

國立成功大學創意產業設計研究所

研究生學位論文考試申請流程

學位論文考試申請時間：學位論文審查時間每學期各一次，分別於各學期第 14 週的週五。

修改日期：2025.03.17

步驟	時程	步驟說明	辦理事項	
1	學位論文審查 每學期第 14 週的週五	研究生請在公告期限內備妥下列資料向所辦提出申請，以便提送學術與服務委員會審查。	碩士班 Master's Degree (MA) (一) 考試申請書 (如附件)。 ※ 碩士學位考試委員會設置委員 3 至 5 人 (含指導教授)，且非指導老師人數需大於指導老師人數。 ※ 口試委員依「國立成功大學研究生學位考試細則」聘任。 (二) 歷年成績單 (已申請過免修課者免繳)。 (三) 碩士論文提案通過證明。 (四) 學術成就積分通過證明。 (五) 學術誠信推動辦公室修畢 6 小時以上 之教育訓練證明 (六) 語言能力表現證明文件 (英語母語者免繳)。 (七) 碩士論文完整版 1 本 (需裝訂)。	博士班 Doctoral Degree (PhD) (一) 考試申請書 (如附件) ※ 博士學位考試委員會設置委員 5 至 9 人 (含指導教授)，其中校外委員須三分之一 (含) 以上，且非指導老師人數需大於指導老師人數。 ※ 口試委員依「國立成功大學研究生學位考試細則」聘任。 (二) 歷年成績單 (已申請過免修課者免繳)。 (三) 博士論文提案通過證明。 (四) 學術成就積分通過證明 (2 點)。 (五) 學術誠信推動辦公室修畢 6 小時以上 之教育訓練證明。 (六) 語言能力表現證明文件 (英語母語者免繳)。 (七) 博士學位候選人資格考試通過證明。 (八) 博士論文完整版 1 本 (需裝訂)。
			※ Turnitin 論文比對結果報告內容相似比例不得超過 15%，需檢附比對百分比的結果頁，並請指導老師簽名。	
2	審查結果	經審核通過，通知通過學生	(一) 審查未通過者： 應於限期內改善並再次提出申請。 (二) 審查通過者：	

			<p>(1) 於口試日期至少 2 週前至「研究生學位考試網路申請系統」完成線上申請，並將表格繳交至所辦： https://campus4.ncku.edu.tw/wwwmenu/program/mou/login.php</p> <p>(2) 印出「學位考試申請表」並請所有指導老師親筆簽名後，送至所辦辦理。</p> <p>(3) 申請後非必要不接受任何更動。</p>
3	口試前一至二日	學生口考前的準備作業	<p>請至所辦完成下列事項：</p> <p>(1) 確認外縣市委員的交通方式，並至所辦領取口試委員審查費、交通費及印領清冊。</p> <p>(2) 借用教室鑰匙及投影設備。</p> <p>請自行至「研究生學位考試網路申請系統」列印：</p> <p>(1) 口試合格證明 1 張。</p> <p>(2) 學位考試論文評分表（一個委員 1 張）。</p>
4	口試當天		<p>(1) 將審查費、交通費（校外）交給口試委員。</p> <p>(2) 請委員於印領清冊上簽名。</p>
5	口試後	學生口試後需繳交文件	<p>需繳回辦公室的文件：</p> <p>(1) 學位考試論文合格證明</p> <p>(2) 口試評分表</p> <p>(3) 口試費用印領清冊、雜支收據。</p> <p>※ (1)、(2) 如由指導教授暫時保管，請再告知所辦。</p>
<p>※ 學位口試經費核銷注意要點：</p> <p>(1) 碩士生補助雜費 250 元，博士生補助雜費 1000 元（提供口試相關支出如：印刷費、餐點費等）。</p> <p>(2) 收據抬頭請註明為國立成功大學，統一編號為 69115908。（發票需蓋店章、負責人章）。</p> <p>(3) 發票需註明購買品項、單價與總價。</p> <p>(4) 若需補助審查委員車馬費，請通知審查委員務必保留車票以利核銷。</p>			

**National Cheng Kung University
Institute of Creative Industries Design
Degree Defense Application Process**

ICID thesis/dissertation audits are held once every semester, with the application submission deadline scheduled for the Friday of the 14th week of the semester., as stated in the ICID academic calendar.

Revised Date: 2025.03.17

Stage	Instruction	Required Document Checklists
1	<p>Thesis/Dissertation Audits Submission Deadline: On the Friday during the 14th week of each semester</p> <p>Students should submit the following documents by the deadline for review by the ICID Academic Services Committee (學術與服務委員會) that semester.</p>	<p>A. 碩士班 Master's Degree (MA)</p> <ol style="list-style-type: none"> 1. ICID Degree Defense Application Form <ul style="list-style-type: none"> ※ Master's Defense Examination Committees should consist of 3 to 5 members. The appointment of committee members should follow related regulations. 2. An Official NCKU Transcript (EXCEPT students that have already applied for course registration exemption with the ICID office) 3. Certificate of Thesis Proposal Approval 4. Certificate of Academic Achievement Approval 5. Certificate of completion for at least 6 hours of academic integrity training, issued by the Office of Academic Integrity, NCKU. 6. Certificate of Language Proficiency (EXCEPT native English speakers) 7. Bound paperback copy of thesis in official NCKU format <hr/> <p>B. 博士班 Doctoral Degree (PhD)</p> <ol style="list-style-type: none"> 1. ICID Degree Defense Application Form <ul style="list-style-type: none"> ※ Doctoral Defense Examination Committees should consist of 5 to 9 members including one's advisor(s), and 1/3 should be non-NCKU. ※ Committee members should be experts with specialties relevant to the PhD Candidate's dissertation and must be approved by the Director. The appointment of committee members should follow related regulations. 2. An Official NCKU Transcript (EXCEPT students that have already applied for course registration exemption with the ICID office)

		<ol style="list-style-type: none"> 3. Certificate of Dissertation Proposal Approval 4. Certificate of Academic Achievement Approval (2 credits) 5. Certificate of completion for at least 6 hours of academic integrity training, issued by the Office of Academic Integrity, NCKU. 6. Certificate of Language Proficiency (EXCEPT native English speakers) 7. Certificate of Doctoral Candidacy (QE Approval) 8. Bound paperback copy of thesis in official NCKU format
<p>※ Your Turnitin report should reflect a similarity rate of 15% or less.</p>		
2	<p>Audit Results Day</p> <p>Students will be informed of the audit results once approved.</p>	<p>A. Disapproval Students should reapply before the deadline with revised materials.</p> <p>B. Approval</p> <p>(1) Please visit the "Operation of Postgraduate Degree Examination Online Application" website and complete the online NCKU Degree Defense application. After printing and getting advisor signature(s), submit to the ICID office at least 2 weeks before final oral defense examination. URL link: https://campus4.ncku.edu.tw/wwwmenu/program/mou/login.php</p> <p>(2) Corrections cannot be made to the application without special circumstances.</p>
3	<p>1-2 Days Before Oral Defense</p> <p>Preparation for the Final Oral Defense Examination.</p>	<p>Tasks to be completed at the ICID Office :</p> <p>(1) Request and receive committee compensation money and transportation reimbursements, as well as exam day allowance.</p> <p>(2) Reserve classroom space and setup equipment and projector.</p> <p>Tasks to be completed independently:</p> <p>Please visit the "Operation of Postgraduate Degree Examination Online Application" website and print out the following documents in advance.</p> <p>(1) Certificate of Defense Examination form (to be signed by your examination committee members)</p> <p>(2) Grading Sheets of Master's Degree Examination (Oral Defense)/ Doctoral Degree Examination (Oral Defense) (one per committee member)</p>
4	<p>The Day of Oral</p>	<p>Please complete the following tasks on the day of oral defense:</p>

	Defense	<p>(1) Give compensation payments and transportation reimbursement to committee members</p> <p>(2) have them sign the reimbursement attendance form for the ICID Office.</p>
5	<p>After Oral Defense</p> <p>Students should submit the required documents to the ICID office after the oral defense.</p>	<p>Required Documents:</p> <p>(1) Certificate of Approval for Master's Thesis/ Doctoral Dissertation</p> <p>(2) Grading Sheet of Master's Degree Examination (Oral Defense)/ Doctoral Degree Examination (Oral Defense)</p> <p>※ Please inform the office if the above documents are being retained by your advisor.</p> <p>(3) Reimbursement receipts</p>
<p>※ Policy on Oral Defense Expenditures and Reimbursement</p> <p>(1) Master's students are allotted a maximum funding of NT\$250 for exam day expenditures such as printing costs or snacks for the committee members. Doctoral students are allotted a maximum funding of NT\$1000 for exam day expenditures such as printing costs or snacks for the committee members.</p> <p>(2) To be eligible for reimbursement, receipts MUST be written payable to NCKU (國立成功大學) and include NCKU's tax invoice number (統一編號), 69115908. They should also have the seal/stamp of the store (蓋店章) and manager (負責人章).</p> <p>(3) Receipts should be itemized with unit prices and the total amount paid.</p> <p>(4) Please notify examination committee members to bring their transportation tickets/receipts for reimbursement. To be eligible, travel must be inter-city and take place within one day before or after defense examination.</p>		