

The Procedure for Oral Examination of Doctoral Degree

【Application Time】

A. Doctoral Dissertation Examination :

The first semester is October to January. (10/1~1/31)

The second semester is April to July. (4/1~7/31)

※To complete leaving procedure from before the designed date on the academic calendar. If you can't finish it on that day, you have to register next semester.

B. It takes at least **One month** to finish the school procedure. After the school procedure is done, then you can have the Doctoral Dissertation Examination.

C. **Doctorate Defense Fee Reimbursement** is in **【附表二】**.

D. **Parking Application Form for External Vehicles Entering NTUST (off-campus exam committee)** is in **【附表四】**. If the committee from other institution needs to park his car in the school, please fill in the form in advance and then borrow the “parking yellow card” from the department office.

(Suggestion: the “parking yellow card” may not be available, if the committee park the car near the main entrance then you don't have to borrow the “parking yellow card” for the committee.)

【Procedure】

A. Please download and print documents bellow from [Student Information System](#)
→key in your dissertation title and advisor to download the documents bellow

1. 博士候選人申請學位考試資料彙整表
Document Checklist for Doctoral Degree Examination Application
2. 研究所博士學位論文考試申請書
Doctoral Dissertation Examination Application Form
3. 博士學位論文指導教授推薦書
Doctoral Dissertation Recommendation Form
4. 博士學位考試委員名冊
List for Doctoral Degree Examination Committee Members (provide by advisor)
5. 博士學位考試評分表
Evaluation Forms for Final Oral Defense (doctoral degree)
6. 博士學位考試委員審定書
Qualification Form by Doctoral Degree Examination Committee

Notice: Documents 1~6 should be printed out with barcodes!!

Usually, the department meeting is held on the third Thursday every month.

Therefore, please give all the documents in the second week for the department to arrange the information for the department committee.

B、Give the following documents to the department office for professors establishing a “Doctoral Degree Thesis Defense Examination Committee.” in the department meeting to check if you are qualified.

1. **Document Checklist for Doctoral Degree Examination Application**

Please write down your score and Dissertation and sign the document.

2. **Doctoral Dissertation Examination Application Form**

Both you and your advisor have to sign this form.

3. **Doctoral Dissertation Recommendation Form**

Your advisor have to sign this form.

4. **List for Doctoral Degree Examination Committee Members**

The number of Committee Members should be 5~9 people. Committee Members from other Institution should be more than 1/3. The Committee Members are provided by your advisor, but you have to key in all their information in the system. Therefore, confirm their information with your advisors first!

5. **One Dissertation Draft** (Format of dissertation draft should be the same as that of finalized dissertation)

The color of the dissertation cover is **PINK**. (No. 253)

The content of the Dissertation should be included all the parts mentioned in the file ” Document Checklist for Doctoral Degree Examination Application”

(It is necessary to make the book spine with the number of the semester on the top of it.)

6. **修課狀況調查表 Degree Requirement Sheet** 【如附表三】

7. **Transcript**

You can buy it in the vending machine in Administrative Building.

8. **Information about your dissertation**

(1)Accepted letter of your dissertation

(2)The copy version of the accepted dissertation

9. **Certificate of Attending International Conference**

10. **English certificate** (above TOEIC 550)

Please attach the copy version of your English certificate, but if your advisor can prove your English ability is better than TOEIC 550, you don't have to prepare the English certificate. Just have your advisor's signature in the Degree requirement sheet.

C、After the “Doctoral Degree Thesis Defense Examination Committee”

The Department Office will make a **meeting minute** for the Doctoral Degree Thesis Defense Examination Committee. With this meeting minute, then the Department Office will apply a **formal Petition** for your Doctoral Degree Examination.

It takes about **2~3 weeks** for finishing the Petition procedure.

D、Letters of Appointment : From the Personnel Office

After the Petition is approved, the Personnel Office will make Letters of Appointment for your Doctoral Degree Examination Committee Members, you can come to the department office to get them. You can only have your Doctoral Degree Examination after the **formal Petition is approved.**

【Documents you need in the Doctoral Degree Examination】

1. Qualification Form by Doctoral Degree Examination Committee
2. Forms for Final Oral Defense (doctoral degree) x(One for each Committee)
3. 領款收據 **Payment Receipts** (One for each Committee) as 【附表一】

【After the Doctoral Degree Examination】

You should give the three documents to the department office.

1. 領款收據 **Payment Receipts** as 【附表一】 (One for each committee)
2. 博士學位 考試評分表 Evaluation Forms for Doctoral Degree Final Oral Defense (One for each Committee)
3. Qualification Form by Doctoral Degree Examination Committee:

After turning in all the signed forms to department office, you will get one form back with the chairperson's signature: **Qualification Form by Doctoral Degree Examination Committee**. You need to scan it and put it in your Dissertation.

※There are three ways to pay the oral defense fee:

1. If the committee works in NTUST, mark ☐ 請撥入口試委員帳戶(限校內) on the Payment Receipts. Then, the oral defense fee would be remitted into his/her bank account.
2. If the committee works in other institution, please ask about his bank account information in advance, and then they have to write those information on the Payment Receipts. And mark ☐ 匯入校外口試委員帳戶, and the committee have to provide: 銀行(Name of the bank), 分行名稱(Name of the branch bank), 帳號(Bank account). Please write all those information, then the committee would get the fee in his/her bank account that he/she is provided.
3. Your Advisor pays for all the oral defense fee in advance, please mark ☐ 指導教授先行墊付 _____ (指導教授簽名).
Have your advisor sign there. Then, the Oral Defense fee would be remitted into his/her bank account.

【Upload the Dissertation】

◎Please confirm your upload is the final version of your dissertation.

https://etheses.lib.ntust.edu.tw/cgi-bin/gs32/gswweb.cgi/ccd=6LHxwU/thesis_login? → Website of submission the dissertation

<http://etheses.lib.ntust.edu.tw/cgi-bin/gs32/gswweb.cgi/ccd=tZgAwW/webmge?switchlang=en> → website of the library

If you have any more questions, please call the library extension 6196(Monday to Friday, Office Hours).

E-mail : lib@mail.ntust.edu.tw

【Ph.D. Thesis Front Cover】

The Ph.D. thesis front soft cover is **pink**(No. 253). → (Department)

The Ph.D. thesis front hard cover is **Red** (No. 6) → (Library)

Graduation academic year should be included on the top of the book spine.

【Leaving school procedure】

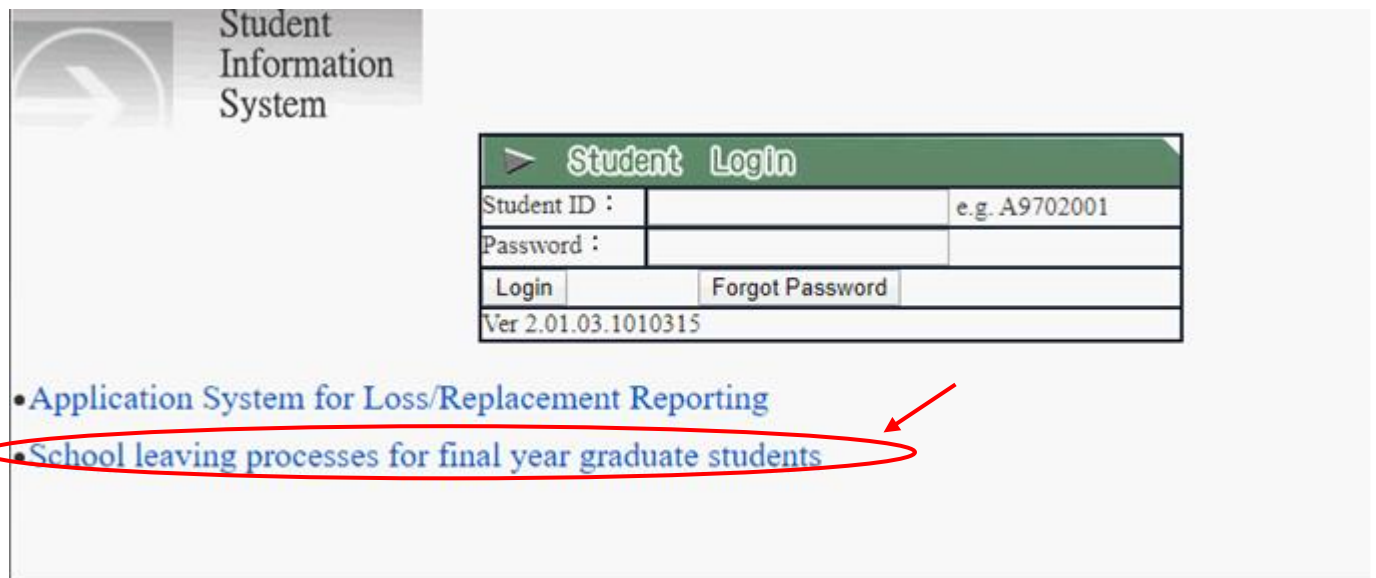
To complete leaving procedure from before the designed date on the academic calendar. Please download and fill in the documents.

A copy of the dissertation to the department (**pink cover**) and a copy of the dissertation to library (**red hardcover**) respectively.

A book spine can adjust the font size according to thickness of thesis; however, graduation academic year should be included on the top of spine.

◎Please download the leaving procedure form from the website.

http://e-service.ntust.edu.tw/student_system_en/stu_login.aspx



Student Information System

Student Login

Student ID : e.g. A9702001

Password :

Login Forgot Password

Ver 2.01.03.1010315

- Application System for Loss/Replacement Reporting
- School leaving processes for final year graduate students

【附表一】博士口試費領款收據

Payment Receipts

□試學生 學號: 姓名:
☐ 匯入校外口試委員帳戶
☐ 請撥入口試委員帳戶(限校內)
 銀行 分行名稱
 帳號
☐指導教授先行墊付 (指導教授簽名)

國立臺灣科技大學
領款收據

日期 Date: 年(year) 月(month) 日(Day)

領款人姓名 (Committee Member Name)			所屬年度月份	中華民國	年	月份
費別	<input type="checkbox"/> 演講費 <input type="checkbox"/> 撰稿費 <input type="checkbox"/> 審稿費 <input type="checkbox"/> 出席費 <input type="checkbox"/> 鐘點費 <input type="checkbox"/> 命題費 <input type="checkbox"/> 顧問費 <input type="checkbox"/> 工作津貼 <input type="checkbox"/> 臨時工資 <input checked="" type="checkbox"/> 口試費 1600 <input type="checkbox"/> 交通費					
摘要	單位	單位數	單位金	合計金額	代扣繳金額	實發金額
碩士口試費 Payment	人	1	1600元	1600元	0	1600元
交通費 travel expenses	日					

以上實發金額新臺幣 (國字大寫) 拾 萬 仟 佰 拾 元整

業已如數領到無訛 此致

姓名: (簽章) 身分證統一編號:

服務單位及職稱: (校外委員)

聯絡電話: (校外委員) 電子信箱: (校外委員)

(外籍人士須附護照影本, 並填妥護照號碼: 國別: 出生年月日:)

戶籍地址	郵遞區號	市	區	里	鄰	路	段	巷	弄	號	樓
		縣	鄉鎮	村	莊	街					

經手人

單位主管

會計室

校長

請沿線剪下

填寫說明

- 口試學生須填: ①「日期」; 請填寫口試日期。
 ②「領款人姓名」; 請填寫口試委員姓名。
 ③「所屬年度月份」; 請填寫口試之年度月份
 ④「費別」、「摘要」: 若有交通費 XXXX元, 請勾選☑交通費, 並計算摘要金額。
 ⑤領款收據「右上方」; 須註明口試學生姓名、學號
- 委員請填寫: ①「姓名欄」、②「身分證統一編號」
 ③校外口試委員必填「戶籍地址」; 里(村)、鄰, 校內專任教師則免填。
 ④服務單位(XX大學XX系)及職稱(教授、副教授、助理教授) (校外委員必填)。
 ⑤「聯絡電話」(校外委員必填)。「電子信箱」(校外委員必填)
- 本校委員不得支領交通費, 校外委員依服務單位所在地區核給交通費。Only committee in other institution can get travel expenses. The travel expenses is according to the place he/she works.
- 口試結束, 本單據填寫完整, 請將「領款收據」送回系辦公室 Please give the payment receipts back after you finish the Doctoral Degree Examination
- 校外委員於同一天至本校進行口試, 只能支領一次交通費。Committee in other institution can get travel expenses once a day. Even if the committee attend several Oral Defenses a day, he/she can get only one travel expenses.

Thesis/Dissertation Defense Fee(Other Institution)

Note: Reimbursement of Thesis transportation fee is based on the standard listed.

A r e a	Transportation Fee Payment Standard
台北 Taipei	200
基隆 Keelung	400
桃園 Taoyuan	500
新竹 Hsinchu	800
宜蘭、苗栗 Yilan or Miaoli	800
台中 Taichung、彰化 Changhua、 南投 Nantou	1,500
雲林、嘉義 Yunlin or Chiayi	2,300
台南 Tainan	2,900
高雄、屏東 Kaohsiung or Pingtung	3,200
花蓮 Hualien	3,000
台東地區及外島 Taitung Area and Surrounding Islands	3,700

論文口試費用支付標準 Payment Standard

費 用 別	給付標準 Oral Defense Fee (交通膳雜費給付標準請參照上表之規定)
Dissertation Defense Fee (NTUST)	1,600
Dissertation Defense Fee (Other Institution)	\$1600/person + travel expenses

台灣科技大學財務金融研究所博士班修課狀況調查表 Degree Requirement Sheet

一、依本校第 154 次教務會議(99/1/8)，研究生英文必修決議：

本校研究生（應外系、外籍生與在職專班生除外）均須修習 4 學分英文課程，得以下列擇一採認。且須於申請畢業論文口試前繳附成績單或其他各項證書，以供查核，始得參加畢業論文口試。

(1)通過全民英檢中級複試或相同等級之其他英語測驗。

(2)參加學校暑期英文密集班，獲得結業證書。

(3)入學後選修通過大學部英文學分 4 學分(須自付學分費)。

博士班學生曾於英語系國家取得學位者，或曾以英文發表論文其英文能力優良經教授推薦且經系所審查委員會審核通過者，可免修英文 4 學分。--此項適用於 102 學年度起入學博士班新生。(102/6/4 第 168 次教務會議通過)

二、博士班畢業學分共 30 學分(不含畢業論文)，必修課程 18 學分，課程如下：

(1)專題研討(一)、(二)、(三)、(四)—0 學分 (2)財務理論、計量經濟學。—各 3 學分

(3)投資學、財務管理、總體經濟理論/管理經濟學、國際財務管理、期貨與選擇權/選擇權定價理論、財金實務專題研討、資產證券化、財報分析、投資銀行與併購、創業財務/商業策略與創業財務、財務工程數學、金融數據分析—十一選四

三、博士班研究生於申請舉行論文口試前，須於國內(外)學術研討會發表至少乙次。

姓名 Name：

學號 Student ID

英文 English certificate	課程名稱或相關英語認證 English certificate(above TOEIC 550)	分數/等級 Score/Level	指導教授簽名 Advisor's signature	
所規定課程 Required courses	博士班修習相關課程		指導教授簽名 Advisor's signature	
	Required Course Title	學分 數 credit		成績 score
	<input type="checkbox"/> Seminar of special topics(1)	0		
	<input type="checkbox"/> Seminar of special topics(2)	0		
	<input type="checkbox"/> Seminar of special topics(3)	0		
	<input type="checkbox"/> Seminar of special topics(4)	0		
		3		
		3		
		3		
		3		
		3		
	學術研究倫理	<input type="checkbox"/> Academic Research Ethics		0
研討會名稱 conference	發表論文名稱 Dissertation	主辦單位 Organizer	日期 Date	地點 Venue

1. 博士生於選課時應徵詢指導教授之意見，於論文口試前提供「成績單」供指導教授簽名認可後，交所辦據以辦理論文口試手續。Please have your advisor check and sign on your transcript.

2. 英文成績請檢附相關證明影本一份。Please attach the certificate of English test which is no less than TOEIC 550. If your advisor can prove your English ability is better than TOEIC 550, just sign in his/her name, then you don't have to provide the certificate.

3. 學術研討會請檢附論文發表相關證明。Please attach the certificate of the conference.

4. 相關課程之認定若有疑義，提課程委員會會議議決之。

【附表四】

國立臺灣科技大學校外車輛進入校園申請單

Parking Application Form for External Vehicles Entering NTUST

Date 申請日期： (year)年 (month)月 (day)日

單位名稱 Department Office		財金所	單位主管 Chairperson	聯絡人 Contact person	
				聯絡電話 Phone number	
車輛進入校園	事由 Reason				
	時間 Time	年 (year) (month) 月 (day) 日 Time: 時 分 至 時 分			
	姓名 Name				
	車號 license plate number				
社團輔導組		學務處學務長	總務處事務組	批 示	
			請停放 <input type="checkbox"/> 大門口旁停車場 <input type="checkbox"/> 國際大樓地下停車場 <input type="checkbox"/> 靠體育館側門停車場		

一、奉核後，請憑影本進入校區停放。

二、學生社團活動先會學務處。



【附錄】

英語檢定考分數參照表

考取時間：自入學那年往前推算，5 年內考取者，或是入學後考取者皆可計入。

分數標準：請參考底下表格黃色標記分數

修正「公務人員英語檢測陞任評分計分標準對照表」

行政院民國95年4月4日院授人力字第0950061619號

劍橋大學英語能力 認證分級測驗 (Cambridge Main Suite)	劍橋大學 國際商務 英語能力 測驗 (BULATS)	外語能力測驗 (FLPT)		全民英檢 (GEPT)	CEF語言能 力參考指標	公務人員陞 任評分計分 標準	托福 (TOEFL)		多益測驗 (TOEIC)	大學校院英語 能力測驗 (CSEPT)		IELTS
		三項筆試 總分	口試				紙筆型態	電腦型態		第一級	第二級	
Key English Test (KET)	ALTE Level 1	150	S-1+	初級	A2(基礎級) Waystage	2分	390以上	90以上	350以上	170	- - -	3以上
Preliminary English Test (PET)	ALTE Level 2	195	S-2	中級	B1(進階級) Threshold	4分	457以上	137以上	550以上	230	240	4以上
First Certificate in English (FCE)	ALTE Level 3	240	S-2+	中高級	B2(高階級) Vantage	由機關自訂 分數	527以上	197以上	750以上	- - -	330	5.5以上
Certificate in Advanced English (CAE)	ALTE Level 4	315	S-3以上	高級	C1(流利級) Effective Operational Proficiency	由機關自訂 分數	560以上	220以上	880以上	- - -	- - -	6.5以上
Certificate of Proficiency in English (CPE)	ALTE Level 5	- - -		優級	C2(精通級) Mastery	由機關自訂 分數	630以上	267以上	950以上	- - -	- - -	7.5以上

附註：

一、全民英檢通過初試，未參加複試者，同意從寬計分，最高不得超過上表計分標準二分之一。

二、其他測驗得由各主管機關依教育部規定之 CEF 架構，衡酌所需語言能力及需求自行決定增減之。

三、通過相當 CEF A2 級及 B1 級之陞任評分標準，得由各機關甄審委員會決定增減分數。

四、本表自核定日起試辦一年。