審核**  
無急件處理，每件 系統發信通知  
約需2個工作天

**5.列印繳交文件**  
請下載審核通過之電子檔，印製紙本論文

#### 【畢業離校】 紙本繳交與離校

**裝訂規格**  
碩士：米黃色封面(平裝 + 上光膠膜)  
博士：淺藍色封面(平裝 + 上光膠膜)  
書背標示：請印實際「畢業學年度」

**附件書交**  
延後公開申請書與佐證文件：  
請繳交一份正本  
※勿黏貼紙本論文中

**提交地點**  
總圖書館4、5號櫃檯  
週一至週五 08:00 - 12:00、13:00 - 17:00

**離校前檢查**  
校務資訊系統 ⇨ 啟動離校流程  
圖書館 ⇨ 書交2本論文、繳還書權證

論文審核通過後若需修改，請填寫「國立清華大學學位論文異動申請書」    諮詢專線：(03) 6742995 (校內分機 42995) | Email: [ref@my.nthu.edu.tw](mailto:ref@my.nthu.edu.tw)

## 9. Complete the Graduation Clearance Process through the Academic Information System

Please access the Academic Information System (<https://www.ccxp.nthu.edu.tw/ccxp/INQUIRE/>) and complete Steps 1–3 of the graduation clearance process.



## 10. Download the Graduation Clearance Confirmation Form

Please download the Graduation Clearance Confirmation Form from the ISA website and have your advisor sign it.

- <https://isa.site.nthu.edu.tw/var/file/182/1182/img/774566536.pdf>

## 11. Complete the ISA Graduating Student Questionnaire

Please complete the ISA Graduating Student Questionnaire.

- <https://isa.site.nthu.edu.tw/p/412-1182-15719.php?Lang=zh-tw>

## 12. Upload the Required Electronic Documents

Please upload the following documents to the designated ISA submission link:

- Electronic copy of your thesis/dissertation
- Turnitin similarity report, signed by your advisor
- Thesis/Dissertation Academic Ethics Statement

**ISA Designated Submission Form:** <https://forms.gle/DDdXgM5dHPfGF9en7>

Finally, please submit the ISA Graduation Clearance Confirmation Form to the ISA Office and take the oral defense documents to the Registration Division in order to receive your diploma.

**Congratulations!**

**Your graduate school journey is coming to a successful and memorable conclusion!**