

# 國立成功大學物理治療學系 學位考試注意事項

## (Points to Note on Degree Examination)

### 一、申請時程：

- (一) 請於口試日期前二週提出申請。
- (二) 本校「研究生學位考試細則」第4條規定研究生申請碩士或博士學位考試期限第一學期至1月20日，第二學期至7月20日截止。
- (三) 碩士班學生須至國內外研討會發表口頭或壁報論文一篇始能進行論文口試。
- (四) 口試委員若非現任或曾任教授、副教授、助理教授、中央研究院院士、研究員、副研究員、助研究員，須於預定口試日期前3週詳述聘請理由，提出委員資格審查申請。(業經1090109系務會議決議，由系主任、指導教師為當然委員，系主任另聘1~2位委員，成立學位考試委員會。)

### 1. Application Schedule:

- (1) Please apply two weeks before the oral examination date.
- (2) According to Article 4 of the "NCKU Rules and Regulations of Graduation Examination for Graduate Students," the deadline for submitting applications for a Master's or Doctoral degree examination is as follows: for the first semester, the deadline is January 20; for the second semester, the deadline is July 20.
- (3) Master students must present a paper (oral or poster presentation) at a domestic or international academic conference before proceeding with the thesis defense.
- (4) If any oral examination committee members are not current or former professors, associate professors, assistant professors, Academia Sinica academicians, researchers, associate researchers, or assistant researchers, a justification for their appointment must be submitted for a committee member qualification review, at least 3 weeks before the scheduled oral examination date. (As per the decision made at the 1090109 Department Affairs Council, the department chair and the advisor are ex officio members, and the department chair will appoint 1–2 additional members to form the degree examination committee.)

### 二、申請系統：研究生學位考試網路申請作業

<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>

### 2. Application System:

Graduate Degree Examination Online Application System

<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>

### 三、申請文件：請於規定時間內送至所辦公室。

- (一) 至本系網頁下載並印出【[碩士班學位考試申請書](#)】(請填寫正確參與研討會資訊)，請指導教授簽章後繳回紙本，並上傳可編輯電子檔至雲端硬碟(檔名：姓名-申請書)  
<https://mybox.ncku.edu.tw/s/XN7GQFYHQZ>
- (二) 印出學位考試系統之【[碩士班學位考試申請書](#)】：請指導教授簽章。
- (三) 印出【[碩士班學位考試委員名冊](#)】：若有邀請校外的口試委員，請先完成校外委員資料建檔，再將資料印出。
- (四) 繳交【Turnitin學位論文比對結果】：請指導教授簽章後，掃描上傳PDF電子檔至雲端硬碟(檔名：姓名-論文比對) <https://mybox.ncku.edu.tw/s/XN7GQFYHQZ>

### 3. Application Documents:

Please submit the required documents to the department office within the specified time.

- (1) Download and print the "Master's Degree Examination Application Form" from the department website (please provide accurate conference participation details). After having

the advisor sign it, return the printed copy and upload the editable electronic version to the cloud storage: (File name : Name- Application Form)

<https://mybox.ncku.edu.tw/s/XN7GQFYHQZ>

- (2) Print the "Master's Degree Examination Application Form" from the degree examination system and have the advisor sign it.
- (3) Print the "Master's Degree Examination Committee Member List." If you invite external committee members, please complete their registration in the system and print the information.
- (4) Submit the "Turnitin Plagiarism Check Report for Thesis." After the advisor signs it, scan and upload the PDF version to the cloud storage: (File name : Name- Plagiarism)  
<https://mybox.ncku.edu.tw/s/XN7GQFYHQZ>

#### 四、口試前注意事項：

- (一) 如論文題目，口試日期，時間，委員要更改時，請於口試 5 天前，提出【學位考試異動申請】，再將資料繳交至辦公室。
- (二) 口試前 3 天，請至系辦公室領取【論文審查及交通費印領清冊】及【口試委員聘書】（若委員此學期已口試過，則無聘書）。
- (三) 印出【碩士學位考試論文評分表】，數量請依照口試委員人數列印。
- (四) 印出【論文證明書】：不用交至系辦，口試當天自行拿給口試委員。
- (五) 口試委員之論文「審查費」「交通費」，於核銷後直接入到委員之郵局帳戶，校外委員煩請提供【郵局帳號或銀行帳號(需詳細提供○○銀行○○分行及分行帳號)】。

#### 4. Pre-Examination Notices:

- (1) If there are any changes to the thesis title, oral examination date, time, or committee members, please submit a "Degree Examination Change Application" at least 5 days before the scheduled oral examination and submit the updated documents to the department office.
- (2) Three days before the examination, please take the "Thesis Review and Travel Reimbursement Form" and the "Appointment Letter for Oral Examination Committee Members" from the department office (if any committee members have already served on defense during the semester, the appointment letter is not required).
- (3) Print the "Master's Degree Examination Thesis Evaluation Form" with copies matching the number of oral examination committee members.
- (4) Print the "Thesis Certificate," which does not need to be submitted to the department office but should be given to the committee members on the day of the examination.
- (5) The "Thesis Review Fee" and "Travel Reimbursement" for the committee members will be directly deposited into their postal accounts after processing. For external committee members, please provide the complete postal account or bank account details (including the bank name, branch, and account number).

#### 五、口試當天注意事項：

- (一) 口試結束，請將【碩士學位考試論文評分表】、【論文審查及交通費印領清冊】於口試委員簽章後，交回系辦公室。
- (二) 【論文證明書】委員簽名後，請自行留存，以備日後上傳。
- (三) 雜費申請：
  1. 每位碩班同學有 250 元的雜費可以買點心、文具及影印，發票或收據，需列統編 69115908；抬頭「國立成功大學」。
  2. 收據或發票之日期、品名、單價、數量、總價、統編須填寫清楚。影印請列明細或樣張。

#### 5. On the Day of the Examination:

- (1) After the oral examination, please return the "Master's Degree Examination Thesis Evaluation Form" and the "Thesis Review and Travel Reimbursement Form" to the department office, with signatures from the committee members.
- (2) After the committee members sign the "Thesis Certificate," keep it for future submission.
- (3) Miscellaneous Expense Claims:
  1. Each Master's student is entitled to a 250 TWD miscellaneous allowance for snacks, stationery, and photocopying. Receipts or invoices must include the uniform invoice number (69115908) and the title "National Cheng Kung University."
  2. The receipt or invoice should list the date, item, unit price, quantity, total price, and uniform invoice number. For photocopying, a detailed list or sample should be included.

六、口試後注意事項：

(一) 論文口試及格後，請將論文初稿修正，在裝訂前，備妥考試委員簽名頁，經指導教授簽名，再送請系主任簽名，並將此簽名頁及論文上傳圖書館「[成功大學博碩士論文](#)」系統通過，即可正式印製論文。

(二) 請參閱「國立成功大學博碩士學位論文格式規範」

<https://www.cc.ncku.edu.tw/rule/content.php?sn=684>

6. Post-Examination Notices:

- (1) After passing the oral examination, please revise the thesis based on the feedback and prepare the signature page for the exam committee. After the advisor signs it, please send it to the department chair for signature and upload this signature page and thesis to the library's "[Electronic Thesis](#)" system for approval. Only then can you officially print the thesis.
- (2) Please refer to the "National Cheng Kung University Graduate Thesis Format Guidelines" for detailed requirements:

<https://www.cc.ncku.edu.tw/rule/content.php?sn=684>

七、有關本校研究生學位考試細則等相關規定及表格，請逕至『本校/教務處/課務組/學位考試』下載，網址為：<https://cid-acad.ncku.edu.tw/p/412-1042-1378.php?Lang=zh-tw>

7. For more information regarding the graduate degree examination regulations and related forms, please visit the following link:

<https://cid-acad.ncku.edu.tw/p/412-1042-1378.php?Lang=zh-tw>