

博士開題答辯申請指引 (2024-2025AY)

2023 年或之前入學之博士生可於 **2024 年 10 月 17 日至 10 月 21 日**內申請開題答辯，建議不遲於 2024 年 12 月內提交申請。重要資訊：按照研究生手冊要求，入學 17 個月內須提交不少 5000 字（中文或英文）的開題報告，**博士生需開題通過 12 個月後方可申請答辯，延遲開題將導致延遲答辯及延期畢業，並可能影響就業或深造，畢業資格審批需大學各個部門協作，沒有任何加急申請。**



申請文件(Soft copy & Hard copy)：

(Soft Copy) **以下文件請使用學生電郵發送至 sophiexu@cityu.edu.mo**

1. 導師通過的開題報告 (檔案名：[使用繁體字] 姓名_學號_開題報告題目);表格【論文項目開題階段報告評核表】及【論文開題報告決議表】，請勿使用壓縮檔。
2. 導師同意開題**電郵紀錄** (不可使用 wechat 記錄)
3. 開題答辯線上登記：<https://forms.office.com/r/KxuZspxgEk>
4. 成績單 (電子成績單或紙本成績單皆可，但必須包含所有已修讀的科目及成績)

(Hard Copy) **以下紙本文件請在辦公時間內交至金龍校區 5 樓前台文件投放箱**

5. 紙本開題報告 (訂裝本 3 本)
6. 紙本表格【論文項目開題階段報告評核表】(4 份)及【論文開題報告決議表】(1 份)

備註：a, 以上表格可於學院官網下載——<https://iropc.cityu.edu.mo/list-90/704>

b, 以上表格只須填寫第一部分

注意事項：

- 開題報告不可少於 5000 字（中文或英文；不含參考文獻）；
- 紙本材料可本人或他人代交（內地生需滿足留服中心對逗留天數之要求，在學期間學生應留澳學習）；
- 地點：金龍校區金龍中心 5 樓 文件投放箱 週一至五(大學假期除外)，09:00 - 12:30，14:00 - 18:00；
- 申請提交後，請留意電郵回覆(約 3-5 個工作日)，開題答辯安排以電郵通知；
- 校外導師需出席開題答辯（線上線下皆可），並告知導師相關安排；

- 如有疑問，請於辦公時間電郵/致電查詢 [sophiexu@cityu.edu.mo , +853 85902850]。

[文件投放箱位置圖] 金龍校區 5 樓 文件投放箱



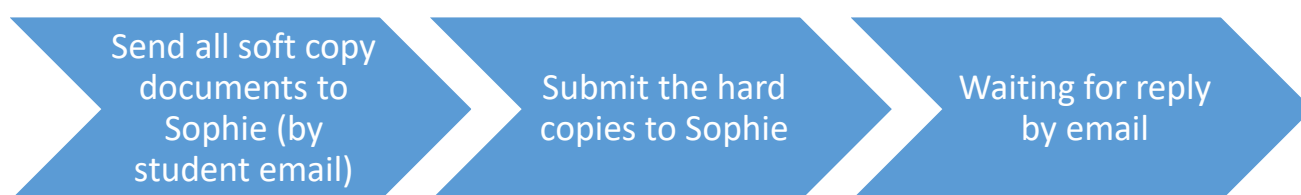
紙本開題報告釘裝說明：方式不限，但不可使用夾子釘裝



Guideline for Doctoral Dissertation Proposal Application

Dissertation Proposal oral defense is available for application **from 17 OCT to 21 OCT 2024**. Apply no later than DEC. 2024. Students should submit a dissertation proposal of at least 5,000 words within 17 months after enrollment. Since delay in dissertation proposal will result in delay graduation, students who are unable to graduate within three years should pay fee for extension of studies every half year (a shorter period will be rounded up to half year).

Application steps:



Application documents:

Soft Copy (by student email): **send the following documents to sophiexu@cityu.edu.mo**

1. Proposal approved by Supervisor and provide an email record which can be demonstrated your proposal is qualified for oral defense.
2. **Name proposal file** as: *Name_student ID_Dissertation Proposal topic* and fill in **TWO forms**:
 - Assessment of Dissertation Proposal Research Plan
 - Assessment of Dissertation Proposal Research Plan and Progress Report
3. Transcript from Tronclass (**students must complete designated courses**)

Hard Copy: **submit the following documents to Golden Dragon Building 5th Floor reception**

1. Submit **THREE hard copies of proposal**
 - & **ONE hard copy of Assessment of the Dissertation Proposal Research Plan**
 - & **THREE hard copies of Assessment of the Dissertation Proposal Research Plan and Progress Report**
2. Transcript from Tronclass (**students must complete designated courses**)

Remarks:

- **ALL forms can be downloaded from faculty website:** <https://iropc.cityu.edu.mo/list-90>
- **ALL forms only need to be filled in Part 1**

Notice:

- Address: Golden Dragon Building 5th Floor

- Office Hour: Mon to Fri, 9:00-12:30, 14:00-17:30 (except for the holidays)
- Please **pay attention to the student email** after application. **All dissertation Proposal oral defense schedule will be sent by email.**

[Golden Dragon Building 5 Floor front desk box]



Proposal Binding Method: Please note cannot be binding by clip.

