

Application for postgraduate examination in 112 2<sup>nd</sup> semester, and departmental application form for graduation

(112 學年第 2 學期碩士學位口試申請說明、**離系程序說明**)

112 學年第二學期申請碩士學位考試者，請於**論文口試日期前 1 個月**繳交下列三項資料，至 2 樓系辦公室林靖倚，謝謝！另外，博士論文口試請至系網常用表單下載相關表格或系辦詢問。

Regarding to the postgraduate examination in the 2nd semester, 112 academic year, please hand in the following application forms to Ms. Lin, a coordinator in the department office (2F), **1 month, at least, before the examination aforementioned takes place.** (website (網址 <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>))

1. 申請學位考試時，必須檢附「學術倫理教育時數認列**證明書**」至少 6 小時。

(111 學年度起入學之博、碩士班研究生(含碩專生)應於畢業前修畢「學術倫理」課程至少 6 小時。)

According to a resolution made by DAA Curriculum Committee, any graduate student graduated from DAA/International Degree Program on Energy Engineering AFTER the fall semester, 2022, is required to provide a certificate of Academic Integrity Online Course learning hours, 6 hours at least, when applying for one's degree examination.

本校學術誠信線上課程網址 (NCKU Academic Integrity Online Courses) : <https://oai.web2.ncku.edu.tw/p/412-1072-2086.php?Lang=zh-tw>。

本校【學術倫理教育時數登錄平台】網址(NCKU Academic Integrity Online Course learning hours verification platform) : <https://ordb.ncku.edu.tw/ethics/index.php?c=auth>。

## 2. 學位考試申請書

### Defense application form



研究生學位考試網路申請作業  
Operation of postgraduate degree examination online application

國立成功大學 National Cheng Kung University

學位考試申請  
Defense apply

學位考試申請書列印  
Print defense application form

學位考試論文評分表  
Defense scoring sheet

學位考試論文證明書  
Defense certificate

校外委員資料建檔  
File information of external committee members

學位考試異動申請作業  
Amendment to defense application

學位考試異動表列印  
Print Amendment to defense application

視訊考試申請  
application for the degree examination conducted via video conferencing

#### 請登入帳戶 Login

學號 :  
NCKU ID Number

密碼 :  
Password

登入Login

重設Reset

注意事項

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### 3. 論文比對結果報告 Paper comparison

繳交 a. 論文全文比對電子檔，封面需有指導教授簽名（做法：印出封面請指導教授簽名後，再與論文比對結果合併為一個電子檔繳交）

It is required to submit a soft copy of your thesis/dissertation with your supervisor's signature on the cover page to Ms. Lin, a staff in DAA office (2F). (Note: please combine the cover page of your supervisor's signature into other pages)

b. 指導教授簽名之封面紙本(正本)。

It is required to submit a hard copy of your thesis/dissertation with your supervisor's ORIGINAL signature on the cover page to Ms. Lin, a staff in DAA office.

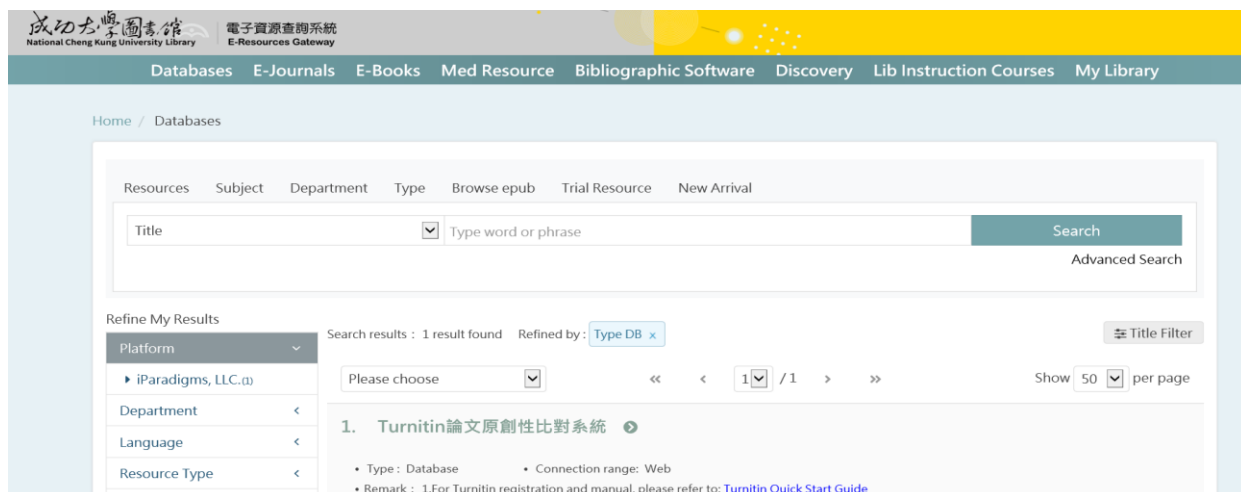
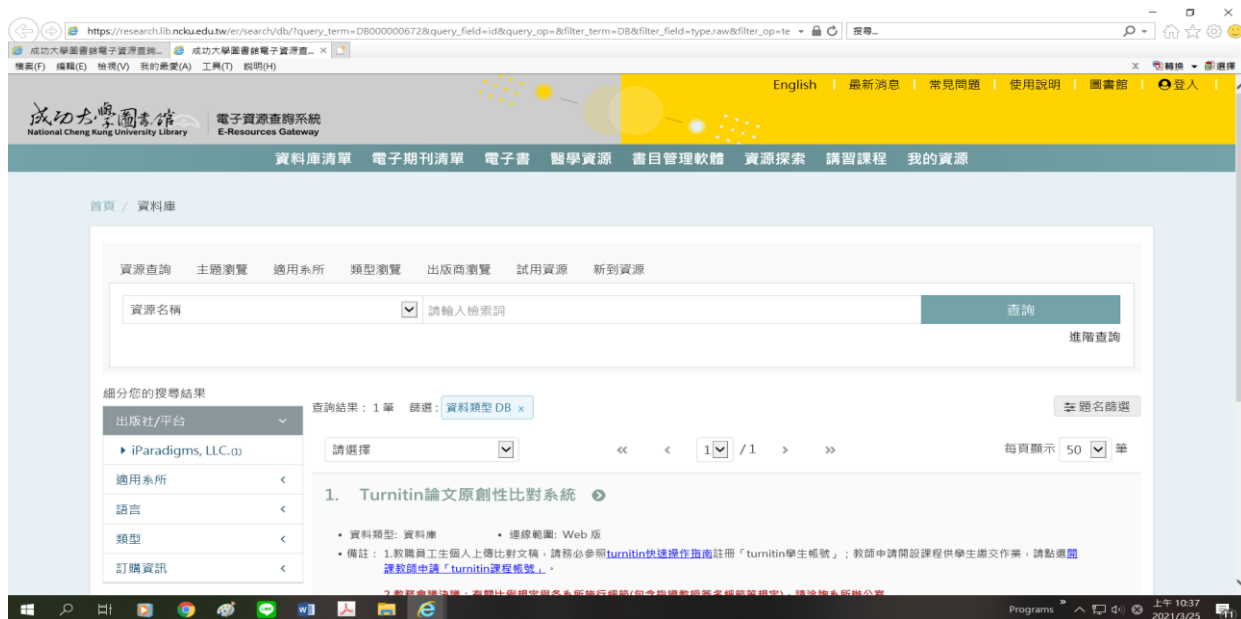
方可向本系/學程提出學位考試申請。

First, please have a. and b. aforementioned completed. Then, submit the form for your degree examination to Ms. Lin, a staff in DAA office (2F).

本校論文比對事宜，請至[成功大學圖書館電子資源查詢系統](https://research.lib.ncku.edu.tw/er/search/db/?query_term=DB000000672&query_field=id&query_op=&filter_term=DB&filter_field=type.raw&filter_op=term&searchbar=close)進行論文比對或洽圖書館知識服務組余小姐(分機 65785)。網址：

Please click the following link and learn more details about paper comparison on NCKU Library homepage:

[https://research.lib.ncku.edu.tw/er/search/db/?query\\_term=DB000000672&query\\_field=id&query\\_op=&filter\\_term=DB&filter\\_field=type.raw&filter\\_op=term&searchbar=close](https://research.lib.ncku.edu.tw/er/search/db/?query_term=DB000000672&query_field=id&query_op=&filter_term=DB&filter_field=type.raw&filter_op=term&searchbar=close)



碩博研究生學位考試申請作業相關資訊 Application form for postgraduate degree examination:

1. 學校最後申請期限:第一學期開學至1月20日,第二學期開學至7月20日截止,相關規定及表格,請逕至本校網頁/教務處/課務組/學位考試下載。  
(網址:<https://campus4.ncku.edu.tw/wwwmenu/program/mou/>)。  
Application Deadline: January 20<sup>th</sup> for the first semester, July 20<sup>th</sup> for the second semester.
2. 研究生於本校「研究生學位考試網路申請作業」網頁提出學位考試申請(網址<https://campus4.ncku.edu.tw/wwwmenu/program/mou/>),並將學位考試申請書Defense application form及考試委員名冊Lists of defense committee members送至2樓系辦公室(5882室)。Postgraduate student need to submit Defense Apply on the website of “postgraduate degree examination online application” of NCKU (Site: <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>), and deliver Defense application form and List of defense committee members to office on the second floor, Room 5882.
3. 博碩士論文題目名稱、摘要、關鍵字詞均需中英文並附。Doctor and Master theses' title, abstract need to present in both Chinese and English.
4. 辦理碩士學位考試所需各式表格(如評分表 Defense scoring chart)及相關規定,敬請逕至學位考試系統作業下載(網址<https://campus4.ncku.edu.tw/wwwmenu/program/mou/>),學位考試日前請自行至教室門口(如 5831, 5832 或 5833)登記好考試借用教室,並通知系辦你的考試教室。Application forms for postgraduate degree examination (e.g. Defense scoring chart) and regulation please download from “postgraduate degree examination online application” of NCKU (Site: <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>).  
Before the date of degree examination, please register the room for examination (e.g. room 5831, 5832, 5833) and inform the department office the room your room.



研究生學位考試網路申請作業

Operation of postgraduate degree examination online application

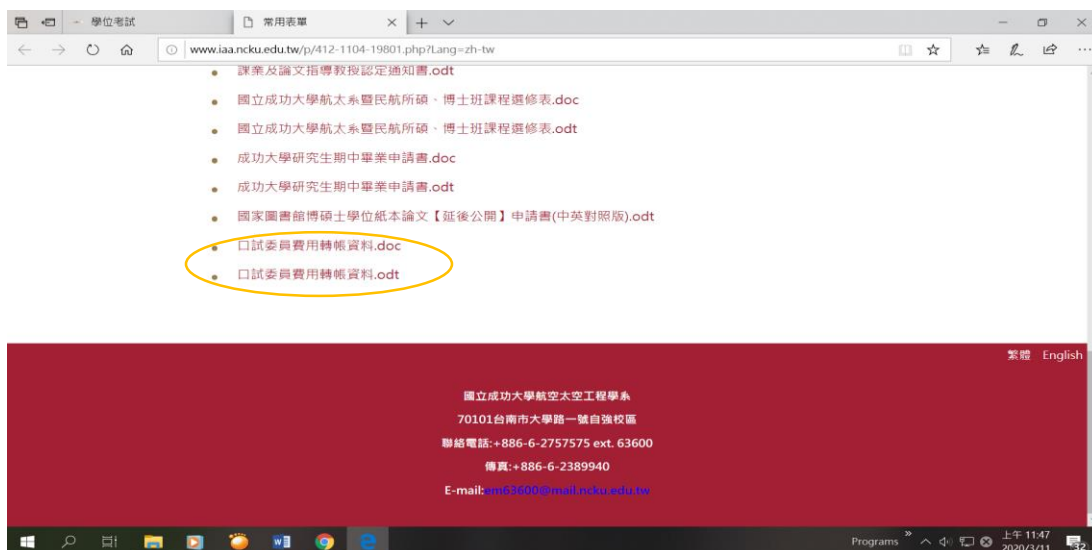
國立成功大學 National Cheng Kung University

- 學位考試申請  
Defense apply
- 學位考試申請書列印  
Print defense application form
- 學位考試論文評分表  
Defense scoring sheet
- 學位考試論文證明書  
Defense certificate
- 校外委員資料建檔  
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Amendment to defense application
- 學位考試異動表列印  
Print Amendment to defense application
- 視訊考試申請  
application for the degree examination conducted via video conferencing

請登入帳戶 Login	
學號: NCKU ID Number	<input type="text"/>
密碼: Password	<input type="password"/>
<input type="button" value="登入Login"/> <input type="button" value="重設Reset"/> <input type="button" value="注意事項"/>	

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5. 學位考試異動(含時間、口委、地點、論文題目等)需填異動單 Amendment to defense application 繳交至2樓系辦(網址 <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>),也須到借用教室表更改時間。Amendment to defense application is available at the office on the second floor or on the website (Site: <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>), and also need to change the time for the registered room.
6. 學位考時間異動或延期需儘快通知口試委員,不可讓委員白跑一趟,也讓他能安排時間。Any amendment or postponed of the examination need to inform the committees as soon as possible for further arrangement.
7. 若已申請學位考試但未於該學期內完成學位考試者需填寫撤考單 Amendment to defense application (網址 <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>)送至2樓系辦公室。If one had applied the examination but did not complete in that semester need to fill Amendment to defense application. (Site: <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>) and deliver to the office on the second floor.
8. 學位口試委員審查費及交通費以轉帳方式匯給該委員,請各位同學事先將口試委員費用轉帳資料表(<https://iaa.ncku.edu.tw/var/file/104/1104/img/3095/507145036.doc>)交與委員填寫,可先回傳或口試當天收回,以俾系上辦理請款相關事宜。  
Transaction request form for degree examination fee is required (<https://iaa.ncku.edu.tw/var/file/104/1104/img/3095/507145036.doc>), and a postgraduate student must submit the form for Ms. Lin in DAA office before, or on, the day of the examination.



9. 申請碩士學位考雜費 250 元，博士學位考雜費 1000 元，請於學位考後一週內向系辦申請，請款單據為
- a.發票(抬頭:國立成功大學及統一編號 69115908)或
  - b.收據(蓋店章及負責人章)，
- 每人以一張發票或收據申報(發票日期必須與考試日期同一天)。
- Applying subsidy for master degree examination is NT 250 and for doctor's is NT 1000. Please apply to the office within a week after the examination.
- Receipt need to be payable for NCKU which tax ID is 69115908 or Stamp of the shop and director.
- Each person can only submit one receipt for applying. (date of the receipt need to be the same day as the examination)

雜費項目:茶點、飲料或餐費。若是影印費需附影印明細表，如下:

Available for deserts, drinks and meal. Copying Fee need to have payment list as the following,

10. 辦理離所程序時學位論文(共 2 本)分送下列行政單位：
- 碩士班：1.送系辦平裝（橘色：參考色號 CMYK:CO,M40,Y80,K0 或 RGB:R247,G181,B115）一本以便轉送註冊組。碩士論文封面上的畢業日期:年、月為學位考試日期。例如：7 月口試，即 XXX 年 7 月。
- 2.送總圖書館平裝（橘色）一本，碩士論文封面上的畢業日期，年、月為學位考試日期。例如：7 月口試，即 XXX 年 7 月。
- 博士班：1. 送系辦精裝一本以便轉送註冊組。
- 博士論文封面上的畢業日期:年、月為學位考試日期(請標示到年月)。
2. 送總圖書館精裝一本（皆為精裝本，封面顏色為黑色，字體請用白色）。

Transact Clearance Procedure need to deliver Thesis to the following office,

- Master: 1. Deliver one softcover (Orange: reference number of color CMYK:CO,M40,Y80,K0 or RGB:R247,G181,B115 ) to the department office for transfer to registrar division. Date of graduation on the cover of Master Thesis should be the month of oral defense for Clearance.
2. Deliver one softcover (Orange) to the main library.

Ph.D. : 1. Deliver one hardcover to the department office for transfer to registrar division.

Date of graduation on the cover of Doctor dissertation: Month of degree examination if one transacts clearance in the same semester. (Mark YY/MM).

2. Deliver one hardcover to the main library.

(The cover of hardcover should be black and white for font).

11. 112 學年第 2 學期(本學期)辦理離校最後期限:113 年 7 月 31 日前並至註冊組拿到畢業證書.

The LAST day to do school-leaving procedure: 2024/7/31



## 辦理離系離校程序:

### 航太系

1. 先至系網 <https://iaa.ncku.edu.tw/p/412-1104-19772.php?Lang=zh-tw>

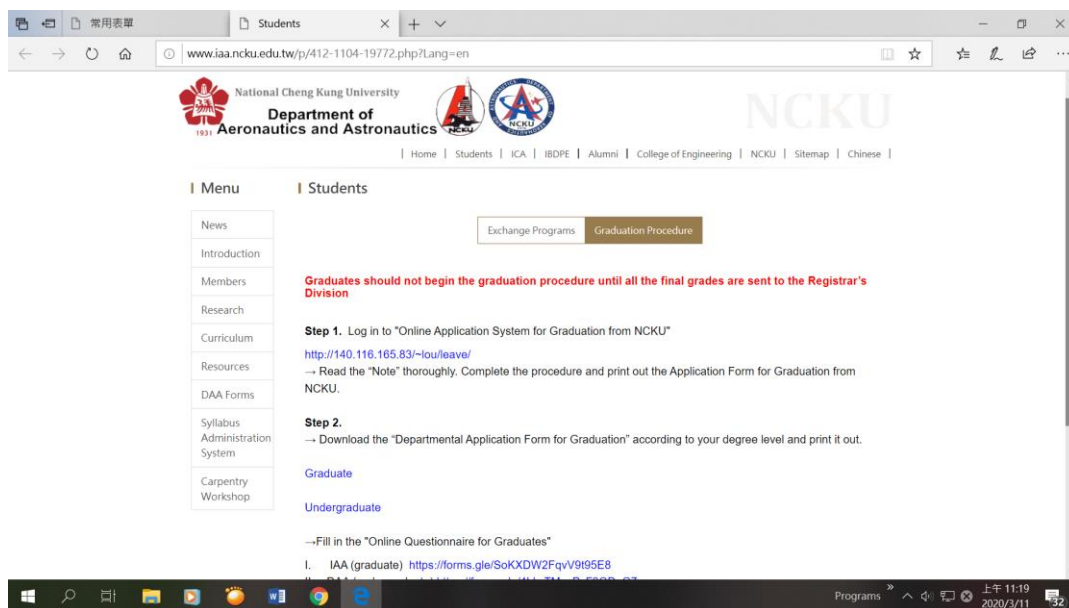
,填寫問卷及印下離所程序單並蓋好各印章,系辦才會在離校程序單蓋系戳。



2. 離校單 <http://140.116.165.83/~lou/leave/>

The LAST day to do school-leaving procedure: 2024/7/31

Please go to <https://iaa.ncku.edu.tw/p/412-1104-19772.php?Lang=en> and fill out the questionnaire, print out the form and submit it to the dept. office.



## 能源

1. 先至系網印下離所程序單 <https://ibdpe.ncku.edu.tw/p/412-1103-19462.php?Lang=zh-tw> , 填寫問卷 <https://ibdpe.ncku.edu.tw/p/412-1103-20629.php?Lang=zh-tw> 及並蓋好各印章,系辦才會在離校程序單蓋系戳.

國立成功大學 能源工程國際學位學程

International Master Degree Program on Energy Engineering

分類清單

- 學程公告
- 學程導覽
- 招生資訊
- 教職員工

表單下載

大學部

- A. 教務
- 01. 交換生申請表 (odt下載)
- 02. 能源畢業審查表102-103年入學

研究所

- C. 教務
- 01. 碩士研究生課業及論文指導教授認定通知書 (odt下載)
- 02. 能源碩士班申請入學推薦表 (odt下載)

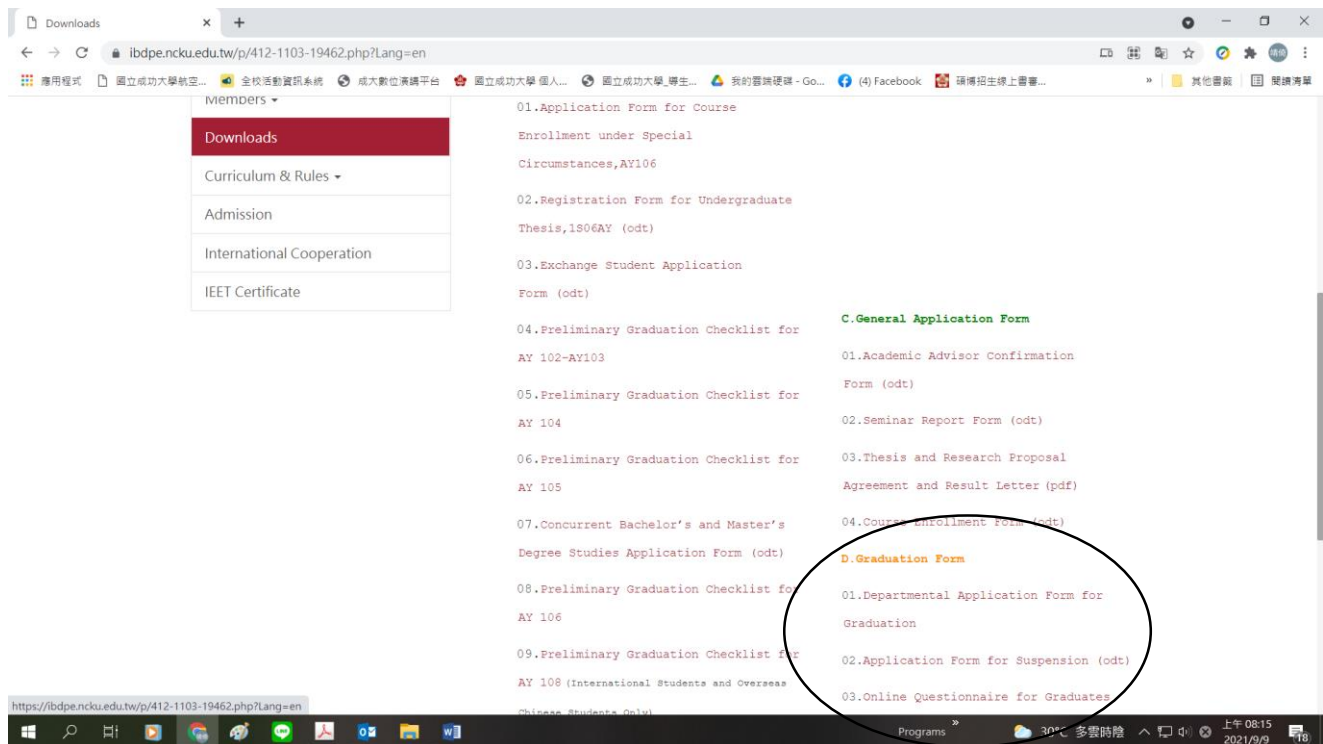
B. 辦離程序

- 01. 能源工程國際學位學程、博士畢業生離所程序單
- 02. 能源工程國際學位學程、博士休學離所程序單 (odt下載)
- 03. 能源工程國際學位學程碩博士應屆畢業生線上問卷

2. 離校單 <http://140.116.165.83/~lou/leave/>

The LAST day to do school-leaving procedure: 2024/7/31

Please go to <https://ibdpe.ncku.edu.tw/p/412-1103-19462.php?Lang=en> and fill out the questionnaire, print out the form and submit it to the dept. office.



Print out the NCKU school-leaving form <http://140.116.165.83/~lou/leave/>, and submit it to the dept office as well.