## 中興大學中國文學系碩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 「碩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,隨即送出論文進行初審(書面審查)。

約10月下旬 約04月下旬

- 初審送回後,承辦人通知學生領回「初審意見」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11月

- 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)3本, 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11月下旬 約05月下旬

- 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月

• 學生進行口試。(口試當天請至少提前30分鐘至系上準備)

约12/01月

- 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12/01月 約06/07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

## Master's Thesis Examination Flow Chart

Deadline: Sep. 15 (or Mar. 15)

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

After Deadline and before the start of Meeting

- The department coordinator creates a "Turnitin Originality Check System" account for graduate students. Graduate students must immediately upload thesis 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 the meeting is held, the thesis will be sent out for preliminary review (written review).

Around late Oct. (or Apr.)

- After the preliminary review is sent back, the coordinator will notify the students to collect the "preliminary review comments" for revisions.
- Revision time: about 1 month (If the revision is completed in advance, the oral defense application can be submitted earlier).

Around Nov. (or May)

- After the student has completed the revision, the oral defense application can be submitted with the advisor's approval.
- Submit the "Thesis Revision Response Form" (signed by the advisor) and 3 copies of the "Thesis" (in paperback), upload the file to the "Turnitin Originality Check System" to detect the originality of the Thesis, and the "Comparison Results" will be downloaded from the system by the coordinator and provided to the "Oral Defense Committee" for review.

Around late Nov.

(or May)

- 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 thesis defense application. After the department coordinator reviews it, the student should print out the "Thesis Examination Application Form" for signature and ask the advisor to sign it before sending it to the department office.

Around Dec. (or Jun.)

• Students take the oral defense. (Please arrive at least 30 minutes in advance on the day of the oral defense for preparation.)

Around Dec. (or Jan.) Around Jun. (or Jul.)

- 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.