

國立清華大學工程與系統科學系博士班論文初試辦法

Doctoral Dissertation Preliminary Examination Rules Department of Engineering and System Science, NTHU

101年11月28日系務會議修訂通過

102年1月15日系務會議修訂通過

The rules are approved by the Departmental Affairs Meeting on November 28, 2012

Amended on January 15, 2013

第一條 學生經論文指導教授和論文初試委員會各委員簽字同意後，可提出申請，經系主任同意後，得與各委員安排口試時間、地點，於預定口試日期二十天前通知所系辦公室，由系統一發出口試邀請函。

Students can apply for the preliminary exam with the signed approval of thesis advisor and the committee members of the exam. With the approval of the chairman of the department, students should contact the department office 20 days before the oral exam. The department office will issue the letters of invitation.

第二條 論文初試委員會應由五位委員組成，指導教授為當然委員，委員需具備相當於助理教授以上資格，校外成員至少二人。

Five members in the dissertation preliminary examination committee should be proposed, and the advisor is ex officio committee member. Qualification of the members has to be equivalent to an assistant professor and at least two of them are from outside NTHU.

第三條 論文初試委員會於初試前自行協調推出主席一名，負責主持及協調初試有關事務。

The committee of the dissertation preliminary exam should select a member as the chairman of the committee. The chairman is responsible for hosting and arranging the exam.

第四條 應考學生需於預定初試日期前兩週印妥書面論文計劃摘要六份，送所系辦公室。

Students should hand in 6 paper copies of the abstract thesis to the department office 2 weeks before the preliminary exam.

第五條 初試時間以兩小時為原則，考生應自行向系辦公室接洽準備初試所需場地及器材。

The preliminary exam usually takes 2 hours. Students should contact the department office to arrange the required equipment and place.

第六條 初試方式、初試內容（是否包含次專長）及時間分配由委員會協調

自定之，通知考生。

The committee of the preliminary exam will decide the details of the exam and inform every attendant.

第七條 初試結果於初試後三天內由各委員署名送系辦公室。

Results of the preliminary exam with signed approval of the committee will be sent to the department office within 3 days after the exam.

第八條 初試未通過者，可於兩個月後提出補考申請，但以補考一次為限，補考不及格者即予退學。

Students failed in the preliminary exam can apply for the make-up exam 2 months after knowing the results. There is only 1 chance for the make-up exam. Students failed in the make-up exam have to drop out.

第九條 入學後三年內（通常是指在7/31以前（即指扣除休學後第三年末）；若只休學一學期，則為1/31）若不能通過論文初試，應予退學。特殊情況經指導教授提出說明後，可以延至第七學期的開學第一天上課前。

After enrollment, students MUST finish the dissertation preliminary exam within 3 years (before July 31 at the end of the third year study. For students with suspension of schooling for 1 semester, it is usually before January 31.). Students failed in achieving this requirement have to drop out.

Under special circumstances and with the advisor's explanation, the exam can be taken one day before the 7th semester starts.

第十條 時間：不定期舉行。

No fixed-date for holding the preliminary exam.

第十一條 本辦法經系務會議通過後實施，修訂時亦同。

These rules shall be implemented after being approved by the Department Affairs Meeting; the same procedure applies to all amendments.