

國立中興大學生命科學院生技產業創新研發與管理博士學位學程

研究生論文口試及辦理離校手續注意事項

Guidelines for Dissertation Defense and School Leaving Procedures

Doctoral Program in Biotechnology Industrial Management and Innovation,
College of Life Sciences, National Chung Hsing University

【第一階段：論文口試申請】

Stage 1— Application for Dissertation Defense

一. 擬於 114 學年度第二學期申請畢業論文口試者，請於 115 年 04 月 02 日前，繳交【國立中興大學生命科學院生技產業創新研發與管理博士學位學程研究生論文口試申請單】至學程辦公室，以進行畢業資格審查作業。

1. Students who plan to apply for the dissertation Defense in the Spring Semester of Academic Year 2026 must submit the "Defense Application Form—Doctoral Program in Biotechnology Industrial Management and Innovation, College of Life Sciences, National Chung Hsing University" to the DPBIMI Office by **April 2nd, 2026** for the graduation qualification review.

※博士班研究生請先確定已完成畢業明細表第十一項：論文發表、英文檢定，並提供證明資料進行審查。

※Students must ensure completion of item 11 on the Graduation Requirements Checklist: thesis publication and English-language proficiency, and submit supporting documents for verification.

※博士班研究生博士候選人資格考核應於第三學年結束前及並於口試前 6 個月完成。

※Students must complete the doctoral candidacy qualification assessment by the end of their **third academic year**, and it must be completed at least **six months prior to the defense**.

二. 請至【教務資訊系統】→【畢業離校】→【學位考試系統】登錄「學位考試申請-國立中興大學博士生參加博士候選人資格考核申請書」。

2. Please log in to the Office of Academic Affairs system at NCHU → Graduation → Degree Examination Application and complete the relevant information for the " Application of Defense for Doctoral Dissertation."

※操作說明請依據本校「研究所考試論文審查系統學生操作手冊」。

※Please follow the procedures described in the " Thesis Exam Application System Student Operation Handbook. "

※考試地點請先至本院空間管理委員會詢問教室/會議室並登記借用。

※Please contact the College's Classroom and Meeting Room Management Unit to inquire about available classrooms/meeting rooms and make reservations.

三. 「學位考試申請」登錄完成後，請先通知學程辦公室，學程辦公室確認「學位考試申請」資料無誤後，再列印「國立中興大學博士生參加博士候選人資格考核申請書」及論文考試相關報表給指導教授/共同指導教授簽名。

3. After completing the Graduation-Degree Exam Application via Office of Academic Affairs system at NCHU, **please notify the DPBIMI office**. Once the DPBIMI office confirms the application information is correct, print the "Application of Defense for Doctoral Dissertation" and the related documents for the advisor/co-advisors to sign.

※論文考試相關報表如有塗改，提口試者需於各塗改處簽名或蓋章。

※If any changes are made to the documents, the candidate must sign or stamp at each amendment.

四. 於教務資訊系統中列印「國立中興大學博士學位考試委員聘函」，每位口試委員一份。

4. Please print one copy of the "Appoint of Dissertation Committee" from the Office of Academic Affairs system at NCHU for each dissertation committee member.

※「國立中興大學博士班研究生參加論文考試申請書」、「國立中興大學博士學位考試委員聘函」請於論文口試舉行日期 25 天前送至學程辦公室，以便將考試委員名單提請委員會審查。研究生論文口試申請最終截止日為 115 年 07 月 02 日，逾期不受理。

※The "Application of Defense for Doctoral Dissertation" and the "Appoint of Dissertation Committee" must be submitted to the DPBIMI Office at least **25 days prior to the scheduled defense date** so that the list of dissertation committee members can be reviewed by the Committee. The submission deadline is **July 2nd, 2026**. Late submissions will not be accepted.

五. 校內及校外口試委員之論文指導費、口試費皆由學校系統直接撥入帳戶，學程辦公室將確認學校

系統是否有建立口試委員帳戶資料，再行通知。

5. Honoraria for both internal and external dissertation committee members (dissertation supervision fees and defense examination fees) will be paid by direct bank transfer from NCHU to the committee members' registered accounts. The DPBIMI Office will verify whether the dissertation committee members' bank account information has been registered in the NCHU system

※口試委員若於本校無建檔帳戶資料，請繳交「**銀行局帳號資料表**」(如附件)。

※If the NCHU system **does not have** account information for the defense committee members, please submit the "**Bank Account Information Form**" (attachment below).

六. 校外口試委員車輛進出，如要申請免費入校停車，請於考試委員聘函寄送前，至學程辦公室遞交申請單（如附件），至少於**考試日期前一週提出申請**，逾期者請參閱本校駐警隊公告辦理。

6. If external defense committee members require complimentary campus parking, please submit the parking permit application form (see attached) to the DPBIMI office before sending the appointment letters. The application must be **submitted at least one week prior to the Defense**. Late requests should follow the procedures announced by the Campus Police.

七. 每位研究生於論文口試前一週務必於學程辦公室外公佈欄張貼海報公告【**格式可自訂、內容需含論文題目、口試時間、地點**】。

7. Please ensure that each graduate student posts a defense **poster** on the DPBIMI Office bulletin board **at least one week prior to the scheduled defense**. The poster format may be customized; however, it must include the title of dissertation, date and time of the defense, and venue of the defense.

八. 口試時間如有變更，請通知學程辦公室進行異動流程，並務必自行通知各口試委員。

8. If there are any changes to the defense schedule, please notify the DPBIMI Office to update the records. Students must also inform all defense committee members of the revised schedule.

九. 研究生論文比對：論文口試前自行利用 **Turnitin** 系統進行原創性比對，比對結果供口試委員審閱，論文比對結果電子回條紙本請保留至辦理離校手續。

9. Plagiarism Check Using Turnitin: **Prior to the defense**, students must conduct an originality check using the Turnitin system. The Turnitin similarity report will be **provided to the committee for review**. Please retain both the electronic receipt and a printed copy of the Turnitin result until all graduation procedures and clearance are completed.

※**Turnitin 系統學生帳號**：學程辦公室依據國立中興大學生命科學院生技產業創新研發與管理博士學位學程研究生論文口試申請單所填之電子信箱進行申請，申請帳號後學生將會收到 Turnitin 的系統來信，請依指示登入。

※**Student Turnitin Accounts**: The DPBIMI Office will create Turnitin accounts for students using the email address provided on the "**Defense Application Form- Doctoral Program in Biotechnology Industrial Management and Innovation, Department of Life Sciences, NCHU**". Once the account has been created, the student will receive an email from Turnitin with login instructions. Please follow the instructions in the email to access the system.

※**Turnitin 系統使用方法**查看【圖書館網頁→研究學習→Turnitin 著作原創性比對系統→使用說明及手冊】

※Instructions for using the Turnitin system, please refer to: NCHU Library website → Research & Learning → Originality Check (Turnitin) → Instructions and Manuals.

※依據「國立中興大學生技產業創新研發與管理博士學位學程研究生指導暨學位論文品質與管考準則」第八條規定：本學程研究生辦理畢業離校程序前，須繳交定稿學位論文之原創性比對結果，其比對相似度在排除目錄、材料與方法、參考文獻及附件，應低於百分之二十四。研究生在就學期間為唯一第一作者所發表之論文得排除於比對範圍之內。如未符合所訂標準，須敘明具體理由並經指導教授確認，始得辦理離校手續。

※According to Article 8 of the "**Standards for Quality Assurance and Examination of Dissertations for the Doctoral Program in Biotechnology Industrial Management and Innovation, College of Life Sciences, National Chung Hsing University**"—Before proceeding with graduation and clearance procedures, students must submit the Turnitin Originality Report for their dissertation. The similarity index must be **below 24%** after excluding the Contents, Materials and Methods, References, and Appendices. Any papers published by the student as first author during their enrollment may be excluded from the comparison. If the required standard is not met, the student must provide specific justifications, endorsed by their advisor, before being permitted to complete the school-leaving formalities.

十. 論文延後公開：「紙本論文及電子全文」延後公開請在填寫論文口試申請時務必確認，至圖書館

網站下載填寫「**國立中興大學博士班研究生參加論文考試申請書—【學位論文延後公開】**」並檢附「**證明文件**」。

10. **Embargo on Dissertation Publication:** If students wish to request an embargo (delayed public access) for both the printed and electronic versions of dissertation, please make sure to indicate this when completing the thesis defense application. Student must download and complete the "**Application of Defense for Doctoral Dissertation-Embargo of the Thesis/Dissertation**" from the Library website and **attach the required supporting documents**.

※論文延後公開說明【圖書館網頁→研究學習→學位論文(論文上傳)→檔案下載→申請書(【延後公開】之申請及說明)】

※**Embargo of dissertation Publication:** Students may download the information from the NCHU Library website under: NCHU Library website→ Research & Learning → Thesis/Dissertation Submission → Downloads → **Application Forms (Embargo Application & Instructions)**.

【第二階段：論文口試舉行】

Stage 2—Conducting a Dissertation Defense

一、本學期研究生論文口試舉行日期至遲為 **115 年 07 月 30 日**。

1. The latest allowable date for holding the dissertation **defense** this semester is **July 30, 2026**.

二、論文口試時需準備之表單：

2. **Forms Required for the Dissertation Defense**

• **國立中興大學博士班研究生學位考試結果通知書【系統中列印】**

• **Result of Doctoral Dissertation Defense**【printed from the Office of Academic Affairs system at NCHU】

• **國立中興大學研究所學位論文口試評分單【系統中列印，一個委員一份】**

• **Score of Doctoral Defense**【Please print one copy of the "Score of Master/Doctoral Defense" from the Office of Academic Affairs system at NCHU for each dissertation committee member.

One copy per committee member.】

• **博/碩士畢業論文審核頁**【至本校註冊組網頁→表格下載處下載，以電腦打字填列資料，勿用手寫】

• **Dissertation Defense Review Form**【Please download the form from the Office of Academic Affairs NCHU website → Forms download. Complete the form electronically on a computer—do not handwrite or transcribe it by hand.】

三、口試時請指定專人詳實紀錄口試過程，並於口試結束彙整製作口試會議紀錄（範例如附件）。

3. Please assign a designated recorder to document the defense proceedings in detail. After the defense, compile and prepare the **Defense Meeting Minutes** (use the attached template).

四、口試結束後，請繳交「**國立中興大學生命科學院生技產業創新研發與管理博士學位學程研究生論文口試結束通知單**」(如附件)至學程辦公室。

4. After the defense, please submit the attached "**Defense Completion Notification Form — Doctoral Program in Biotechnology Industrial Management and Innovation, College of Life Sciences, National Chung Hsing University**" to the DPBIMI office.

※考試委員口試費(含交通費)學校僅能報支博士班**五人**，多餘之委員口試費由實驗室老師之管理費報支。

※The university will reimburse defense honoraria (including transportation) for up to **five** defense committee members. Any honoraria for additional committee members should be paid from the student advisor's administrative funds.

五、口試後若有修改論文題目，請確定(一)系統中(二)學位考試結果通知書(三)博/碩士畢業論文審核頁，三者題目需一致。

5. If any changes are made to the dissertation title after the defense, please ensure the title is updated and consistent in all three locations: (1) **Office of Academic Affairs system at NCHU**, (2) **Result of Doctoral Dissertation Defense**, and (3) **Dissertation Defense Review Form**.

【第三階段：辦理離校手續】

Stage 3—Graduation Clearance and School Leaving Procedures

一、本學期研究生畢業離校手續請於 **115 年 08 月 31 日**前辦妥，逾期不受理。

1. The deadline to complete this semester's **school leaving procedures** is **August 31, 2026**. No exceptions will be made for late

submissions.

二. 論文上傳至「國立中興大學電子學位論文服務系統」，詳情請參閱本校圖書館網頁。
2. Students are required to **submit the dissertations** via the "NCHU Electronic Thesis & Dissertation Service". Please consult the library website for specific instructions.

三. 線上論文審核通過後再印製紙本論文。
3. The hard copies of the dissertation should be printed subsequent to the successful completion of the online review.

四. 完成本校應屆畢業生離校流程問卷：【意向調查問卷、UCAN 共通職能施做問卷】
4. Please ensure the completion of the graduating student **surveys**, which include the Graduation Questionnaire and the UCAN Career Diagnosis.
※教務資訊系統→畢業離校→離校狀態查詢
※Office of Academic Affairs system at NCHU → Graduation → Leave School Processing

五. 請至學程辦公室辦理離校所需表單/資料：
5. Submit the required forms/documents to the DPBIMI office to complete the procedures for leaving NCHU.

- 國立中興大學研究生畢業離校手續單(須經指導教授簽章)
- Leaving Confirmation for Graduate Students (Requires Advisor's Signature)
- 研究生口試會議紀錄
- Defense Meeting Minutes
- 國立中興大學碩/博士論文考試口試評分單
- Score of Doctoral Defense
- 國立中興大學博士班研究生學位考試結果通知書(確認已請指導教授/共同指導教授簽章)
- Result of Doctoral Dissertation Defense (Please confirm that the advisor/co-advisor has signed the form)
- 論文原創性比對結果 (相似度低於百分之二十四)
- Turnitin Originality Check Result (Similarity < 24%)
- 二本紙本論文(博/碩士畢業論文審核頁請至學程辦公室加蓋學程章)
• Two hard-copy copies of the dissertation (Please take the "Dissertation Defense Review Form" to the DPBIMI office to have DPBIMI stamp affixed)

六. 請至本校圖書館 1 樓之借還書櫃台繳交下列資料，完成圖書館離校手續：2 本紙本論文、國立中興大學授權書及國家圖書館授權書正本、學位論文比對結果電子回條紙本。
6. "To complete the **library leaving procedures**, please submit the required documents to the Library 1F Circulation Desk. Required materials include: Two hard copies of the dissertation, Authorization forms for Online Public Access to Thesis/Dissertation of NCHU and the National Central Library (NCL) and a printed copy of the Turnitin Originality Check Result"
※學位論文延後公開：「國立中興大學博士班研究生參加論文考試申請書—【學位論文延後公開】」及證明文件一式 2 份，於辦理畢業離校時，與紙本論文一併繳交圖書館。
※Application for Dissertation Embargo (Delayed Release): Please submit the "Application of Defense for Doctoral Dissertation-Embargo of the Thesis/Dissertation" and supporting documents to the library along with the hard copies of the dissertation during the school leaving process.

■若有任何問題，請參考以下聯絡方式：

國立中興大學生命科學院生技產業創新研發與管理博士學位學程辦公室 (04)22840370#19

國立中興大學教務處註冊組 (04)22840212

國立中興大學圖書館 (04)22840291

For further information, please contact:

Doctoral Program in Biotechnology Industrial Management and Innovation (DPBIMI Office), NCHU: +886-4- 22840370 ext. 19
Registration Division, Office of Academic Affairs, NCHU: +886-4-22840212
Library, NCHU: +886-4-22840291

*請先向學程辦公室確認學校系統是否已建檔口試委員銀行局帳號資料，如無則需填寫下表。

*Please confirm with the DPBIMI office whether the defense committee members' bank account information has been entered into the system of NCHU. If not, please complete the "Bank Account Information Form."

本表單蒐集之個人資料僅限於特定目的使用，非經當事人同意絕不轉做其他用途，亦不會公布任何資訊，並遵循個人資料保護法辦理。

"The personal information collected on this form is strictly limited to specific purposes. It will not be used for other purposes without the explicit consent of the individual concerned, nor will any information be disclosed. All handling of data will comply with the Personal Information Protection Act."

銀行局帳號資料表 BANK ACCOUNT INFORMATION FORM

*姓名 (Name) : _____

*身分證字號 (ID Number) : _____

*戶籍地址 (Permanent address) : _____

所屬單位 (Unit) : _____

聯絡電話 (Contact number): _____

E-mail : _____

*銀行名稱及分行 (Name of Bank and Branch) : _____

*帳戶號碼 (Account Number) : _____

***為必填欄位 (Please complete all fields marked with an asterisk (*).)**

銀行帳戶與身分證字號請確認同為本人

Please verify that the bank account and national ID number correspond to the account holder.

請附上銀行儲簿的封面(帳戶姓名及帳戶號碼)之影印本。

Please attach a photocopy of the bank passbook cover showing the account holder's name and account number.

口試委員車輛入校申請
Application Form for Guest Vehicle Access (Dissertation Defense Committee)

*** 申請日為口試當天，僅限一天出入校園。**

* This application is valid only on the defense date and allows campus access for one day only.

口試委員姓名 (Name of the Defense Committee Member) :

口試委員車號 (Vehicle plate number of the defense committee member) :

口試日期/時間 (Date / Time of Defense) :

【國立中興大學博士學位考試委員聘函寄送前須提出口試委員車輛入校申請】

【The application must be submitted prior to the mailing of the "Appoint of Dissertation Committee"】



口試委員車輛入校申請
Application Form for Guest Vehicle Access (Dissertation Defense Committee)

*** 申請日為口試當天，僅限一天出入校園。**

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國立中興大學生命科學院生技產業創新研發與管理博士學位學程

研究生論文口試結束通知單

Defense Completion Notification Form

Doctoral Program in Biotechnology Industrial Management and Innovation,
College of Life Sciences, National Chung Hsing University

※國立中興大學生命科學院生技產業創新研發與管理博士學位學程研究生論文口試結束通知單請於口試結束後**一週內**送至學程辦公室(連同交通費票證)

※Please submit the " Defense Completion Notification Form" along with the travel receipt to the DPBIMI office **within one week** after defense.

口試委員 Committee Member	交通費 Transportation expenses
	<input type="checkbox"/> 台中地區(服務單位距離中興大學未超過 10 公里)：不補助 Travel subsidies are not available for locations situated in the Taichung area and less than 10 km from NCHU. <input type="checkbox"/> 高鐵(需提供票證) HSR users must submit valid tickets for reimbursement. <input type="checkbox"/> 自行開車(服務單位距離中興大學超過 10 公里)：每公里 3 元補助 Mileage allowance of NT \$3 per km is available for defense committee members who drive their own vehicle from an institution located more than 10 km from NCHU (supporting documentation required).
	<input type="checkbox"/> 台中地區(服務單位距離中興大學未超過 10 公里)：不補助 Travel subsidies are not available for locations situated in the Taichung area and less than 10 km from NCHU. <input type="checkbox"/> 高鐵(需提供票證) HSR users must submit valid tickets for reimbursement. <input type="checkbox"/> 自行開車(服務單位距離中興大學超過 10 公里)：每公里 3 元補助 Mileage allowance of NT \$3 per km is available for defense committee members who drive their own vehicle from an institution located more than 10 km from NCHU (supporting documentation required).
	<input type="checkbox"/> 台中地區(服務單位距離中興大學未超過 10 公里)：不補助 Travel subsidies are not available for locations situated in the Taichung area and less than 10 km from NCHU. <input type="checkbox"/> 高鐵(需提供票證) HSR users must submit valid tickets for reimbursement. <input type="checkbox"/> 自行開車(服務單位距離中興大學超過 10 公里)：每公里 3 元補助 Mileage allowance of NT \$3 per km is available for defense committee members who drive their own vehicle from an institution located more than 10 km from NCHU (supporting documentation required).
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※車票單據為電子票證，請所屬口試委員務必在電子票證上簽名。

※For electronic tickets (e-tickets), the committee member's signature is mandatory for expense reimbursement.

研究生簽名：

Student's Signature :

國立中興大學生命科學院生技產業創新研發與管理博士學位學程
研究生口試會議記錄

Defense Meeting Minutes
Doctoral Program in Biotechnology Industrial Management and Innovation,
College of Life Sciences, National Chung Hsing University

會議地點 Venue :

會議時間 Date and time :

研究生姓名 Student Name :

主席 Chair :

指導教授 Advisor :

出席考試委員 Members of the defense committee in attendance :

紀錄 Minute taker :

會議內容 Agenda

一. 今天是○○○同學的博士論文口試，請開始宣讀。

This session is the defense for student ○○○. Please begin proceedings.

二. 請各位參與的同學與老師，如有任何建議皆可以提出並討論。

Attending students and faculty may raise suggestions for discussion.

【綜合參加人員問題 Consolidated summary of participants' questions】

問題一 Question 1 :

回答一 Answer 1 :

問題二 Question 2 :

回答二 Answer 2 :

問題三 Question 3 :

回答三 Answer 3 :

國立中興大學生命科學院生技產業創新研發與管理博士學位學程

研究生論文口試申請單

Defense Application Form

Doctoral Program in Biotechnology Industrial Management and Innovation, Department of Life Sciences, NCHU

擬於 114 學年度第二學期申請畢業論文口試者，請於 115 年 04 月 02 日前，填妥個人基本資料並經指導教授同意簽名後，繳交研究生論文口試申請單至學程辦公室提出申請，以進行畢業資格審查作業。

Students who intend to apply for their graduation thesis defense in the Spring semester of academic year 2026 must complete the Defense Application Form with their basic information, obtain their advisor's signature, and submit the form to the program office by April 2nd, 2026 for eligibility review.

◎研究生論文口試申請截止日期：115 年 07 月 02 日

Deadline for the defense application: July 2nd, 2026.

◎研究生論文口試舉行截止日期：115 年 07 月 30 日

Deadline for the dissertation defense: July 30, 2026.

【※研究生論文口試申請日期，需提早於研究生論文口試舉行日期 25 天以上。】

【※The application for the defense must be submitted at least 25 days prior to the scheduled defense date.】

◎辦理研究生畢業離校手續截止日期：115 年 08 月 31 日

Deadline for graduates to complete School Leaving Procedures: August 31, 2026

※詳細請參閱國立中興大學生命科學院生技產業創新研發與管理博士學位學程研究生論文口試及辦理離校注意事項

※For more details, please refer to the "Guidelines for Dissertation Defense and School Leaving Procedures of the Program in Biotechnology Industrial Management and Innovation, Department of Life Sciences, National Chung Hsing University".



114 學年度第二學期申請論文口試 申請單

Defense Application Form for the Spring Semester of the Academic Year 2026

基本資料 Please provide the following basic information (fill in the blanks)

學號 Student ID	
姓名 Name	
聯絡手機 Contact Number	
電子信箱 (論文比對 Turnitin 系統設定帳號用) Email (Turnitin account for Originality Check (username / email))	

指導教授簽名：

Advisor's signature

日期： 年 月 日
Date: yyyy / mm / dd