

## 佛教學系研究生學位考試流程說明

An explanation for Application procedures for Degree-Exam, for postgraduate students of the Department of Buddhist Studies and procedures for leaving the school

2018.10.11

已於前一學期通過論文大綱口考之同學，可於本學期申請學位考試(論文口考)，請至系網頁下載相關表件：下載專區→碩士學位論文考試，需於108年1月11日以前提出申請。

[http://buddhist.fgu.edu.tw/zh\\_tw/Download](http://buddhist.fgu.edu.tw/zh_tw/Download)

(佛教學系→法規與表單下載→碩士學位論文考試)

Students who have passed their thesis proposal last semester can apply for their oral defense in this or subsequent semester. Application form can be downloaded from the web-link above and should be submitted by Jan.11.

論文格式請參閱教務處網頁：

For the thesis format provided by the university, please click on the web-link below:

[http://academic.fgu.edu.tw/1page2/super\\_pages.php?ID=page201&Sn=11](http://academic.fgu.edu.tw/1page2/super_pages.php?ID=page201&Sn=11)

或由系網頁所提供之參考範本：

Or you can use the template provided by Website of Buddhist Department (click on the link below):

中文：[http://buddhist.fgu.edu.tw/zh\\_tw/Download](http://buddhist.fgu.edu.tw/zh_tw/Download)

English：<http://buddhist.fgu.edu.tw/en/Download>

### ◎ 口考申請 Applying for Oral Defense

「[研究生歷年成績及累計學分數申請表 Application for Cumulative Transcripts](#)」：

填妥後拿到教務處找郭明裕先生申請領取「畢業生歷年成績及累計學分數審核表」，拿到審核表後請同學先自行對已修學分作「初審」並於初審欄位簽名，並檢查當學期修課課程是否正確，若資料無誤請在最下方「學生簽名」欄位簽名，繳至系辦給助理。

The filled-out form, together with your academic transcripts for each year (Application for cumulative Transcript), should be submitted to the Office of Academic Affairs (in Yunqi Bld.). You will then receive an assessment form (endorsement) confirming the courses and total academic credits achieved, which you will need to check for the accuracy and sign before submitting it to Dept. of Buddhist studies secretary.

「[碩士論文指導教授推薦書 Advising Professor Recommendation Letter](#)」：

填寫基本資料及論文題目後，交由指導教授簽名，繳至系辦給助理。

Fill out your personal details and thesis title and get a signature from your nominated supervisor before submitting it to Dept. of Buddhist studies secretary.

**「研究生學位考試申請表 --- Graduate Student Application for Thesis**

**Defense**」:

請先與指導教授確認考試委員名單，若需委員的服務單位、職稱、教師證號等資料，等先和助理索取，填妥後先給助理蓋章，再給指導教授簽名，再交由系主任、院長蓋章(交給助理轉交亦可)。

Please confirm the names of the examiners with your supervisor first then get the examiners details (e.g. their affiliation, position, staff ID etc.) from Dept. of Buddhist studies secretary if you do not have them. The form should then be stamped by the Dept. of Buddhist studies secretary, and then signed by your supervisor, head of department, and the Dean, before bringing it back to Dept. of Buddhist studies secretary.

**「論文一本 Thesis Copies**」:

請繳交一本論文草稿給助理，需交給教務處，若時間來不及裝訂，可以用夾子夾好即可。

Please submit one copy of your thesis draft final to the Dept. of Buddhist studies secretary and one to the Office of Academic Affairs (Yunqi Bldg). If time does not allow a formal binding, please staple the pages together or use binder-clips instead.

- ◎ 系辦收齊資料後，會製作「學位考試委員聘函」一併交給教務處申請。(108年1月18日為校方申請截止日，助理亦需一些作業時間，敬請同學儘量於108年1月11日前向系辦提出申請。)

Once all these documents are received, the department office will then prepare for the invitation letters for the examiners (Committee Member Invitation Letter) before getting them submitted to the Office of Academic Affairs. Deadline for this submission is Jan. 11, but time is required by Dept. of Buddhist studies secretary for processing, therefore, your earlier submission is highly appreciated.

**◎ 口考前置作業 Procedures to follow when applying for an Oral Defense**

- (1) 口考時間確定後請告知助理，以便安排口考教室。  
When you have determined the date and time for your oral defense, please inform the Dept. of Buddhist studies secretary accordingly so that she can book a room.
- (2) 助理將會公告所有研究生的口考時間表，讓有興趣的同學可前往旁聽學習。  
Dept. of Buddhist studies secretary will then post the timetable on the notice board for those students who may be interested in attending the session.
- (3) 前一天請自行至口考教室測試設備，並與委員聯繫好到場時間、場地等細節。(如委員需先用餐請同學自行準備便當，可請老師至系辦隔壁之教師休

息室用餐)

One day before your oral defense, run-through your presentation with the required facilities (computer, projector, etc.), and contact your examiners to remind them of the time and place. (If lunch is required for your examiners, you can invite them to have lunch in the teacher's lounge, and you are responsible for making these arrangements.)

- (4) 可找碩一同學或同學擔任工作人員：行政、知賓、佈置、設備、計時、攝錄影、紀錄…等。

You may want to ask first year MA students or others to help with: administrative work, hosting your oral defense, decorating the room, keeping time, and video recording, etc.

- (5) 論文裝訂好後自行交給指導教授及口考委員。

Once your thesis copies are properly bound, you should hand them onto your supervisor and each of your examiners.

#### ◎ 口考當天應備資料 Documents needed on the day of Oral Defense :

- (1) [論文口試委員審定書 Thesis Oral Defense Committee Verification Form](#) :  
1份 One Copy

- (2) [學位考試成績報告單 Graduate Degree Application Final Score Sheet](#) :  
1份 One Copy

- (3) [學位考試委員評分單 Thesis Defense Score Sheet](#) : 每位委員各1份  
Please Provide One Copy for each Examiner

- (4) 委員聘函 Examiner Invitation Letter (Committee Member Invitation Letter) : 申請表跑完時，助理會交還口考同學，請置於給委員的資料中。

When these letters are issued & ready, Cherry will return them to the students, and information details on the letter need to be filled out for each examiner.

- (5) 委員口考費用收據：請向助理索取，請委員簽名並填寫資料，考完立即交還助理。Receipts for examiners' sheet: Please request these from Dept. of Buddhist studies secretary. Have the examiners fill out the information and then immediately pass these to Dept. of Buddhist studies secretary.

- (6) 考後所有資料全部交給助理影印留存一份。

When the oral defense session is ended, please bring the above (1),(2),(3) documents to Dept. of Buddhist studies secretary for records' collection.

#### ◎ 口考後 After the Oral Defense :

- (1) 修改好論文後指導教授將於「考試成績報告單」上簽章，再交給助理、主任蓋章。

After all amendments are completed, your supervisor's signature and stamp will be needed on the "Result for the Exam Report", which should then be taken to Dept. of Buddhist studies secretary and the Dept. Head for stamp and signature.

- (2) 至本校圖書館「[碩博士論文系統](#)」登錄資料，上傳完成後，請直接在線上列印博碩士論文同意書。

You then need to log on to the school library website and upload your thesis.

Once the uploading process is completed, please print out the “agreement form for postgraduate thesis”.

註：圖書館在學期末辦理多場論文上傳系統說明會，請同學自行報名參與。

Note: Near the end of the school semester, the library will hold a few tutorials on how to upload your theses.

## ◎ 離校 Procedures for leaving the school

- (1) 論文上傳至圖書館系統之後，一定要等到圖資處回覆「授權書與審核通過通知單」，與離校應準備文件一併繳交才可以辦理離校。

After uploading your thesis, the IT department will send you a verification of your upload and a letter of authorization. This letter needs to be attached to your other forms which are required when applying for leaving the school. Only then can you start finalizing your departing procedure officially.

- (2) [研究生畢業離校注意事項 \(含論文定稿須知\)](#)。

List of things to be aware for postgraduate students who are leaving the school

- (3) 本系同學離校時需繳交論文 9 本(2 本教務處，2 本圖書館，3 本自行交給三位口考委員，2 本給系辦)

Students of our department need to prepare 9 copies of their theses for submission to the following offices before leaving the school: 2 copies to the Office of Academic Affairs; 2 copies to the Library; 3 copies for the Examiners; 2 copies to the Office of the Department

- (4) 畢業生辦理離校截止日為 1 月 31 日，但需要很多單位用印，所以最晚最好可以在 7/28 繳交至教務處，以免托延到畢業證書領取時間哦！

Although the deadline for processing leaving the school is July 31<sup>st</sup>, as the form will need to go through many departments for stamping, it is highly advised that you complete your submission to the Office of Academic Affairs before Jan 28<sup>th</sup> so that to receive your graduation diploma in time!!

- (5) 若需要申請「英文畢業證書」或「英文成績單」者，請提早一週向教務處申請，1. 填寫申請表 2. 至雲起樓 1 樓繳費機繳費 3. 將申請表及繳費收據交到 3 樓教務處。

申請書下載：

中英文成績單申請：

[http://academic.fgu.edu.tw/files/archive/1957\\_f63e86ef.docx](http://academic.fgu.edu.tw/files/archive/1957_f63e86ef.docx)

學位及修業證明書申請單：

[http://academic.fgu.edu.tw/files/archive/14\\_ce1730a5.doc](http://academic.fgu.edu.tw/files/archive/14_ce1730a5.doc)