國立陽明交通大學物理研究所畢業須知
National Yang Ming 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(含校定必修課程「學術倫理教育課程及性別平等教育」 http://tinyurl.com/ypa9upvf)。
One. Complete the required credits of courses stipulated in regulations (including the. NYCU required courses "Academic Ethics Education Courses and Gender Equality Education" http://tinyurl.com/ypa9upvf)

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「碩士班或博士班修業規章」。
      物理所 https://phys.nycu.edu.tw/:學生專區/碩士班或博士班/修業規章
    2、本校「研究生學位授予作業規章」。
      註冊組 https://aa.nycu.edu.tw/aa/ch/app/folder/2460:法規
    3、本校「著作彙編之學位論文應行注意事項」
      註冊組 https://aa.nycu.edu.tw/aa/ch/app/folder/2460:法規
    4、註冊組「研究生學位考試之學術倫理相關注意事項」 http://tinyurl.com/269alk3b
    5、著作彙編學位論文獲得學位之採認準則與論文原創性比對報告之相似度指數,本所均無訂定統一準則,請逕行與指導教授討論。
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 Master's Program or Doctoral Program of Institute of Physics"
      The Institute of Physics (IOP) https://phys.nycu.edu.tw/:Academic Affairs/Master Program or PhD Program/Regulations
    2. "Regulations for Conferral of Graduate Degrees"
      註冊組 https://aa.nycu.edu.tw/aa/ch/app/folder/2460:法規
    3. "Rules for Thesis by Publication "
      註冊組 https://aa.nycu.edu.tw/aa/ch/app/folder/2460:法規
    4. "Matters Relating to Academic Ethics for the Degree Examination of Graduate Students"
      http://tinyurl.com/269alk3b
    5. IOP has no unified criteria for accepting a TBP before a degree is conferred on the candidate as well as the similarity index of originality comparison report. Please discuss it directly with your advisor.

三、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。
Three. 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.

四、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、委員聘函為pdf檔，請在申請口試前詢問委員是否需要聘函。

Four. 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: Five to Nine 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. Appointment Letters of members is a pdf file. Please ask if the committee member needs an appointment letter before applying for oral defense.

五、學位考試，可以視訊方式舉行也可以實體舉行。
    1、現以實體舉行為原則，如有特殊原因可以視訊方式舉行。
    2、如以視訊方式舉行口試，考試委員須於同一時段共同參與，且不得委託他人代表。務必全程錄影錄音留存，參與人員包含學生、口委及指導教授需同時出現在畫面上。
    3、口試須簽名之文件得以簽名電子檔或郵寄紙本方式辦理。

Five. Degree defense may be conducted via online video conference or in-person mode.
    1. At present, the principle is to hold in person, and if there are special reasons, it can be held in the form of video conference.
    2. If the oral defense will be held by online video conference mode, all committee members should participate in the online oral exam simultaneously, and members shall not entrust representatives to attend in their stead. The video/ audio documentation of the examinations is required. Participants, including student, oral committee members and advisor, must appear on the screen at the same time.
    3. The oral examination documents shall be handled in e-file (electronic signature) or by direct-mail (paper copies).

六、口試申請：最遲請於口試日兩週前提交碩博士班口試申請(google表單，請用中文填寫)。所辦審查無誤後將email通知，附檔為論文口試申請書。論文口試申請書簽名後請盡快交至所辦。

Six. Application for oral defense: The application for oral defense should be submitted at least two weeks before the oral defense (The google form. Please fill in the form by Chinese if possible.). After the application is approved, the approval notice will be emailed. The attached file is the "Application form of oral defense". Please sign up "Application form of oral defense", and submit it to Institute Office ASAP.

七、最遲於口試一週前，所辦將email提供口試委員聘函(如有申請)、審定書、論文口試成績表(個別口委用)，以及學位考試成績表(指導教授與召集人用)。

Seven. At least one week before the oral defense, the Institute Office will email the Appointment Letters for oral defense committee members (if any), the Thesis Approval Form, the Grading Form of Oral Defense and the Grade Information List of Degree Defense to students.

八、請於口試一週前，將口試委員聘函、論文初稿、論文原創性比對報告，以及著作彙編之學位論文資訊及彙編學術著作之共同作者貢獻聲明書(採著作彙編之學位論文才須準備)送予口試委員；口試三天前提醒口試委員口試時間。

Eight. Students should send the Appointment Letters for oral defense committee members, the first draft of the thesis/dissertation, originality comparison report and Information and Co-author Contribution Statement of Thesis by Publication (only required for the thesis by publication) 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.

貳、口試當天 Chapter Two. On the day of oral defense

一、審定書如有缺漏或更新請打字填妥，口試當天請口試委員簽名。論文定稿後，裝訂於論文前頁。審定書有中英文版，碩士生擇一使用即可，博士生中文版及英文版各需一份。

One. If there are any gaps or updates in the "Thesis Approval Form", please type it and fill it out. On the day of the oral defense, please ask the oral defense committee members to sign it. After the thesis is finalized, the "Thesis Approval Form" should be appended prior to the full text of the thesis. The "Thesis Approval Form" is available in Chinese and English versions. Master's students can choose either one. Doctoral students need one copy each of the Chinese and English versions.

二、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。

Two. Please arrive at the place of oral defense 30 minutes earlier to check if the projector and other equipment 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.

三、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。

Three. 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.

四、口試結束後，由指導教授或學生將審定書、論文口試成績表(個別口委用)，以及學位考試成績表(指導教授與召集人用)交回所辦。學位考試成績表(指導教授與召集人用)核章後由所辦送交註冊組。審定書所長簽名後由所辦email提供。

Four. After passing oral defense, the Thesis Approval Form, the Grading Form of Oral Defense and the Grade Information List of Degree Defense should be submitted to Institute Office by advisor or student. The Grade Information List of Degree Defense will be sent to the Division of Registrar by the office after verification. The Thesis Approval Form will be signed by the director and will be provided via email.

參、口試完成後 Chapter Three. After passing oral defense

一、口試錄影錄音檔上傳：請於通過口試後一周內上傳錄影錄音檔。

One. Upload the video/ audio documentation of the oral exams for thesis defenses: Student should upload the video/ audio documentation in one week after passing the oral defense.

二、口試成績繳交與離校時間示意圖：請務必參閱。

Two. The time table for Oral test scores submission and departure time: Please refer to it.

三、學位論文建檔規範及論文上傳系統：包含繳交流程（論文上傳說明、延後公開處理辦法）、論文格式建議、頁碼編輯、浮水印下載、常問問題。論文繕打裝訂請參考國立陽明交通大學博碩士學位論文格式規範，格式不得自己設計。

Three.Thesis & Dissertation Submission System: Including the submission process (instructions for uploading papers, handling methods for postponing publication), paper format suggestions, page number editing, watermark downloading, and frequently asked questions. For thesis/dissertation editing and publication, please refer to NYCU Thesis/Doctoral Dissertation Format Guide and do not make individual designs.

四、論文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，應再次完成學位論文原創性比對報告以及學位論文學術倫理暨原創性比對聲明書。圖書館論文上傳系統所需文件包含：論文全文檔案(含摘要)、學位論文原創性比對報告、學位論文學術倫理暨原創性比對聲明書、學位論文審定同意書、學位論文發表形式確認書、著作彙編之學位論文資訊及彙編學術著作之共同作者貢獻聲明書(採著作彙編之學位論文才需準備)。請參考研究生學位考試之學術倫理相關注意事項 http://tinyurl.com/269alk3b。審核流程：所辦審查→指導教授審查。

Four. After the thesis is revised based on the opinions of oral defense committee members, approved by the advisor, and finalized according to the thesis format, students should complete the originality comparison report again and fill in the Statement of Academic Ethics and Originality Comparison. The documents for Library Thesis Upload System include: the electronic file of Full-text document of the thesis (including abstract), Academic originality comparison report for the thesis, Statement of Academic Ethics and Originality Comparison, Thesis approval form, Thesis Format Form and Information and Co-author Contribution Statement of Thesis by Publication (only required for the thesis by publication).to the Electronic Theses and Dissertations System. Please refer to Matters Relating to Academic Ethics for the Degree Examination of Graduate Students http://tinyurl.com/269alk3b. Process: IOP office review → advisor review.

五、紙本論文封面：平裝以藍色(似蒂芙尼藍)雲彩紙裝訂；精裝以朱紅色燙金裝訂(請務必至所辦確認顏色)。

Five. For paperback copies of thesis, the cover page should be blue (like tiffany blue) cloud papers. For the hardback copies, the cover page should be vermilion papers with golden stamping (Please be sure to check the color at the Institute Office).

六、紙本論文數：碩士班二本平裝(一本繳至圖書館；一本繳至註冊組轉國家圖書館收藏)；博士班一本精裝及二本平裝(一本精裝繳至圖書館，一本平裝繳至註冊組轉國家圖書館收藏；一本平裝繳至所辦)。

Six. Number of thesis/dissertations submitted: Two paperback copies for each master student (One copy to the Library. One copy to the Division of Registrar and transferred to the collection of the National Library) and one hardback copy and two paperback copies for each Ph.D. student (One hardback copy to the Library. One paperback copy to the Division of Registrar and transferred to the collection of the National Library. One paperback copy to the IOP Office).

七、離校手續
　　1、物理所離校
　　（1）物理所離校程序單：請研究室或實驗室代表及指導教授簽章。
　　（2）共同著作協議書
　　（3）博士生繳交一本平裝論文至所辦。
　　2、陽明交大畢業離校申請系統：登入單一入口→陽明交通大學→畢業離校申請系統。

Seven. Graduation procedures
　　1. Graduation procedures of Institute of Physics
　　　(1) IOP Graduation Procedure From: The Research Group Representative and the advisor sign up "Graduation Procedure Form".
　　　(2) Joint Work Agreement.
　　　(3) Ph.D. students should submit one paperback thesis to the IOP Office.
　　2. NYCU School-leaving System: Login NYCU Portal → NYCU Campus → Graduation Procedures.

畢業須知		
物理所研究生畢業須知	國立陽明交通大學博碩士論文系統	物理所畢業生離校程序單 (Word)

Guidelines for Graduate Students		
Guidelines for Graduate Students		NYCU Theses/Dissertations System

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