

氣候變遷與永續發展國際學位學程學位考試次序作業流程

| 次序 | 作業流程項目 | 權責單位 | 使用表單及繳交資料 | 備註 |
|----|-------------------------------|-------------|---|---|
| 1 | 學位考試申請 | 學生 學程辦公室 | 1. 學位考試申請書 (請上 myNTU 學生網頁填寫後印出來, 須先指導教授簽名, 主任簽章學程會統一處理)。 2. 成績單審核表 (請自行填寫文件左側” (一)歷年修畢學分表” 以便審核) 3. (博)期刊發表證明 | 請於第一學期 11/24、第二學期 04/23 以前向學程辦公室申請, 遇假日順延, 逾期恕不受理。 碩士生請繳交 1~2 於學程辦公室 博士生請繳交 1~3 於學程辦公室 |
| 2 | 考試委員名冊 | 學生 學程辦公室 | 學生: 口試時間調查表及口試委員資料表 (調查表最遲於口試日期前 3 周繳交學程辦公室, 資料表可後續補交) | 請與指導教授商定口試委員後, 繳交資料於學程辦公室。 |
| 3 | 口試時間及教室登記 | 學生 學程辦公室 | | 先登記先選, 口試地點為全變中心 G202 室及後棟 403 講堂 |
| 4 | 寄發論文初稿、(可有可無:論文口試通知書及聘書給口試委員) | 學生 | 論文初稿、 論文口試通知書及 口試委員聘書 (藍字部分如需要請提前 3 周通知辦公室) | 口試前 10-15 天寄發。 |
| 5 | 口試當天 | 學生 學程辦公室 | 論文口試委員會審定書及口試委員評分表 (請自行下載填寫姓名學號、論文題目) 收據、口試會議紀錄表由辦公室提供 | 茶水研究生自備, 學程辦公室有茶包可提供 審定書(由指導老師決定留存或交給學生)、收據、紀錄表請委員簽名, 口試完畢 當天 送回學程辦公室。 |
| 6 | 辦理畢業手續 | 學生 | 辦公室畢業手續: 清空桌子/櫃子、歸還鑰匙, 並於連結填寫資料: https://forms.gle/RKPtlr2AkPUKiTiN6 | 辦理辦公室離校手續可先通知辦公室 |
| 7 | 繳交論文辦理離校手續 | 學生 | 總圖繳交論文 (2 本) | 每年 8/20 及 2/15 (依校方每年公告時間為準) 繳交論文並辦完離校手續。 |

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| 8* | 已通過口試， 未能繳交論文 | 學生 | 須填寫「已通過學位考試本學期不 畢業申請書」，則次學期仍應註 冊，並於該學期繳交論文最後期限 之前繳交，屬該學期畢業。 | 第一學期於1月31日前提 出，第二學期於7月31日 前提出 |
| 9 * | (上學期)已通 過學位考試， (下)這學期擬 申請畢業者 | 學生 | 本學期擬畢業申請書 | 每年 4/30 及 11/30 前上 myNTU 網站申請。 有辦理次序 8 *者，方需辦 理。 |
| 10* | 已申請口試， 但未如期口試 | 學生 | 學位考試撤銷申請書 | 經指導教授核章後，第二學 期請於 7/20 前；第一學期請 於 1/20 前繳交辦公室核章 |

Degree Examination Routine for International Master/Doctoral Degree Program in Climate Change and Sustainable Development

| Step | Routine | Unit in charge/Responsible | Application Forms and Required Actions | Note |
|------|---------------------------------------|--|--|---|
| 1 | Apply for Degree Examination | <ul style="list-style-type: none"> ● Student ● Degree Program Office | <p>1. Degree Examination Application Form (Please fill out the form at myNTU, print out the form, ask your thesis advisor for signature, and turn in the form to the Degree Program Office. The Office will then have submit the form to the Program Director for approval) ◦</p> <p>2. Academic Achievement Record (Please fill out the list courses that you've taken for each semester for self-evaluation)</p> <p>3. Proof for Journal Publication (for Doctoral Degree)</p> | <ul style="list-style-type: none"> ● Please apply before Nov 24th for Fall Semester and Apr 23rd for Winter Semester. Late application is not permitted. ● For Master's Degree Program, please submit item 1~2 to Degree Program Office. ● For Doctoral Degree Program, please submit item 1~3 to Degree Program Office. |
| 2 | List of Examination Committee Members | <ul style="list-style-type: none"> ● Student ● Degree Program Office | <p>Student: Oral Exam Date Survey & List of Degree Examination Committee Members (The survey shall be submitted 3 weeks prior to the examination date. The list may be submitted afterwards)</p> | <p>Students are recommended to consult with thesis advisor and submit the list of exam committee members.</p> |
| 3 | Time and Place for Oral Exam | <ul style="list-style-type: none"> ● Student ● Degree Program Office | <p>Once the date is decided please reserve a room for the exam (first come first serve)</p> | <p>The location of examination:</p> <ol style="list-style-type: none"> 1. Global Change Research Center Room G202 2. Global Change Research Center Room 403 |

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| 4 | Send out Thesis Draft, (If in needed the Oral Exam Notification Letter and Letter of Appointment) to Exam Committee Members | <ul style="list-style-type: none"> ● Student | <ul style="list-style-type: none"> ● Thesis Draft ● Oral Exam Notification Letter and Letter of Appointment (Please ask the Degree Program Office if needed and please tell to IPCS office 3 weeks prior to the examination date.) | Shall be sent 10-15 days prior to the exam. |
| 5 | Day of the exam | Student | <ul style="list-style-type: none"> ● Verification letter from the Oral Examination Committee (all committee members sign on the same form sheet) and Thesis Reviewer Evaluation Form (one for each committee member) can download in IPCS web. Please remember to fill out the form detail. ● Receipt and Minutes of the Oral Exam (Professor signatures and scores) are prepare by IPCS office. | <ul style="list-style-type: none"> ● Student shall prepare for tea and water, which can be find in the Degree Program office ● Verification Letter (Supervisor cloud decide keep it or give to student), Evaluation Form and the receipts shall be sent to the Degree Program Office |
| 6 | Apply for graduation | Student | Office graduation procedures: Empty your desk/cabinet, return the key of your office, and fill in the information at the link: https://forms.gle/RKPt1r2AkPUKiTiN6 | Students must apply for graduation and return all school items before leaving. |
| 7 | Thesis submission | Student | Submit two copies of the thesis to the Main Library | Thesis shall be submitted to the Main Library before the announced date (approximately Aug 20th and Feb 15nd) |
| 8 * | For students who have passed the Oral Exam but haven't submit thesis | Student | Please fill out the Graduation Postponement Despite Passing the Oral Exam Form. The student must register for the following semester and submit the thesis before the aforementioned semester ends. | Please apply on myNTU before July 31 st and Jan. 31 st . |

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| 9 * | For students who passed the oral exam in last semester and plan to graduate in this semester | Student | Graduation Application Form | Please apply on myNTU before Apr 30th and Nov 30th. Step 9 is only necessary for those who applied for Step 8 |
| 10* | For students who have applied for oral exam but the exam did not take place as scheduled | Student | Degree examination cancellation application form | The exam cancellation application form should be signed by the thesis advisor submit to the Degree Program Office before July 20 th in Spring semester or January 20 th in Fall. |