飲食文化暨餐飲創新研究所學位考試申請流程
(114.02.13 更新)

Graduate Institute of Food Culture and Innovation: Degree Examination Application Procedure (Updated 2025.02.13)

學位考試前:

Before the Degree Examination:

1. 學位考試前務必詳閱「本校研究生學位考試辦法」及「學位考試準備作業檢核表」，最遲於7/15 日(不含假日)前完成學位考試，7/31 日(不含假日)前完成離校手續。
   Before the degree examination, be sure to carefully read the University's "Regulations Governing Graduate Degree Examinations" and the "Degree Examination Preparation Checklist." At the latest,the degree examination must be completed by July 15 (excluding holidays), and graduation clearance procedures must be completed by July 31 (excluding holidays).
2. 請於正式學位考試前 3 週繳交:
   Please submit the following at least 3 weeks before the official degree examination:
   (1) 申請表(紙本) Application form (hard copy)
   論文初稿(PDF 檔，上傳至論文原創性系統[學位考試初稿繳交區])，論文相似度標準為30%以下
   Draft thesis (PDF file, uploaded to the Thesis Originality System [Degree Examination Draft Submission Area]); the thesis similarity standard isbelow 30%
   (2) 歷年成績單正本(所必修 22 學分(含碩論 6 學分)及選修 15 學分以上)
   Original transcript of all semesters (required 22 Institute credits, including 6 credits for the master's thesis, and at least 15 elective credits)
   (3) 英文門檻證明正本(請上傳證照系統)
   Original proof of meeting the English proficiency threshold (please upload to the Certificate System)
   (4) 論文或技術報告發表證明(無證明書者請附發表論文之封面、目錄及單篇發表內文影
   Proof of thesis or technical report publication (if no certificate is available, please attach the cover page, table of contents, and full text of the published paper)
   本)、本所研究相關並具發表性質之研討會參加證明 2 場(同一場研討會不得同時認列發表及出席，相關研討會參加訊息可參所網公告 https://fci.nkuht.edu.tw/p/403-1027-316.php?Lang=zh-tw)。
   and proof of attendance at 2 academic/practical conferences related to this Institute's research with a paper-presentation component (the same conference may not be counted for both presentation and attendance simultaneously; information on relevant conferences can be found in the Institute's website announcements: https://fci.nkuht.edu.tw/p/403-1027-316.php?Lang=zh-tw).
   (5) 申請後如不能如期辦理，應於學期結束前辦理撤銷學位考試之申請。
   If, after applying, the examination cannot proceed as scheduled, a request to cancel the degree examination application must be filed before the end of the semester.

論文及技術報告發表審查說明 Explanation of Thesis and Technical Report Publication Review			
發表順位 Authorship / Publication Order			審查情形 Review Outcome
第一順位 1st	第二順位 2nd	第三順位 3rd	
研究生 1 Graduate Student (1st)			通過。 Approved.
指導教授 1 Advising Professor (1st)	研究生 2 Graduate Student (2nd)		以指導教授外之第一作者，通過。 As first author other than the advising professor: Approved.
指導教授 1 Advising Professor (1st)	研究生* Graduate Student (*)		以指導教授外之通訊作者，通過。 As corresponding author other than the advising professor: Approved.
指導教授 1 Advising Professor (1st)	其他學者 Other scholar	研究生 3 Graduate Student (3rd)	非指導教授外之第一作者，不通過。 Not the first author other than the advising professor: Not approved.
研究生 1 Graduate Student (1st)	研究生 2 Graduate Student (2nd)	研究生 3 Graduate Student (3rd)	僅採認第一作者，通過。 Only the first author is recognized: Approved.
研究生 1 Graduate Student (1st)	研究生* Graduate Student (*)	研究生 2 Graduate Student (2nd)	兩人以上不得以同篇發表作為論文審查之文件，例如第一作者申請做為畢業審查，則通訊作者須放棄，反之亦然。（自 107 學年度入學適用） Two or more students may not use the same publication as their thesis review document. For example, if the first author applies for graduation review using this publication, the corresponding author must forgo using it, and vice versa. (Applicable to students admitted from the 107 academic year [2018] onward.)

3. 學位考試經指導教授同意後，由指導教授邀請校內專家，組成 3 至 5 人之學位考試委員會進行考試，其中**校外委員不得少於 1/3(含)以上**，並指定委員 1 名為召集人，**指導教授應出席(列席)，但不得為召**

   Once the advising professor has approved the degree examination, the advising professor shall invite experts to form a Degree Examination Committee of 3 to 5 members to conduct the examination, of whom external (off-campus) members shall constitute no less than 1/3. One committee member shall be designated as convener. The advising professor must attend (**and be present at) the examination, but may not serve as convener.**

4. 考試委員除對研究生所提論文學科、創作、展演或技術報告有專門研究外，並應具

備下列資格之一者:

In addition to having specialized expertise in the discipline, creative work, performance, or technical report presented by the graduate student, examination committee members must also possess one of the following qualifications:

◊ 現任或曾任教授、副教授、助理教授者。

Currently or previously serving as a Professor, Associate Professor, or Assistant Professor.

◊ 中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員者。

An Academician of Academia Sinica, or currently or previously serving as a Research Fellow, Associate Research Fellow, or Assistant Research Fellow of Academia Sinica.

◊ 獲有**博士學位**，且在學術上曾有成就者。

Holds a doctoral degree and has demonstrated academic accomplishment.

◊ 研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就者。

Whose research field is a rare or specialized discipline or professional practice, and who has demonstrated academic or professional accomplishment.

5. 論文口試本(紙本)最遲於學位考試前 2 週(最遲 10 日前)連同邀請卡掛號郵寄或親送給口試委員。(邀請卡請至所辦列印)

The hard copy of the thesis for the oral examination must be sent by registered mail or delivered in person to the examination committee members, together with an invitation card, at least 2 weeks (at minimum 10 days) before the degree examination. (Please print the invitation card at the Institute Office.)

6. 學位考試前 3 日完成口試委員通行證並至所辦填寫器材及教室借用單。

Complete the examination committee members' access passes 3 days before the degree examination, and submit the equipment and classroom reservation form at the Institute Office.

7. 學位考試當天至所辦領取領據、聘書。

On the day of the degree examination, collect the receipt voucher and letters of appointment from the Institute Office.

8. 評分表電腦繕打後，每位考試委員一份評分表，審定書及評分總表一份，交由召集人。

After the scoring sheets are typed, provide one scoring sheet to each examination committee member, and give one certification document and one summary scoring sheet to the convener.

9. 評分表、評分總表、領據及審定書於口結束後於**當日**繳回所辦(務必確認考試委員是否簽名及評分)。

The scoring sheets, summary scoring sheet, receipt voucher, and certification document must be returned to the Institute Office on the same day after the oral examination concludes (be sure to confirm that the examination committee members have signed and scored).

10. 學位考試時應準備資料:

Materials to prepare for the degree examination:

◊ 評分表(自行準備並繕填，每位委員 1 份)

Scoring sheets (to be prepared and filled out by the student, 1 copy per committee member)

◊ 總評分表(自行準備並繕填，1 份)

Summary scoring sheet (to be prepared and filled out by the student, 1 copy)

◊ 審定書(自行至準備並繕填，2 份，1 份備用)

Certification document (to be prepared and filled out by the student, 2 copies, 1 as a spare)

◊ 聘書(所辦準備)

Letters of appointment (prepared by the Institute Office)

◊ 領據(所辦準備)

Receipt voucher (prepared by the Institute Office)

11. 語文門檻:

Language Proficiency Threshold:

◊ 英語:相當 TOEIC600 分以上(請參公務人員英語檢測陞任評分計分標準對照表)。
English: Equivalent to TOEIC 600 or above (please refer to the Comparison Table of Scoring Standards for the English Proficiency Test for Promotion of Civil Servants).

◊ 英語補救教學:修習由本校開設之「英文檢定輔導」課程(相當 TOEIC600 分以上)，通過課程考試者等同通過本所英文能力檢定。

English remedial instruction: Completing the "English Proficiency Remedial Course" offered by the University (equivalent to TOEIC 600 or above); passing the course examination is deemed equivalent to passing this Institute's English proficiency requirement.

12. 論文延後規定(以公開為原則)

Regulations on Delayed Release of the Thesis (Public Release is the Principle)

(1) 學位論文以公開為原則，僅涉及機密、專利事項或依法不得提供者，經學位考試委員會全體委員認定後，得延後公開。

Degree theses shall in principle be made publicly available. Only theses involving confidential matters, patent issues, or matters that may not be disclosed by law may, upon determination by all members of the Degree Examination Committee, have their public release delayed.

(2) 若紙本學位論文必須延後公開，須填具學位論文延後公開申請書，敘明延後公開理由並附上相關證明，經研究生親筆名，由學位考試委員會全體委員(含指導教授)認定並簽名後，於離校時與紙本論文一同繳交至圖書資訊處。

If the release of the hard-copy degree thesis must be delayed, the student must complete an "Application for Delayed Release of Degree Thesis," stating the reasons for the delay and attaching relevant supporting documents. After the student's personal signature and determination and signatures by all members of the Degree Examination Committee (including the advising professor), the application shall be submitted together with the hard-copy thesis to the Library and Information Center at the time of graduation clearance.