

## 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	<b>1. 學位考試申請書</b> (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)。 <b>2. 成績單審核表</b> (請自行填寫文件左側”(一)歷年修畢學分表”以便審核) <b>3. 英文檢定影本(拍照即可)</b> <b>4. (博)期刊投稿證明</b>	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, <b>逾期恕不受理。</b> <b>碩士生請繳交 1~3 於學程辦公室</b> <b>博士生請繳交 1~4 於學程辦公室</b>
2	考試委員名冊	學生 學程辦公室	<b>學生: 口試時間調查表</b> (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 教室
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、 <b>論文口試通知書及</b> <b>口試委員聘書</b> (藍字部分可於 <a href="#">研教組網頁</a> 下載)	建議口試前 10-15 天寄發。
5	口試當天	學生 學程辦公室	<b>論文口試委員會審定書、口試會議紀錄表、口試委員評分表 (請自行下載填寫姓名學號、論文題目)</b> 口試委員領據由辦公室提供	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)、領據、紀錄表請委員簽名, 口試完畢 <b>當天</b> 送回學程辦公室。
6	辦理畢業手續	學生	<b>辦公室畢業手續:</b> 清空桌子/櫃子、歸還鑰匙、繳交「論文相似度檢查確認表」, 並於連結填寫資料: <a href="https://forms.gle/RKPtlr2AkPUKiTiN6">https://forms.gle/RKPtlr2AkPUKiTiN6</a>	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)	依校方每年公告時間為準, 繳交論文並辦完離校手續。

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"> <li>Student</li> <li>IPCS Office</li> </ul>	<p><b>1. Degree Examination Application Form</b> ( 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><b>2. Academic Achievement Record</b> (Please fill out the list courses that you've taken for each semester for self-evaluation)</p> <p><b>3. English proficiency certificate</b></p> <p><b>4. Proof for Thesis Submission Certificate</b> (for Doctoral Degree)</p>	<ul style="list-style-type: none"> <li>Please apply before Nov 24<sup>th</sup> for Fall Semester and Apr 23<sup>rd</sup> for Winter Semester. Late application is not permitted.</li> <li>For Master's Degree Program, please submit item 1~3 to Degree Program Office.</li> <li>For Doctoral Degree Program, please submit item 1~4 to Degree Program Office.</li> </ul>
2	List of Examination Committee Members	<ul style="list-style-type: none"> <li>Student</li> <li>IPCS Office</li> </ul>	Student: <b>Oral Exam Date Survey</b> (The survey shall be submitted 3 weeks prior to the examination date. The list may be submitted afterwards)	Students are recommended to consult with thesis advisor and submit the list of exam committee members.
3	Time and Place for Oral Exam	<ul style="list-style-type: none"> <li>Student</li> <li>IPCS Office</li> </ul>	Once the date is decided please reserve a room for the exam (first come first serve)	The location of examination: IPCS Room G202

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"> <li>• Student</li> </ul>	<ul style="list-style-type: none"> <li>• Thesis Draft</li> <li>• Oral Exam Notification Letter and Letter of Appointment (You can download on <a href="#">Academic Affairs office</a> web. )</li> </ul>	Suggestions should be sent 10-15 days prior to the exam.
5	Day of the exam	Student	<ul style="list-style-type: none"> <li>• <b>Verification letter</b> from the Oral Examination Committee (all committee members sign on the same form sheet) and <b>Thesis Reviewer Evaluation Form</b> (one for each committee member) can download in IPCS web. Please remember to fill out the form detail.</li> <li>• <b>Minutes of the Oral Exam</b> (Professor signatures and scores)</li> <li>• <b>Receipts</b> are prepare by IPCS office.</li> </ul>	<ul style="list-style-type: none"> <li>• Student shall prepare for tea and water, which can be find in the IPCS office</li> <li>• Verification Letter (Supervisor cloud decide keep it or give to student), Evaluation Form and the receipts shall be submit to the IPCS Office</li> </ul>
6	Apply for graduation	Student	Office graduation procedures: Empty your desk/cabinet, return the key of your office, submit the “Thesis Similarity Index Approval Form”, and fill in the information at the link: <a href="https://forms.gle/RKPt1r2AkPUKiTiN6">https://forms.gle/RKPt1r2AkPUKiTiN6</a>	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.
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 <sup>st</sup> and Jan. 31 <sup>st</sup> .

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 <sup>th</sup> in Spring semester or January 20 <sup>th</sup> in Fall.