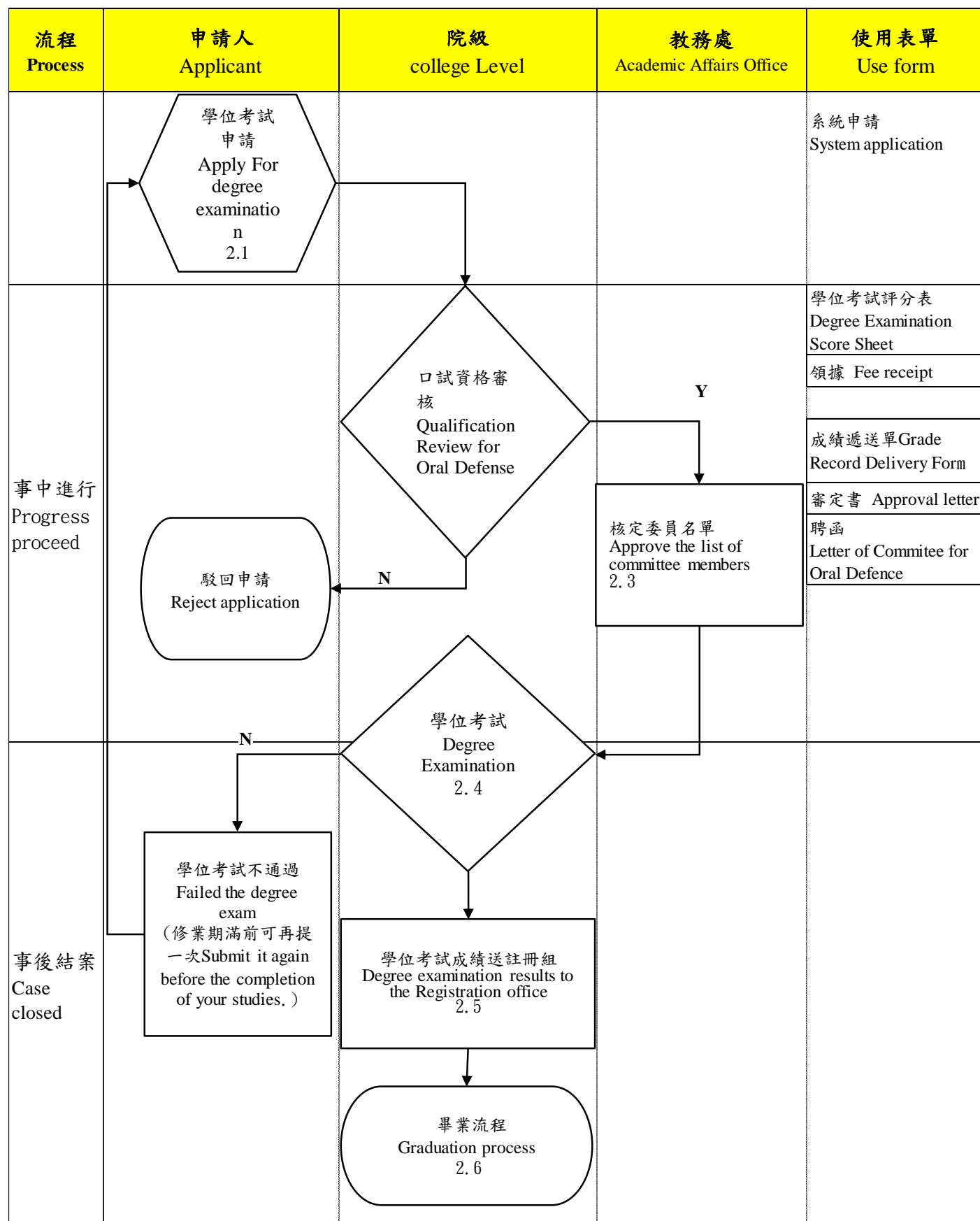

	文件名稱 Document Title	碩士學位考試作業程序 Master's Degree Examination Process		
	文件編號 Document Number	BS-021	版次	4
	提案單位 Sponsoring Unit	商學院 School of Business		

1. 作業流程圖：Operational Flowchart



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2. 作業程序：Operational Procedures:

2.1 依各學年行事曆起迄時間辦理。

It shall be handled according to the start and end time of each academic year.

2.1.1 維護指導教授名單。

Maintain a list of supervising professors.

2.1.2 於口試時間前二週提出學位考試申請，以利院及行政單位之審查作業。

Apply for the degree examination two weeks prior to the oral defense to facilitate the review process by the college and administrative units.

2.1.3 經指導教師同意得申請學位考試者，進系統申請學位考試。

After obtaining the consent of the supervising professors, applicants apply for the degree examination through the system.

2.2 口試資格審核

Qualification Review for Oral Defense

2.2.1 先修課程-經濟學、會計學、統計學、管理學任抵二門之 6 學分亦已完成。

Completion of two out of six credits in prerequisite courses - Economics, Accounting, Statistics, and Management.

2.2.2 須提出於研討會發表或期刊發表之證明文件。

Submission of certificated proof about presentation at a seminar or publication in a journal.

2.2.3 檢視修業學分數是否已修達學校規定之：至少修畢應修畢業學分數三分之二。

Verify if the earned credits meet the university's requirements: at least two-thirds of the total required credits have been completed.

2.3 院統一送件至註冊組審核為每週一。

The college submits the documents for review to the Registrar Office every Monday.

2.4 製作聘函、預備口試表單及論文審查費用。

Prepare appointment letters, prepare an oral defense schedule, and the thesis examination fee.

2.5 口試通過者將成績登錄並將評分表及遞送單送註冊組。

Those who pass the oral defense send their grade records, the evaluation sheet and delivery form to the Registrar Office.

2.6 學生修滿畢業學分、論文口試後修改完成即可辦理畢業離校程序。

After completion of the required credits and the thesis oral defense, students can proceed with the graduation and departure procedures.


3. 控制重點：Key Controls:

3.1 提醒學生應於規定時間前完成，如無法完成應撤案(請院辦公室協助)，否則視同已申請一次學位口試申請，一位碩士生口試申請以二次為限。

Remind students to complete the process within the regulated schedule time. If unable to complete, they should withdraw their application (with the assistance of the college office). Otherwise, it will

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be considered as applying for a degree examination once, with a maximum of two attempts per master's student.

3.2 學位考試前須先辦理口試經費借支。

Prior to the degree examination, students must apply for oral defense fee funding.

4. 依據及相關文件：References and Related Documents:

4.1 開南大學研究所博士暨碩士學位考試規則

Kai nan University Regulations for Doctoral and Master's Degree Examinations

5. 使用表單：Forms in Use:

5.1 系統申請學位考試 Application for Degree Examination System

5.2 成績遞送單 Grade Record Delivery Form

5.3 學位考試評分表 Degree Examination Score Sheet

5.4 審定書 Approval Letter

5.5 領據 Fee Receipt

5.6 聘函 Letter of Committee for Oral Defence