國立陽明交通大學物理研究所畢業須知

Institute of Physics, National Yang Ming Chiao Tung University

Graduation Instruction for Graduate Students

壹、口試前 / Chapter One. Before oral defense

一、 學分規定 / One. Credit Requirements

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」https://newstudents.nycu.edu.tw/university/m4/enroll/)。

Complete the required credits of courses stipulated in regulations (including the NYCU required courses "Academic Ethics Education Courses and Gender Equality Education" https://newstudents.nycu.edu.tw/university/m4/enroll/)

二、 學位考試及口試委員資格相關規定 / Two. Regulations regarding degree examination and committee

學位考試及口試委員資格等相關規定，申請口試前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

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。請於申請口試前，先與其指導教授討論及取得共識，並完成填寫學位論文發表形式確認書。

4、註冊組「研究生學位考試之學術倫理相關注意事項」 https://tinyurl.com/26jdw997

5、圖書館「學位論文延後公開處理辦法」 https://tinyurl.com/2dft3evm 。

論文紙本如需延後公開，繳交論文紙本時，請附上證明文件。

Before applying for the oral defense, please refer to the following regulations regarding the degree examination and the qualifications of oral defense committee members:

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

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 these matters with your advisor and reach a consensus before applying for your oral defense, and complete the Thesis Format Form.

4. "Matters Relating to Academic Ethics for the Degree Examination of Graduate Students" https://tinyurl.com/26jdw997

5. “Regulations for Delayed Public Release of Theses and Dissertations” https://tinyurl.com/2dft3evm. If the printed version of the thesis requires delayed public access, please attach the supporting documents when submitting the printed thesis.

三、 學位考試時間 / Three. Time of degree defense

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。

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/ Four. Members of degree defense committee

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) 所內專任教師(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。
(4) 請確認口試委員皆為 A.現任或曾任教授、副教授、助理教授。或 B.中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員。若否，請上傳口委之個人履歷(務必包含學經歷、專長、著作目錄)。
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。
(4) 請確認口試委員皆為 A.現任或曾任教授、副教授。或 B.中央研究院院士、現任或曾任中央研究院研究員、副研究員。若否，請上傳口委之個人履歷(務必包含學經歷、專長、著作目錄)。
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、委員聘函為電子公文(pdf檔)，請在申請口試前詢問委員是否需要聘函。

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 full-time 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.
(4) Please confirm all degree defense committee members are A. Current or former professors, associate professors, assistant professors or B. Academician of Academia Sinica, current or former researcher, associate researcher, and assistant researcher of Academia Sinica. If no, please upload the member's Curriculum Vitae (including Experience, Education, Research Fields, and Publications List).
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.
(4) Please confirm all degree defense committee members are A. Current or former professors and associate professors or B. Academician of Academia Sinica, current or former researcher and associate researcher of Academia Sinica. If no, please upload the member's Curriculum Vitae (including Experience, Education, Research Fields, and Publications List).
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 an electronic official document (pdf file). Please ask if the committee member needs an appointment letter before applying for oral defense.

五、 學位考試形式 / Five. Form of degree defense

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。

Degree defense may be conducted via online video conference or in-person mode.
1. In principle, the defense should be held in person. However, under special circumstances, it may be conducted via 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/ Six. Application for oral defense

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。

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 in 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、 文件發送 / Seven. Document distribution

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)。文件如有空白處或需更新資訊請自行打字填妥，以利口試當日使用。聘函請轉寄給您的口試委員。

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. Please type and fill in any blanks or update any necessary information in these documents prior to the defense. Please forward the Appointment Letters to your committee members.

八、 聯繫口委 / Eight. Contacting committee members

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、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)，以及學位論文使用投稿中學術著作聲明書(學位論文部分或全部投稿中才需準備)送予口試委員；口試三天前提醒口試委員口試時間。

Students should send the Appointment Letters for oral defense committee members, the first draft of the thesis/dissertation, originality comparison report, Information and Co-author Contribution Statement of Thesis by Publication (only required for the thesis by publication), and the Declaration for Use of Submitted Academic Works in Thesis (only required if the thesis (in part or in full) is under submission for 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、 口試當日文件 / One. Documents required for the defense

所辦會提前email提供之口試當日需使用文件，請盡早準備。
1、包含審定書、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)。
2、碩士生只需擇一使用中文或英文版審定書，但博士生中文及英文版皆須各準備一份，並請於口試當天請所有口試委員及指導教授簽名。
3、論文口試成績表(個別口委用)需依口委人數列印足夠份數，且每位口試委員須個別以百分制評分並簽名。
4、學位考試成績表(指導教授與召集人用)僅需列印一份，並須由指導教授與召集人確認後簽名。

Documents required for the defense will be provided by the Institute Office via email in advance. Please prepare them as early as possible.
1. Including the Thesis Approval Form, the Grading Form of Oral Defense, and the Grade Information List of Degree Defense.
2. Master's students may use either the Chinese or English Thesis Approval Form, but Ph.D. students must prepare both the Chinese and English versions, and all students must obtain signatures from all committee members and the advisor on the day of the defense.
3. The Grading Form of Oral Defense requires printing one copy for each committee member, and each member must individually grade and sign the form using the hundred-point system.
4. The Grade Information List of Degree Defense only requires one copy to be printed, and must be signed by the advisor and the convener after confirmation.

二、 視訊口試規定 / Two. Video conference mode

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。

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.

三、 場地與設備準備 / Three. Venue preparation

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。飲料點心是否準備請與指導教授討論或依各研究室/實驗室慣例，建議白開水一定要準備，茶壺可向所辦借。

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. Whether to prepare beverages and snacks should be discussed with your advisor or followed by the traditions of your laboratory. Students can ask the teachers in advance about their preference. It is suggested the drinking water should be prepared. The teapot can be borrowed from the Institute Office.

四、 口試完畢 / Four. After completing the oral defense

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。

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.

五、 文件繳回 / Five. Document submission

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。

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、錄影音檔上傳 / One. Upload documentation

口試錄影錄音檔上傳：如以視訊方式舉行口試，請於通過口試後一周內上傳錄影錄音檔。

Upload the video/ audio documentation of the oral exams for thesis defenses: If the oral defense will be

held by online video conference mode, student should upload the video/ audio documentation in one week after passing the oral defense.

二、成績繳交與離校時間 / Two. Time table

口試成績繳交與離校時間示意圖：請務必參閱。

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

三、論文建檔與修正 / Three. Thesis archiving and revision

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。

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、原創性比對與文件審核 / Four. Originality comparison and document review

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)、學位論文使用投稿中學術著作聲明書(學位論文部分或全部投稿中才需準備)。請參考研究生學位考試之學術倫理相關注意事項 https://tinyurl.com/26jdw997 。審核流程：所辦審查→指導教授審查。

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, Information and Co-author Contribution Statement of Thesis by Publication (only required for the thesis by publication), and the Declaration for Use of Submitted Academic Works in Thesis (only required if the thesis (in part or in full) is under submission for publication) to the Electronic Theses and Dissertations System. Please refer to Matters Relating to Academic Ethics for the Degree Examination of Graduate Students https://tinyurl.com/26jdw997 . Process: IOP office review → advisor review.

肆、論文上傳相關說明與常見錯誤 / Chapter Four. NYCU Library's Thesis & Dissertation Submission & Common Errors

一、請務必參閱 / One. Please be sure to refer to:

1、圖書館「論文上傳」、「常見問題」
https://www.lib.nycu.edu.tw/custom_label?menu=638&lid=3
https://www.lib.nycu.edu.tw/faq
2、研究生學位考試之學術倫理相關注意事項
https://aa.nycu.edu.tw/aa/ch/app/news/view?module=headnews&id=2462&serno=708ebe34-a0d2-491b-9cfb-65c117ae073c
3、著作彙編之學位論文應行注意事項
https://aa.nycu.edu.tw/aa/ch/app/data/doc?module=nycu0014&detailNo=14249162489441853 44&type=s

1. NYCU Library's Thesis & Dissertation Submission and FAQs
https://www.lib.nycu.edu.tw/en/custom_label?menu=151&lid=37
https://www.lib.nycu.edu.tw/faq#
2. Academic ethics requirements for graduate degree examinations
https://aa.nycu.edu.tw/aa/ch/app/news/view?module=headnews&id=2462&serno=708ebe34-a0d2-491b-9cfb-65c117ae073c
3. National Yang Ming Chiao Tung University Rules for Thesis by Publication
https://aa.nycu.edu.tw/aa/ch/app/data/doc?module=nycu0014&detailNo=14249162489441853 44&type=s

二、常見錯誤 / Two. Common Errors on Thesis Writing:

1、請注意英文姓名大小寫或格式是否正確。
2、書名頁之學位名稱：碩士生為 "... for the Degree of Master of Science in Physics"；博士生為 "... for the Degree of Doctor of Philosophy in Physics"。
3、論文次序：誌謝→中文摘要→英文摘要。
4、頁碼：誌謝不須編頁碼，中文摘要至圖表目錄等，以 i, ii, iii... 等小寫羅馬數字連續編頁。
5、學位論文涉及機密、專利事項或依法不得提供者，經指導教授及系所主管認定後，得以一定期間內不公開(簡稱延後公開)。不受理以「期刊投稿」、「論文尚未發表」等不符合學位授予法理由申請延後公開。

1. Please note that the English name must be capitalized or formatted correctly.
2. Degree Name on Title Page: Degree Name of Master's student on Title Page is "... for the Degree of Master of Science in Physics". Degree Name of Doctoral student on Title Page is "... for the Degree of Doctor of Philosophy in Physics".
3. Paper order: Acknowledgments → Chinese abstract → English abstract.
4. Page Numbering: Acknowledgement page does not need to be numbered. Use lower cased Roman numerals (i, ii, iii...) to number the pages from Chinese Abstract to List of Figures/Tables.
5. If a thesis involves confidential information, patent matters, or is otherwise legally restricted from disclosure, it may be withheld from public access for a specified period (referred to as "delayed publication") upon approval by the advisor and the department chair. Applications for delayed publication based on reasons such as "journal submission" or "thesis not yet published" that do not comply with the Degree Conferral Act will not be accepted.

伍、畢業離校流程說明 / Chapter Five. Graduation Checklist

一、流程 / One. Approval Flow

學生啟動 → 實驗室/研究室代表(紙本) → 指導教授(線上+紙本) → 所辦公室 → 學校相關行政單位 → 領取證書

Student Initiates → Lab/Research Room Representative (Hardcopy) → Advisor (Online + Hardcopy) → IOP Institute Office → Relevant University Administrative Units → Collect Diploma

二、線上作業與系統啟動 / Two. Online Operations and System Activation

1、論文通過：完成論文及相關文件線上上傳，等待所辦及指導教授審查，收到「論文審核通過通知」Email 後方可開始後續步驟。

2、問卷填寫：完成物理所離校調查問卷。https://forms.gle/kYvJ9rWCFhsA5Nyz5

3、系統啟動：登入「陽明交大單一入口」→校務系統→畢業離校申請系統，啟動申請。
https://portal.nycu.edu.tw/

4、教授線上審核：提醒指導教授至校方系統完成線上離校審核。

1. Thesis Approval: Complete the online upload of your thesis and related documents, then wait for the review by the Institute Office and your advisor. You may proceed to the next steps only after receiving the "Thesis Approval Notification" email.

2. Questionnaire: Complete the IOP Departure Survey. https://forms.gle/kYvJ9rWCFhsA5Nyz5

3. System Activation: Log in to the "NYCU Portal" → Academic Information System → Graduation and Leaving System, and initiate your application. https://portal.nycu.edu.tw/

4. Advisor Online Review: Remind your advisor to complete the online graduation review in the university system.

三、文件與紙本論文準備 / Three. Document and Hardcopy Thesis Preparation

請依下表準備所需文件與論文版本。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)。

Please prepare the required documents and thesis versions according to the table below. For paperback copies, 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).

項目 / Item	規格與內容 / Format and Content	份數 / Copies	簽署與繳交要求 / Signature and Submission Requirements
精裝論文(博) Hardcover Thesis (PhD)	紅色封面 Red Cover	1 本 1 copy	博士生：繳交至圖書館 PhD students: Submit to the Library

平裝論文(碩、博) Paperback Thesis (Master/PhD)	藍色封面 Blue Cover	2 本 2 copies	博士生：1 本交註冊組、1 本交所辦 PhD: 1 to Registrar, 1 to IOP Office 碩士生：1 本交註冊組、1 本交圖書館 Master: 1 to Registrar, 1 to Library
離校程序單 School-Leaving Procedure Form 共同著作協議書 Co-authorship Agreement	物理所專用表單 IOP Specific Form	各 1 份 1 copy each	離校程序單：實驗室/研究室代表、指導教授簽名(可用電子簽名) Form: Signatures from Lab/Research Room Rep and Advisor (e-signatures allowed) 協議書：學生、指導教授簽名(可用電子簽名) Agreement: Signatures from Student and Advisor (e-signatures allowed)

四、實體及線上辦理程序 / Four. In-person and Online Procedures

1、物理所實體辦理程序

(1) 實驗室/研究室代表、指導教授：取得實驗室/研究室代表、教授在紙本「離校程序單」與「共同著作協議書」上的簽名。

(2) 物理所辦公室：攜帶已簽名之紙本文件、博士生 1 本平裝論文(藍色)。碩士生不須繳交紙本論文至所辦。目的為完成所內最後簽核。

2、陽明交大行政單位實體及線上辦理程序

啟動畢業離校申請系統後，請參考系統內之「查詢離校流程」及「離校流程說明」。

1. IOP In-person Procedures

(1) Lab/Research Room Rep & Advisor: Obtain physical signatures from the Lab/Research Room Rep and your advisor on the hardcopy forms.

(2) IOP Office: Bring the signed hardcopy documents, and 1 paperback thesis (blue) for PhD students. (Master's students do not need to submit a hardcopy thesis here). Purpose: Complete the final institute-level stamp/approval.

2. NYCU Administrative Units: In-person and Online Procedures

After initiating the Graduation and Leaving System, please refer to the "Leaving Procedure Inquiry" and "Leaving Procedure Instructions" within the system.

【備註】以上綠字標註部分，已放在物理所網站，請見以下連結。

一、碩士班https://tinyurl.com/ygtovwff

二、博士班 https://tinyurl.com/yeszvest

【Remarks】The part marked in green above has been posted on the IOP website, please see the link below.

One. Master Program https://tinyurl.com/yhz7oxr5

Two. PhD Program https://tinyurl.com/yzwd8f93

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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