

亞際文化研究國際碩士學位學程(台灣聯合大學系統)

論文口試申請流程

1. 考生於預定論文口試日期前三週填妥「論文口試申請表」並 email 至所屬校區學程辦公室。
2. 根據本學程修業規章，學位考試需備「論文相似度比對報告」，以供考試委員學位考試時參考，相似度比對原則，依各校區規定辦理。請考試於送交申請表時一併提交「論文相似度比對報告」至所屬學程辦公室。
3. 辦公室核准後，以郵寄或 email 方式，將口試邀請函寄給口試委員。
4. 考生於口試前二週，以郵寄或 email 方式，將論文檔案寄給口試委員。
5. 論文口試前三天，考生請向所屬辦公室索取各校區相關表格（例如成績資料表、論文審定書、口試委員名冊表等），並於論文口試當天提供給口試委員。
6. 論文口試當天，請提醒口試委員於口試結束後，以郵寄或 email 方式繳回相關表格至所屬校區學程辦公室。
7. 論文口試結束後，請與指導教授確認修訂時間，並於時間內完成修訂並經指導教授確認後，上傳到所屬校區圖書館之論文系統後，方得進行離校流程。
8. 上傳論文系統及離校流程，請參考所屬校區網頁，或向所屬校區辦公室秘書詢問。
9. 如使用線上方式進行口試，請自行與口試委員確認使用線上會議室之平台/軟體後，提供所屬校區辦公室線上會議室鏈接，以便進行公告。考生必須負責將口試全程進行螢幕錄影，考生及口試委員們的臉及聲音都必須全部入鏡。口試結束後，請將錄製好的影片存儲到 DVD/或以電子檔方式繳回所屬辦公室。
10. 依據本學程修業規章，論文計畫審查通過後至少三個月，方得進行碩士學位考試。
11. 相關表格均可於本學程網頁下載：<https://iccs.chss.nycu.edu.tw/zh/forms.php>、https://iics.nycu.edu.tw/zh_tw/Academics/IACSstudent/acedemics_master04

Thesis Oral Defense Application Process

International Master's Program in Inter-Asia Cultural Studies, University System of Taiwan

1. **Three weeks** before the scheduled thesis oral defense date, the student should fill out the "**Thesis Oral Defense Application Form**" and email it to the program office of their affiliated campus.
2. According to the program's academic regulations, the degree examination requires a "Thesis Similarity Report" for reference by the examination committee during the degree examination. The similarity comparison principle is handled according to the regulations of each campus. When submitting the application form, the student should also submit the "Thesis Similarity Report" to the program office of their affiliated campus.
3. After approval by the office, the oral defense invitation letter will be sent to the defense committee by mail or email.
4. Two weeks before the oral defense, the student should send the thesis document to the defense committee by mail or email.
5. Three days before the oral defense, the student should request relevant forms (such as the grading form, thesis approval form, defense committee member list, etc.) from their affiliated office and provide them to the defense committee on the day of the oral defense.
6. On the day of the oral defense, the student should remind the defense committee to return the relevant forms to the program office of their affiliated campus by mail or email after the defense is over.
7. After the oral defense, the student should confirm the revision time with their advisor, complete the revision in time. And after the advisor confirms it, upload it to the thesis system of their affiliated campus library before proceeding with the school-leaving process.
8. For uploading the thesis system and the school-leaving process, please refer to the website of your affiliated campus or inquire with the secretary of the affiliated campus office.
9. If the oral defense is conducted online, the student should confirm the platform/software for using the online meeting room with the defense committee, provide the online meeting room link to the affiliated campus office, and record the entire defense process on screen. The faces and voices of the student and the defense committee must be fully captured on screen. After the defense is over, please store the recorded video on DVD or submit it to the affiliated office in electronic file format.
10. According to the academic regulations of the program, an interval of three months is required between approval of the thesis proposal and the official degree examination.
11. Relevant forms can be downloaded from the program's website. <https://iccs.chss.nycu.edu.tw/zh/forms.php> 、
https://ics.nycu.edu.tw/zh_tw/Academics/IACSstudent/acedemics_master04