中興大學中文系博士學位論文考試流程圖

9/15(含)前 3/15(含)前

- •經「指導教授」同意提出「論文初審申請」(論文須撰寫完成)。
- 須繳交之文件,請參閱本系網頁「下載專區」/「表單下載」之 「博士論文初審申請資料表」。

申請截止至開會前

- 系所承辦人為研究生建立「Turnitin論文比對系統」帳號,研究生 須立即上傳論文檔案進行比對,「比對結果」由系辦至系統下載, 並送交本系「博碩士學位考試委員會」審核。
- 系所承辦人發函請「指導教授」推薦初審及口試委員名單。

約9月底約3月底

- 召開本系「博碩士學位考試委員會」。
- 召開上揭會議後隨即將論文寄予3位博士論文初審考試委員,連絡1個月後舉行初審口試。

約11月上旬

- 進行初審口試。(口試當天請至少口試開始前30分鐘至系上準備)
- 初審口試後,請學生依據「初審口試委員意見」進行修改。
- 修改時間:1個月(提早修改完畢可提早提出口試申請)。

約12月上旬 約6月上旬

- 學生修改完畢後,經「指導教授」同意提出口試申請。
- 繳交「論文修正回覆表」(指導教授簽名)、「論文」(平裝)5本或6本(雙指導),上傳論文檔案至「Turnitin論文比對系統」偵測論文原創性,「比對結果」由系辦至系統下載,並提供「□試委員」審閱。

約12月上旬約6月上旬

- 承辦人連絡指導教授及口試委員,排定口試時間後,通知學生。
- 學生收到通知後,請立即上「教務資訊系統」點選「畢業離校/學位考試系統」登錄「論文考試申請資料」,待系辦審核後,列印「學位考試申請書」簽名,並請「指導教授」簽名後送系辦。

約12-1月 約6-7月

• 學生進行口試。(口試當天請至少口試開始前30分鐘至系上準備)

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- 口試後依照口試委員之意見進行修改。
- 修改完畢後,經「指導教授」同意(於「離校手續單」簽名)辦理 「離校手續」。

約1-2月 約7-8月

- 上學期: 學生須於下學期開學前完成「離校手續」。
- 下學期:學生須於8月底前完成「離校手續」。

下學期開學前 8月底前

NCHU Department of Chinese Literature

Doctoral Dissertation Examination Flow Chart

Deadline: Sep. 15 or Mar. 15)

- Submit an "application for preliminary review of dissertation" with the advisor's approval. (Dissertation must be completed.)
- For the required documents, please refer to the "Doctoral Dissertation Preliminary Review Application Form" on the department's website's "Download Area"/"Form Download."

After Deadline and before the start of the Meeting

- The department coordinator creates a "Turnitin Originality Check System" account for graduate students. Graduate students must immediately upload dissertation files for comparison. The "comparison results" are downloaded from the system by the coordinator and submitted to the "Doctoral and Master's Degree Examination Committee" of the department for review.
- The department coordinator sends a letter asking the advisor to recommend the list of preliminary review and oral defense committee members.

Around the end of Sep. (or Mar.)

- The meeting of the "Doctoral and Master's Degree Examination Committee" of this department is convened.
- After convening the aforementioned meeting, the dissertation will immediately be sent to three members of the preliminary review committee for doctoral dissertations, and arrangements will be made to hold the preliminary oral defense one month later.

Around early Nov. (or May)

- Conduct the preliminary oral defense. (Please arrive at least 30 minutes in advance on the day of the oral defense for preparation.)
- After the preliminary oral defense, the student should revise their work according to the "Preliminary Oral Defense Committee's Suggestions."
- Revision period: about 1 month (If revisions are completed early, the oral defense application may be submitted in advance)

Around early Dec. (or Jun.)

- After the student has completed the revision, the oral defense application can be submitted with the advisor's approval.
- Submit the "Dissertation Revision Response Form" (signed by the advisor) and 5 or 6 copies of the "Dissertation" (in paperback), upload the file to the "Turnitin Originality Check System" to detect the originality of the Dissertation, and the "Comparison Results" will be downloaded from the system by the coordinator and provided to the "Oral Defense Committee" for review.

Around early Dec.

(or Jun.)

- The coordinator will contact the advisor and the oral defense committee members to schedule the oral defense time, and then notify the student.
- After receiving the notification, the student should immediately log into the "Academic Affairs System," select "Graduation/Degree Exam Application," and enter the basic information of the dissertation defense application. After the department coordinator reviews it, the student should print out the "Dissertation Examination Application Form" for signature and ask the advisor to sign it before sending it to the department office.

Around Dec.-Jan. (or Jun.-J<u>ul.)</u> • Students take the oral defense. (Please arrive at least 30 minutes in advance on the day of the oral defense for preparation.)

Around Jan.-Feb. (or Jul.-Aug.)

- After the oral defense, the student will make revisions according to the comments of the oral defense committee.
- After completing the revisions, the student will proceed with the "School-leaving Procedures" with the advisor's approval.(signature on the "School-leaving Procedures Form")

Before the start of the next semester (By the end of Aug.)

- The first semester: Students must complete the "School-leaving Procedures" before the start of the next semester.
- The second semester: Students must complete the "School-leaving Procedures" by the end of August.