國立成功大學能源工程國際碩士學位學程學位考試辦法

National Cheng Kung University
International Master Degree Program on Energy Engineering
Regulations for Master's Degree Examination

一、碩士班研究生具有下列條件者，得為碩士學位候選人：
　　1.完成碩士學位應修課程。
　　2.通過碩士學位論文研究計劃提審。
　　3.完成碩士學位論文初稿。

I. Graduate students who meet the following requirements may be viewed as master's degree candidates.
　　1. Complete the required courses and credits specified by the academic degree program.
　　2. Pass the master's thesis proposal.
　　3. Complete the initial draft of thesis.

二、畢業資格審查：依註冊組時間辦理
　　不論是否申請學位畢業考試，碩士研究生都須至學程辦公室辦理畢業資格審查，核對學生歷年成績表並簽名。

II. Evaluation of graduation qualification: evaluation time is in accordance with Division of Registry
　　Whether applying for degree examination or not, master's students should all come to the academic program office, verify their chronological grades, and sign their names on the transcripts.

三、提交「學位考試申請書」和「學位考試委員名冊」：
　　填交前請與指導教授商議並先聯絡邀請考試委員：上網
　　http://campus4.ncku.edu.tw/wwwmenu/program/mou/ 輸入研究生學位申請資料後列印「學位考試申請書」並請指導教授簽名。輸入指導教授及考試委員資料後列印「學位考試委員名冊」，請依申請時間考試。若需異動考試委員名冊、時間或論文題目者，請重新上網更正後列印「異動單」交學程辦公室、通知考試委員並更正教室借用時間。
　　註：若考試委員資料尚未建檔，請至學程辦公室建檔。

III. Submission of "Application Form for Degree Examination" and "List of Defense Committee Members":
　　Master's candidates should consult with their advisors and invite defense committee members before submission.
　　Go to http://campus4.ncku.edu.tw/wwwmenu/program/mou/ , type in application information and print out the application form for degree examination with advisors' signatures. Type in advisors and committee members' information and print it out. Any alteration, whether committee members, date, time, or title,

should be amended online and master's candidates should print out the "amendment to defense application", submit it to the academic program office, notify committee members, and remake reservation for classroom. If committee members are not on file, please notify academic program office for filing.

四、碩士論文初稿經指導教授同意後寄送碩士學位考試委員評審。
IV. Master's candidates should send the first draft of thesis, after verified by their advisors, to defense committee members.

五、碩士學位論文考試：
(一)碩士學位論文考試奉核後，請依教務處規定於每學期結束前辦理學位考試事宜。
(二)論文考試以口試行之，必要時亦得舉行筆試。
(三)合格證明簽名頁於通過考試後請考試委員簽名，論文修正後請指導教授及系所主管簽名。
(四)論文考試成績於口試結束當日送學程辦公室辦理相關事宜。
(五)未通過碩士學位考試者，重考以一次為限。

V. Master's degree examination:

1. Once the application for the degree examination is approved, the degree examination should be conducted before the end of each semester.

2. The degree examination should be conducted in the form of oral defense. If necessary, a written examination may be administered.

3. After passing the exam, master's candidates should ask the committee members to sign on the approval page. Advisors and academic program chairman should sign on the revised thesis.

4. Defense committee should send the exam grade to the academic program office right after the degree examination.

5. Master's candidates who fail the degree examination may retake the examination only once in the next semester or next year prior to the expiration of their study periods, and shall be expelled from the program if they fail the second examination.

六、申請雜費
(一)碩士學位考試依學校補助雜費每位候選人 250 元，**每人以一張發票或收據申報(發票日期須與考試日期同天)**，最遲於上學期 1 月 31 日前，或下學期 7 月 31 日持發票至學程辦公室申領雜費，逾期不受理。
(二)索取發票注意事項：
    1. 需先告知店家成大統一編號:69115908（發票需輸入成大統編）
    2. 雜費消費品名為茶點、飲料或餐費。
    3. 請款用的發票需請商店蓋發票章，收據需蓋營業登記店章及負責人印

章。
4. 請款之發票或收據請註明品名。
5. 收據上的「台照」需填：國立成功大學。

VI. Reimbursement for examination expenditure:
1. Each master's student can receive NT$250 as a reimbursement for examination expenditure. He/she can submit only one receipt (issue date should be the same with the exam date) to the academic program office for reimbursement before Jan. 31st for Fall semester or July 31st for Spring semester. Late submission will not be accepted.
2. Notice for getting receipt:
    (1) NCKU VAT number "69115908" must be printed on the receipt.
    (2) Purchased items, such as coffee, tea, snacks, drinks, or meals, must be printed on the receipt.
    (3) Company's stamp and representative's stamp must be shown on the receipt.

七、繳交碩士學位論文，辦理離學程及離校手續，領取畢業證書。
學位論文格式依圖書館規定辦理；學位論文送學程辦公室(轉送註冊組)及總圖書館平裝各一本。（橘色：參考色號 CMYK:CO,M40,Y80,K0 或 RGB:R247,G181,B115）

VII. Submit master's degree thesis, complete the deregistration procedure, and receive the degree certificate:
The format of the master's degree thesis should meet the requirements of NCKU Library; submit one hardcopy (orange cover/CMYK:CO, M40,Y80,K0 or RGB:R247,G181,B115) to the academic program office and another to the library.

八、本辦法經系務會議通過後實施，修正時亦同。
VIII. These regulations and their revisions are in effect and subject to the approval of the Department Affairs Meetings.