



學位論文答辯申請表

Application for Approval of Oral Examination Arrangements

- 申請資格: 1. 學生必須完成課程規定之應修科目並取得合格。
2. 學生必須符合中國教育部留學服務中心有關逗留澳門時間的要求。(只適用於內地學生)
*若學生逗留澳門天數不足或其他條件未能符合中國教育部留學服務中心的有關留學認證的相關規定，學生於澳門城市大學取得的學位將不獲中國教育部留學服務中心認證。

- Requirements: 1. Candidates should take and pass all major compulsory courses in their programmes.
2. Candidates should fulfill the minimum number of days stayed in Macau for study requirements in accordance with the rules of the Chinese Service Center for Scholarly Exchange (CSCSE) under Ministry of Education (MOE) of the People's Republic of China. (For Mainland Chinese Students only)
*If candidate does not fulfill the minimum number of days stayed in Macau for study requirements or does not comply with the rules of education verification for study abroad requirements at the CSCSE under MOE of the People's Republic of China, candidate whose degree awarded by the City University of Macau will not be verified by the CSCSE.

請於填寫本表格前細閱之「申請須知」。Please read "Notes for Application" before completing this form.

I. 學生資料 STUDENT INFORMATION (由學生填寫 To be completed by the candidate)

學生姓名 : _____	學 號 : _____
Name of Candidate _____	Student Number _____
學 院 : _____	修 讀 模 式 : <input type="checkbox"/> 全日制 Full-time/ <input type="checkbox"/> 兼讀制 Part-time
Faculty _____	Mode of Study _____
課程名稱 : _____	學 位 : <input type="checkbox"/> 博士 Doctoral/ <input type="checkbox"/> 碩士 Master
Programme Title _____	Degree _____
聯絡電話(手機): _____	電 郵 地 址 : _____
Contact Phone No _____	E-mail Address _____
學位認證-在澳已逗留天數 [內地學生適用]: _____ 天	申請類別 : <input type="checkbox"/> 首次申請 First Application/ <input type="checkbox"/> 二次申請 Re-application
Number of days stayed in Macau _____ days	Type of Application _____
[For Mainland Chinese Students Only]	
(正常)修畢課程日期: _____ (年/月/日) (學生證內顯示之有效日期)	
(Normal) Study Period End Date _____ (yyyy/mm/dd) (The expiry date of your Student Card)	
延期修業日期(如有): 由 _____ 至 _____ (年/月/日)	
Extension Study Period (if applicable) From _____ to _____ (yyyy/mm/dd)	

指導教授姓名:	職稱 Title	姓氏 Surname	名字 Other names
Name of Supervisor			

論 文 題 目 : _____
Final Thesis Title _____

(請於適當空格內加上✓號 Please "✓" as appropriate)

II. 學生聲明 DECLARATION (由學生填寫 To be completed by the candidate)

本人在此聲明

- 本人已符合所修讀學位課程的規定，完成應修科目並取得合格。
- 本人已了解及同意遵守中國教育部留學中心有關留學認證的相關規定。(只適用於內地學生)
- 本人亦已清楚了解大學之研究生論文查重之相關規定。本人所提交之學位論文中佔有_____%(查重率)為引用其他文獻中的內容，除已清楚列明來源的資料外，提交的論文為本人撰寫。(請註明查重數據庫名稱:_____)
- 本次答辯申請核准後，本人將於答辯日期前 30 天(碩士生)/ 60 天(博士生)把裝訂完整之 3 份(碩士生)/5 份(博士生)論文，連同查重報告一併提交至所屬學院。
- 本人明白答辯申請核准後，如未能如期出席答辯，必須於答辯日前 10 天以書面形式(電郵形式或信函)向所屬學院提出撤銷該次答辯申請，否則逾期撤銷或答辯日無故缺席則按論文答辯成績不及格處理。若本人未能於指定日期前提交論文或學位論文答辯成績定為不及格，於有效修業期限屆滿前仍可申請二次答辯，二次答辯成績不及格，則學籍將被註銷。
- 答辯完成後，本人須於答辯日後 90 天(碩士生)/120 天(博士生)內提交最後訂稿之論文 2 份連同「論文原創聲明(GS-09a)」及「碩士答辯委員審議通過表(GS-11a)」(碩士生) / 「博士答辯委員審議通過表(GS-11b)」(博士生)至所屬學院，及一份完整論文電子檔(PDF 文檔)傳入電子庫備案。

I hereby declare that

1. I passed all major compulsory courses and have fulfilled all the coursework requirements for my degree programme.
2. I have understood and agreed to comply with the rules of education verification for study abroad requirements at the CSCSE under MOE of the People's Republic of China. (For Mainland Chinese Students only)
3. I also have clearly understood the relevant regulations of the university for "Regulation Governing Postgraduate Thesis Plagiarism Detection". _____% (A plagiarism percentage) of the research work in my thesis is citing sources reference. The thesis here submitted is original except for source material explicitly acknowledged(Name of Resources: _____).
4. After this application has been approved, I should submit 3 hardcopies (for master's students)/ 5 hardcopies (for doctoral students) of my thesis for examination together with a plagiarism report to the respective Faculty, at least 30 days (for master's students) /60 days (for doctoral students) before the oral examination.
5. I understood that if I am unable to attend the oral examination on the designated date after this application approved, I have to submit a cancellation request in writing (letter or email) to the respective Faculty at least 10 days before the oral examination. Late request or absent without notification will be caused to fail in the oral examination. If I submit the thesis after the designated date or the oral examination is fail, I should apply an oral re-examination within the prescribed maximum period of study. If failed an oral examination a second time, my studies shall be terminated.
6. After passing an oral examination, I should submit 2 hardcopies of final version of thesis together with two completed forms "Thesis Declaration Statement (GS-09a)" and "Confirmation Form by Examiners of Thesis Assessment Committee for Master Thesis (GS-11a)" (for master's students)/ "Confirmation Form by Examiners of Thesis Assessment Committee for Doctoral Dissertation (GS-11b)" (for doctoral students) to the respective Faculty and an electronic copy of final version of thesis to be saved at the Electronic Resources within 90 days (for master's students) / 120 days (for doctoral students) from date of the oral examination.

學生簽署： _____ 申請日期： _____
Signature of Candidate _____ Date of Application _____

III. 論文指導教授的推薦 Recommendation by the Supervisor (由指導教授填寫 To be completed by Supervisor)

(請於適當空格內加上✓號 Please "✓" as appropriate)

- 上述學生所提交之論文已達到學位論文答辯要求，故本人推薦上述學生部份 I 及 II 之答辯申請。
The above candidate submitted thesis is confirmed to be of the required academic standard. I recommend the above candidate's request for oral examination arrangements as stated in Part I and II.
- 上述學生所提交之論文未能達到學位論文答辯要求，故本人不推薦上述學生答辯。
The above candidate submitted thesis is not confirmed to be of the required academic standard. I do not recommend the above candidate's request for oral examination arrangements.

其他意見(如有)： _____
Comments (if any) _____

指導教授簽署： _____ 評核日期： _____
Signature of Supervisor _____ Date of Examination _____

IV. (由學院填寫 For Faculty Use Only)

應修科目成績全部合格 Passed all major courses : 是 Yes / 否 No, 備註 Remarks: _____

已申請延期修業(如有) Applied for extension (if applicable): 是 Yes / 否 No

預計答辯日期 Proposed date of oral examination : _____

職員確認 Handled by _____ 日期 Date _____

答辯申請: Application for oral examination: 批准 Approved / 不批准 Not approved ,

其他意見(如有) Comments (if any): _____

課程主任/院長簽署： _____ 日期： _____
Signature of Dean of Faculty/ _____ Date _____
Programme Coordinator _____

V. (由研究生院填寫 For Graduate School use only)

批准 Approved / 不批准 Not approved

研究生院簽署： _____ 日期： _____
Signature of Graduate School _____ Date _____

VI. 二次答辯收費 Fee for Re-application Oral Examination (由財務部填寫 For the Finance Division Only)

財務部簽署及蓋章： _____ 碩士 Master / 博士 Doctoral
Confirmed by _____
the Finance Division _____ 收費日期 Date: _____

申請「學位論文答辯」須知

- 一、本表格須於提交論文開題報告後 6 個月(全日制碩士生)/9 個月(兼讀制碩士生)/12 個月(博士生)方可向所屬學院提出申請。
- 二、遞交申請前，學生須先獲得指導教授於本表格上簽署。
- 三、本表格須學生親臨到學院連同論文初稿-電子檔(MS Word 文檔或 PDF 文檔)一併遞交。若為內地學生須同時遞交「申請研究生論文答辯/項目引介聲明書(只適用於內地學生)(GS-10)」。
- 四、學院收到填妥之申請表格及有關文件後，方可處理台端之申請。
- 五、若學生於正常修業期內仍未提交符合研究生學位畢業論文規範之論文，次學期須繳交相關延期費用，且須於該學期的最後繳交論文限期前提交；若於最長修業期限屆滿前仍未提交論文，視同該答辯程序未完成，學籍將被註銷。
- 六、學生申請二次答辯費一經收取，恕不退還或轉讓。
- 七、收集個人資料聲明：閣下在本表格內所提供的個人資料僅作本校職員處理此申請之用。

Notes for Application for Approval of Oral Examination Arrangements

1. Application should be submitted to respective Faculty office after 6 months (for full-time master's students)/ 9 months (for part-time master's students)/ 12 months (for doctoral students) from the date of submission of the thesis proposal.
2. Before submitting this form, application must be first obtained the approval from supervisor with signature.
3. Candidates should submit this form and an electronic copy of the thesis (MS Word or PDF Format) in person to respective Faculty office. Mainland students are required to submit a signed "Declaration Form for submitting of thesis for examination/ project presentation arrangements (For Mainland Chinese Students Only) (GS-10)" together with this form.
4. Applications will be processed upon receipt of the completed application form and supporting documents.
5. If candidates do not submit the thesis which is fulfilled the requirements for formatting during the normal study period, candidates should pay the related deferral administration fees and submit the thesis before the date of deadline for thesis submission at next semester. If thesis submission is not done during the prescribed maximum period of study, it should be regarded as not completed the procedures of oral examination, candidates' studies shall be terminated.
6. The oral re-examination fee once paid are not refundable or transferable.
7. Statement of Personal Data Collection: The personal data provided in this form will be used by the University for the purpose of processing this application.