**國立清華大學工程與系統科學系工科系**

**博士學位考試(畢業論文口試)注意事項**

103.08.18

一、申請手續：

1. 登錄個人校務資訊系統線上提出申請。

2. 口試前三週繳交紙本申請資料至系辦公室，請依序提供下列資料：

 a)工科系博士班學生論文考試申請書(表一)

 b)國立清華大學博士候選人申請表(表二)

 c)國立清華大學考試委員名冊**\*** (表三)

**\* 若考試委員未曾在本校擔過任口試委員（未能於校務資訊系統上查詢到委員編號），則需加填初聘考試委員申請書(表四)，並檢附其學經歷及著作目錄以利審核。**

 d)歷年成績單

e)外語能力證明 (請自行佐證具公信力之轉換表，並說明之)

 f)所發表期刊論文影本

i)指導教授推薦書 (指導教授需簽名) (表五)

 g)論文提要和初稿各一份

h)考試委員審定書(表六)

j)空白論文口試成績單(評分表) × 口試委員人數 (表七)

k)口試委員聘函(表八)

3. 考試地點借用應先進入工科系教室借用系統登記，再將借用表送至系辦公室審核。

4. 申請資料經系課程委員會、系主任及註冊組審核無異後，始可舉行口試。

5. 口試前一天請至系辦公室領取考試資料及委員口試費。

二、口試完畢後：

將審定書、推薦書影本及成績單正本送至系辦公室，以便送註冊組登錄成績。

**＃相關規定及表格下載請參考註冊組及工科系網頁。**

**國立清華大學工程與系統科學系工科系**

**博士學位考試(畢業論文口試)注意事項**

Department of Engineering and System Science, National Tsing Hua University

Notice for Applying PhD Degree Examination (Thesis Defense)

2014.08.18

1. Application procedures:
2. Submit the on-line application via Academic Information Systems of NTHU.
3. Submit the application documents to the department 3 weeks for the exam, including:
4. PhD Degree Examination Application Form
5. Ph.D. Candidate Application Form of National Tsing Hua University
6. Committee Member List

**\* If any of the committee members has never been employed by NTHU as an exam committee (the committee number cannot be found in the Academic Information Systems of NTHU), please also fill up the application form for first employed exam committee, and provide their academic experiences and publications for evaluation.**

1. Official Transcript
2. Proof of foreign language proficiency (Please provide a creditable comparison chart for the equivalency and explain)
3. Letter of Recommendation from Thesis Advisor (with the advisor’s signature)
4. Thesis abstract and draft
5. Review and Approval Letter from Examination Committee
6. Thesis Defense Evaluation Form (the same number as the committee members)
7. Invitation Letter for the members of Degree Examination Committee
8. Reserve a meeting room.
9. Student can hold the exam after the application is approved by the department committee, department chairperson, and Division of Registration.
10. Collect evaluation fees and exam documents from the department office one day before the exam.
11. After completion of the exam:

Please submit the copy of Review and Approval Letter from Examination Committee, copy of Letter of Recommendation from the Thesis Advisor, original Thesis Defense Evaluation Form to the department office for the score registration.

Forms can be downloaded from the program’s website.

<http://www.phys.sinica.edu.tw/TIGP-NANO/student-E.html#form>