



How to apply for the thesis oral test (Autumn semester)

IMTH

Three Phases of the Examination Process

To avoid errors, please type the information on the computer before printing and submitting it.

1

**Thesis Proposal
Defense**

2

Degree exam

3

**School leaving
procedures**



Thesis Proposal Defense

step 1 Graduation Threshold Review - Academic Activity Points Review

- Each student is required to accumulate a total of 6 points. This total will be divided over three evaluation periods.
- Please ensure that your information is submitted online via the designated Google Form before each deadline. If you have no information to report, please indicate this on the form as well.
- Deadlines for Submission:
 - 1. First Review: January 31 (end of the first semester, first year)**
 - 2. Second Review: July 31 (end of the second semester, first year)**
 - 3. Third Review: June 30 (end of the second semester, second year)**
- Submission Requirements: Include your Academic Activities Points Tracking List and a copy of any relevant certificates.

Notice: If a student applies for a delay in meeting the 6 points requirement citing valid reasons, the program may convene a faculty meeting to discuss the validity of these reasons. The decision to accept or reject the reason will be made collectively, and the student will be informed of the decision accordingly.

Academic Activity Points Review Form (Online)

 Submit Your Information Online

- Please upload your required documents or responses through the Google Form at the link below:

-  <https://docs.google.com/forms/d/e/1FAIpQLScpypBQSOM5azy9jmw1EXoF7YqQyBJd6MOt8xbeyt72lP9nPA/viewform?usp=dialog>

step 2 Supervisor Agreement

Deadline: Submit File 1.1 to the IMTH Office before **July 31st**.

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

↓

指導教授同意書
Advisor Agreement

↓

學年度 Academic Year : _____ 學期 Semester : _____
研究生 Student : _____ (簽名 Signature)
學號 Student ID : _____
論文題目 (暫定) Thesis Title (Provisional) : _____

↓

本人已詳閱相關規定，茲同意擔任上述學生之碩士論文指導教授。
I have reviewed the relevant regulations and hereby agree to serve as the thesis advisor for the above-mentioned student.

此致
To whom it may concern,

↓

指導教授 Advisor : _____ (簽章 Signature)
日期 Date : ____ / ____ / ____ (YYYY / MM / DD)

學程審核欄位
IMTH Office
Use Only

☐ 該生已符合本所及學校之相關規定。
The student has fulfilled all program and university requirements.
(例如：修習論文或技術報告、修畢應修學分等)
(e.g., completion of required thesis/report courses and academic credits)

承辦人員 Staff _____ (簽章 Signature)
日期 Date : ____ / ____ / ____ (YYYY / MM / DD)

Remind:

Topic Uncertainty: If you are uncertain about your thesis topic, there's no need to declare it immediately. Take the time to refine your idea.

表一 Form 1 :

教授姓名 Professor Name	教授證書字號 Certificate No.	任職單位、級職 Affiliation/Title	通訊地址 Address	電話 Contact Number

Remind:

Complete Information: Ensure all relevant sections of the form are filled in completely. Accuracy and completeness are crucial.

表二 Form 2 :

專家姓名 Expert Name	最高學歷 Highest Educational Level	學術著作 Academic publications	通訊地址 Address	電話 Contact Number

Remind:

Information Absence: If certain information is not applicable or available, you are not required to fill in those sections.

step 3

Proposal Application (Online)

Fill out the " Thesis Proposal Application" on Google Form before **at least 2 weeks** before your Thesis Proposal Examination.



<https://docs.google.com/forms/d/e/1FAIpQLSfFCruBgeg4VJdyYQDxEEnMIqThnVnE1uJoKlw8qcBUxhM4aSA/viewform?usp=dialog>

step 4

Submit "Thesis Proposal " (Online)

- Please **upload the PDF file** of your thesis to **Google Drive** at least **2 weeks before** the scheduled oral defense date.
- The IMTH office will send it to the examiners.



https://docs.google.com/forms/d/e/1FAIpQLSfwjb_Ge4V_hQ6f9DqK6D6mpuA5PWwaNd48H6khjYCK0Q_F-A/viewform?usp=dialog

※ After submission, the IMTH office will use Turnitin to check for plagiarism. If any plagiarism, fraud, ghostwriting (including ghostwriting software and AI), or lack of originality is found, the submission will be rejected, and the student will not be allowed to apply for the oral defense. The student will be personally responsible for any resulting delay in graduation.

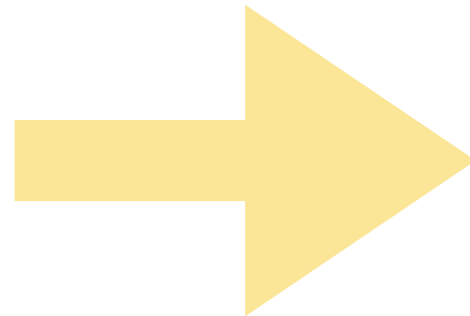
step 5

Thesis Proposal Oral Defense

Required documents for submission include File 2.1 and File 2.2.

Documents required:

- File 2.1
- File 2.2



Ensure submission of all pertinent documents to the IMTH Office subsequent to the oral examination.

Important Note: Candidates who do not pass the proposal defense are granted the opportunity for a **subsequent defense in the next semester**. It is imperative to adhere to this guideline to maintain academic progression.

File 2.1 Thesis Proposal Topic-Field Compliance Review Form

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program in Tourism and Hospitality

碩士論文計畫題目與本學程專業領域符合檢核表
Thesis Proposal Topic-Field Compliance Review Form

學年度 Academic Year 第 學期 Semester

姓名 Name	學號 Student ID
連絡電話 Telephone	論文計畫口試時間 Thesis Proposal Oral Presentation Time 日期 Date (YYYY/MM/DD): 時間 Time (HH:MM):
論文題目 Thesis Topic	中文 Chinese: 英文 English:
審核結果 Review Result	
☐ 符合專業領域。Complies with the program's professional field.	
☐ 不符合專業領域，理由如下： Does not comply with the professional field. Reason:	
口試委員 Committee Member:	
1. 姓名 Name: (簽名 Signature)	
2. 姓名 Name: (簽名 Signature)	
3. 姓名 Name: (簽名 Signature)	
學程主任 Program Director	院長 Dean of International College

- Only one form is required for submission.
- Committee members must review the thesis topic for compliance.
- Students who pass the initial review may apply for the degree examination in the following semester.
- Students who pass the initial review may apply for the degree examination in the following semester; those who do not pass will be required to retake the thesis proposal oral defense.

File 2.2 Master's Thesis Proposal Oral Defense – Result Certification

國立高雄餐旅大學 國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

研究生論文計畫口試合格證明書
Master's Thesis Proposal Oral Defense – Result Certification

Student Name: _____ ID Number _____

Date of Proposal Defense: _____

Proposal Title: _____

Result of Student's Proposal Oral Examination Committee:

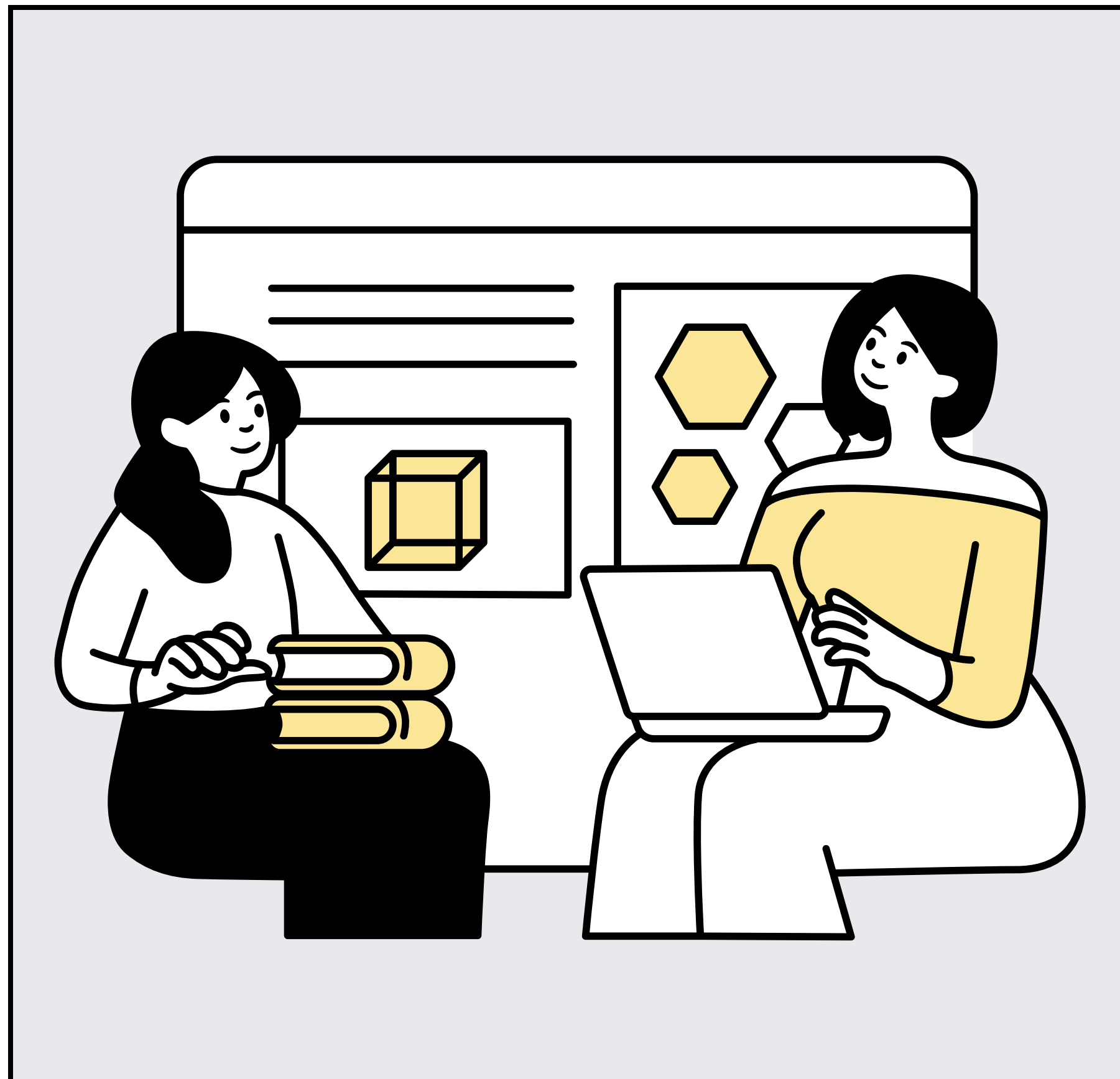
Print Name	Signature	Date Month/Day/Year	Pass	Fail
(chair)				
(member)				
(member)				
(member)				
(member)				

Approvals

Chair of the committee Date

Director of IMTH Date

- A single copy of the form is necessary.
- The supervisor must not serve as the chair of the committee.
- The form is designated for committee members to officially record the outcome of the oral examination.



Degree exam

step 1 Completion of Preliminary Requirements

Required:

- Complete the required courses.
- At least **6 points** for completing academic activities.
- Complete Thesis Professional Topic Compliance

Additional Requirement:

IMTH students who hold a non–major-related bachelor’s degree or qualifications equivalent to our academic degree system must take the course “**Theoretical Foundations of Tourism.**” The credits earned from this course will be counted toward the graduate degree.

step 2

Registration for the Degree Examination

Submit **1 month** before your degree exam.

- Only a single form is required.
- Proceeding with the degree examination is contingent upon approval from the IMTH.
- The examination committee must comprise **three members**, with at least one-third of the members being external to the school. (If there are any other special issues, please inform IMTH for evaluation.)
- Ensure that all pertinent information is thoroughly completed on the form.

Remind:

It is essential to fill out the form with complete and accurate information to facilitate a smooth examination process.

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality

____學年度 第____學期
____Academic Year ____Semester

學位考試申請表 Application Form for Degree Examination

申請人 Applicant	(簽名 Signature)	申請日期 Date	年 月 日
研究題目 Thesis title			
考試地點 Venue	本校 大樓 Building 室 Room	考試時間 Time	年 y 月 m 日 d 時 hr 分 min 起
指導教授 Advisor	(簽章 Signature)	該所審核 Marked by institute	該生 ☐ 已修滿碩士論文學分 ☐ 已通過學程訂定之標準 ☐ 符合考試資格 所承辦人 簽章

◆ 考試委員名單 List of test committee member

考試委員 Name	任職單位、級職 Employ at position (詳填學校系所及職稱)	教授證書字號 Certificate number of professor	通訊地址 Mailing Address	電話 Telephone
	☐ 教授 ☐ 副教授 ☐ 助理教授			
	☐ 教授 ☐ 副教授 ☐ 助理教授			
	☐ 教授 ☐ 副教授 ☐ 助理教授			
	☐ 教授 ☐ 副教授 ☐ 助理教授			
	☐ 教授 ☐ 副教授 ☐ 助理教授			

以上所聘各考試委員業已洽妥請轉報核聘
此致

學程主任 (簽章)
年 月 日

step 2-1 Degree Examination Registration

In the process of registering for the degree examination, it's essential to adhere to specific guidelines and procedures. Here are the instructions for successful registration:

- Supervisor Limitation as Chair: Please note that the supervisor cannot serve as the chair of the examination committee. This ensures fairness and impartiality throughout the examination process.
- Duration of Oral Test: The oral test is scheduled to last one hour. Candidates should effectively manage their time to present their research within this allocated timeframe.
- Deadline for Degree Oral Test: The degree oral test must be completed before the specified **deadline (JULY 10th)**. It is the candidate's responsibility to ensure timely completion of this requirement.
- Requesting Classroom: If additional space is needed for the oral examination, candidates may request to borrow classroom from the office. It's advisable to make these arrangements well in advance to avoid scheduling conflicts.

step 2-2 Degree Examination Registration

- Remuneration for Supervisors and Committee Members: Supervisors and committee members will receive remuneration for their involvement in the examination process. Please note that transportation fees will not be provided.
- Provision of Refreshments: The IMTH will provide coffee, tea, and water during the examination. However, candidates should arrange for their own snacks if desired.
- Cancellation of Examination Application: If an application cannot be processed as scheduled, candidates must submit a request for cancellation of the degree examination before the specified deadline. This ensures proper management of examination schedules and resources.

step 3 Master's Thesis Submission Instructions

- **Please upload the thesis PDF file to Google Drive.**
- **Please bind the printed thesis yourself and deliver or mail it to the examiners at least 2 weeks in advance.**

Thesis Writing: Ensure your thesis adheres to APA7 style formatting.

- **Plagiarism Check:** The IMTH office will use Turnitin to check the submitted thesis for plagiarism. If plagiarism or AI writing is detected, the thesis will be returned, and the oral examination will not be allowed.

Additional Notes:

- Ensure your final draft is bound into a book before submission.
- You can choose to deliver or mail the bound copy to the oral examination committee.
- You can only proceed to submitting your thesis to the committee after receiving approval from the IMTH office.

step 4

Submit First draft of the thesis (Online)

- Please **upload the PDF file** of your thesis to **Google Drive** at least **2 weeks before** the scheduled oral defense date.
- Please bind the printed thesis yourself and deliver or mail it to the examiners at least 2 weeks in advance.



https://docs.google.com/forms/d/e/1FAIpQLSfV058kfsaCewODqSmxHDvF5_OwGirBh8asH1TLxxnCucwLVQ/viewform?usp=dialog

※ After submission, the IMTH office will use Turnitin to check for plagiarism. If any plagiarism, fraud, ghostwriting (including ghostwriting software and AI), or lack of originality is found, the submission will be rejected, and the student will not be allowed to apply for the oral defense. The student will be personally responsible for any resulting delay in graduation.

step 5 Preparatory work for degree exam

Degree Exam Preparatory Work:

Classroom: Confirm the way the oral exam members arrive at school or arrange pick-up.

Exam Committee Arrival:

- Verify the preferred arrival method of each committee member (arrival by school transportation or personal vehicle).
- For members arriving by personal vehicle, inform them to visit the security guard office at the front gate upon arrival to obtain a parking pass. You also need to inform Tina for official application.

Equipment and Venue:

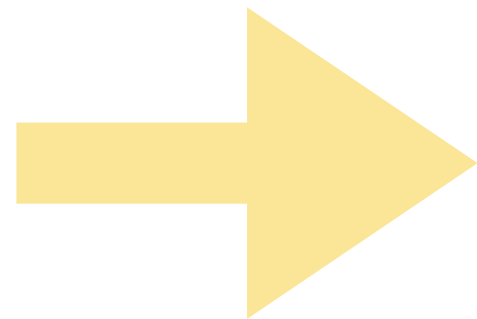
- Confirm the borrowing of any required equipment for the exam.
- Ensure the exam venue is properly arranged and cleaned.

step 6

Degree exam (Final defense)

Documents required:

- File 4.1
- File 4.2
- Receipt



After the oral examination, submit them to the IMTH Office.

※Students who fail the first defense are eligible for another defense in the following semester.

File 4.1 Verification letter from the Oral Examination Committee

國立高雄餐旅大學
國際觀光餐旅全英文碩士學位學程
論文口試委員會審定書
National Kaohsiung University of Hospitality and Tourism
The International Master's Program of Tourism and Hospitality
Verification letter from the Oral Examination Committee

本碩士學位學程(Name)_____君

所提論文(Thesis)_____

合於碩士資格水準、業經本委員會評審認可。
is eligible for Master's Degree and approved by the committee.

口試委員 Member of Oral Committee :

_____(Signature)

_____(Signature)

_____(Signature)

指導教授 Advisor : _____

學程主任 Director : _____

年 YYYY 月 MM 日 DD

- Please wait until your thesis is confirmed and print it for inclusion in your thesis.
- A single copy of the form is necessary.

File 4.2 Assessment of Degree Examination

國立高雄餐旅大學國際觀光餐旅全英文碩士學位學程
National Kaohsiung University of Hospitality and Tourism
The International Master's Program in Tourism and Hospitality

學位考試總評表 Assessment of Degree Examination

學年度 第 學期
Academic Year Semester

☐論文 Thesis ☐技術報告 Technical Report
☐專業實務報告 Professional Practice Report

姓名 Name	(簽名 Signature)	學號 Student ID	
研究題目 Research Topic			
考試地點 Examination Location	本校 NKUHT 大樓 Building 室 Room	考試時間 Examination Time	Date
指導教授 Advisor	(簽章 Signature)	指導教授 Advisor	(簽章 Signature)
召集人 Chair	(簽章 Signature)	總平均成績 Average Score	
審核結果 Review Result : ☐ 符合專業領域。Complies with the program's professional field. ☐ 不符合專業領域，理由如下： Does not comply with the professional field. Reason: 			
考試委員 Examiner (簽章) Signature	(召集人 Chair)	評語 Comment	
	(指導教授 Advisor)		
	(校內委員 Committee member)		

學程主任核章 Program Director :

- A single copy of the form is necessary.
- The supervisor must not serve as the chair of the committee.
- The form is designated for committee members to officially record the outcome of the oral examination.

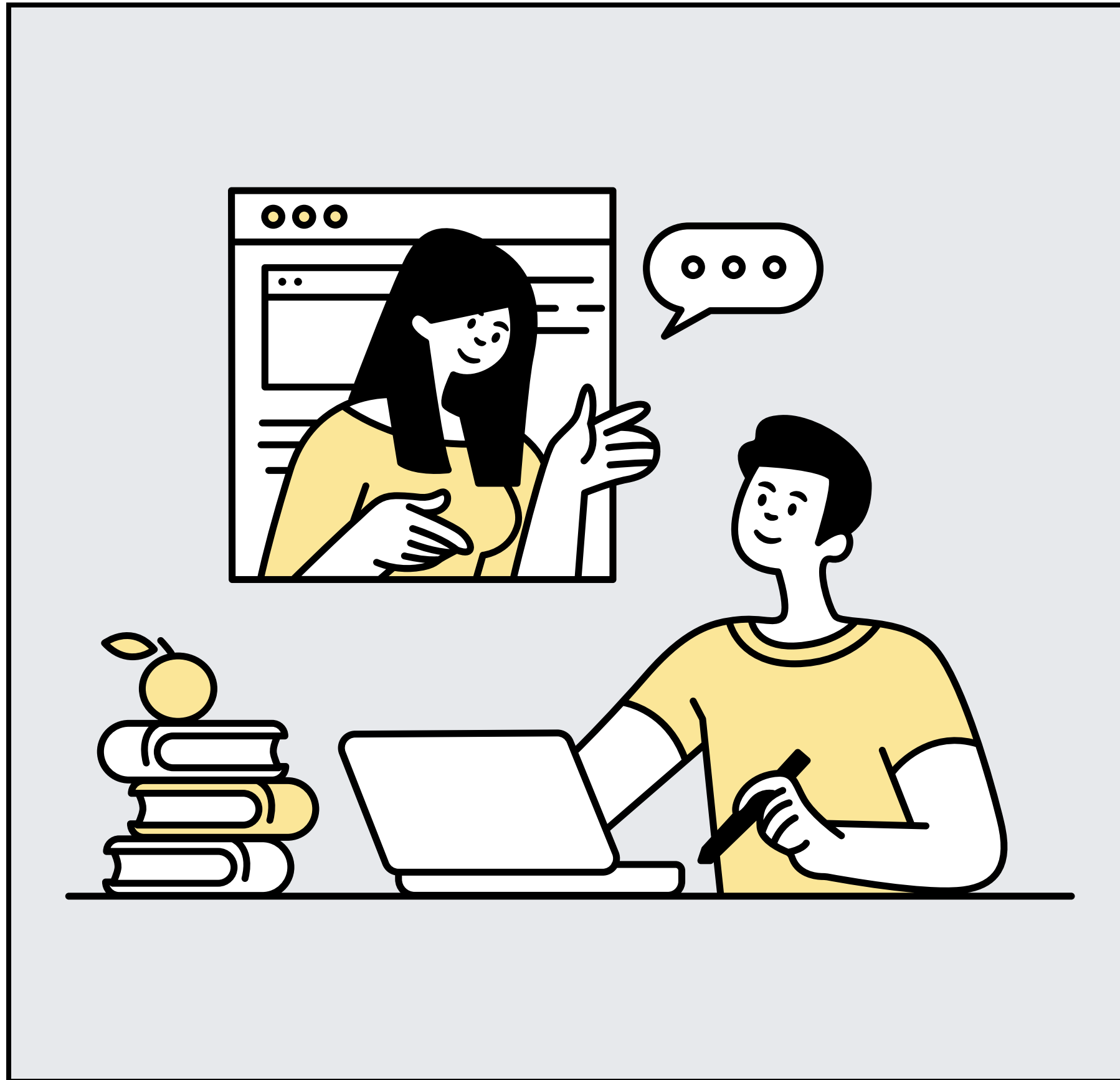
Receipt

- One form per oral examination committee member.
- The supervisor will need two forms.

Reminder:

- For on-campus professors, only the signature is required.
- For professors outside the school, please fill in all details as indicated (in the red box).

領 據		年 月 日	
茲收到 國立高雄餐旅大學			
用途說明	活動名稱： 領款人單位及職稱： 領款人姓名：		
給付項目			
給付總額	代扣稅額	0	給付淨額
實領總額	新臺幣：		
領款人簽章	本人瞭解未稅告知事項，並同意貴校在符合上述告知事項範圍內，蒐集、處理及利用本人所提供之各項個人資料。		電話
戶籍地址	縣市	區鄉鎮市	村里
	路街	段	巷
			弄
			號
			樓
身分證字號	外籍人士 護照證號		永久居留證字號： 護照號碼： 是否在台居留滿 183 天：是 ☐ 否 ☐
上 列 款 項 入 帳 帳 號			
銀行別 (郵局)	分行別	帳號	
為配合所得稅法及個人資料保護法相關規定，本校為支付相關費用於當事人時，請當事人提供以上表格所需之各項個人資料。個資蒐集之目的：辦理本校教育或訓練行政、學術研究、人事管理、稅務、付款、保險等相關業務之需求及其他符合本校法規所定業務之需要。所蒐集之個人資料利用期間、地區、對象、及方式： (一)期間：上開個人資料檔案蒐集之特定目的存續期間。 (二)對象：除本校教學行政相關業務人員，尚包括本校於完成蒐集目的之相關合作單位及主管機關，包含教育部或其他學術研究機構。 (三)地區：本國或經考生授權處理、利用之地區。 (四)方式：以自動化機器或其他非自動化(含寄送書面、電子郵件、簡訊、電話及其他必要方式)之利用方式，依誠實及信用方法利用。 您可依個人資料保護法，就您的個人資料行使法定之權利，惟依相關法令規定、契約約定或本校因執行業務所必須者，本校得依規定拒絕您的請求。未提供或提供錯誤、過時、不完整或具誤導性的資料時，可能損及您的法定權益。 備註： 1. 領款人請檢附『銀行帳戶』影本(若能正確提供帳戶資訊可免付)。 2. 外籍人士請檢附『居留證』或『護照』影本。			



School leaving procedures

Please visit this link to download the **Graduation Procedures Sheets for Master Program**

<https://academic.nkuht.edu.tw/p/412-1004-427.php?Lang=en>

The graduation procedure is conducted online, except for items 1, 2, and the final step, which must be completed in person.

國立高雄餐旅大學 學年度第 學期 博、碩士班研究生畢業離校手續單		
National Kaohsiung University of Hospitality and Tourism		
Leaving Form for Ph. D Program · Master Program Students		
所別 Dept. :	姓名 Name :	學號 Stu No. :
辦理單位	辦理事項	承辦人簽核
1.各系所 Department Director	1.依各系所規定辦理 2.歸還系所辦公室所借物品 3.繳交論文 2 冊	繳交論文日期：
2.圖書資訊處 Library and Information Center (圖書大樓 Info. Bldg. 1F)	1.歸還所借圖書資料 2.結清欠款 1.完成本校學位論文系統檔案上傳及繳交電子論文授權書 2.繳交紙本論文 2 冊	繳交論文日期：
線上單一窗口作業		洽詢分機
3.學務處生輔組 Student Services Section, Students Affairs Office (行政大樓 2 樓 Admin. Bldg. 2F)	1.結清學雜費減免資格不符，須補繳金額 2.完成低收入戶免住宿費服務學習時數 3.完成生活助學金服務學習時數 4.完成弱勢助學金服務學習時數 5.兵役審查	13202、13203、13204
4.學務處住宿輔導組 Student Housing Service Section, Students Affairs Office (行政大樓 2 樓 Admin. Bldg. 2F)	宿舍退宿辦理	13401
5.學務處諮商輔導組 Counseling Section, Students Affairs Office (行政大樓 2 樓 Admin. Bldg. 2F)	歸還所借物品	13301
6.學務處課指組 Extracurricular Activities Section, Students Affairs Office (多功能活動中心 2 樓 Edu. Sport & Recreation Center 2F)	歸還所借物品	13101-13103
7.體育教學暨衛生保健組 (健康中心) Physical Education, Health and Environment Section (Health Center) (第一實習大樓 1 樓 Bldg. C 1F)	歸還所借物品	190103、19101
8.總務處出納組 Cashier Section, General Affairs Office (行政大樓 1 樓 Admin. Bldg. 1F)	結清各項費用	15302、15303
9.研發處就業輔導暨校友服務組 Career Placement and Alumni Section, Research and Development Office (行政大樓 4 樓 Admin. Bldg. 4F)	自行上網登錄畢業生升學就業調查表	16302
10.體育與健康中心 Physical Education and Health Center (多功能活動中心 1 樓 Edu. Sport & Recreation Center 1F)	歸還所借物品	19001
11.師資培育中心 Teacher Education Center (第一教學大樓 1 樓 Bldg. F 1F)	師培課程是否完成	24201
12.教務處註冊課務組(課務) Registration and Curriculum Section, Academic Affairs Office (行政大樓 3 樓 Admin. Bldg. 3F)	完成線上期末教學評量	12105
13.教務處註冊課務組(註冊) Registration and Curriculum Section, Academic Affairs Office (行政大樓 3 樓 Admin. Bldg. 3F)	1.繳交 2 吋照片 1 張 (3 個月內近照)、離校手續單 2.領取學位證書	離校日期： 年 月 日

採線上離校單一窗口系統作業查核程序，免會

My NKUHT(Portal) → Enter student no. and password→ Operating system→ Academic Affairs Office→ Student information portal→ Grades inquiry for all years.

學生資訊系統入口網站

我的學業資訊

學務資訊開放時間：
2025/07/07 9:00:00 - 2025/03/19

修改我的個人基本資料

下載專區

『線上選課系統操作手冊』

離校資訊查詢

本校各系所最近離校人數查詢

課表查詢

我的課表(含選課前正式課表)

班級課表查詢

教室課表查詢

對照課表查詢

教室資訊查詢

我的學業成績與應有成績

查詢學業成績(歷史-平時與期末)

查詢歷史成績

課程地圖

計算應有成績

我的學分學程

申請學分學程

修讀中的學分學程

其他查詢

離校手續查詢

教學資訊查詢

目前尚未開放期中教學資訊查詢

進入期中教學資訊查詢

目前尚未開放期末教學資訊查詢

進入期末教學資訊查詢

選課資訊

目前非選課時段！
It is not currently the Course registration period!

進入選課系統

進入管理選課系統

目前尚未開放選課系統教學課單查詢

指定課程課單查詢

離校畢業應有查詢時間：
2021/09/05 17:00:00 - 2021/09/13 23:59:00

查詢離校畢業

列印離校畢業清單

離校畢業查詢時間：
2021/09/14 09:00:00 - 2022/01/07 23:59:00

列印離校畢業

離校畢業查詢時間：
2021/09/14 09:00:00 - 2022/01/07 23:59:00

列印離校畢業清單(自修互修專用)

重要公告-註冊組

為處理學生複查學業成績辦理訂定「國立高雄餐旅大學任課教師受理學生複查成績及更正成績處理要點」，自同學對於成績有疑義，請依該要點第四點規定「自行準備複查訂對成績紀錄成績結案次日起，學生可自行上網查詢該科目成績，如對成績有疑義，請於二週內(填寫「學業成績複查申請書」，說明理由，提出複查，將申請單交至教務處彙辦，逾期不予受理。」。

(發佈時間：2021/11/23 下午 02:20:43)

*110學年度第1學期期中成績開放查詢時間為：

重要公告-課程組

各位同學您好：
歡迎自行下載「跨領域學分學程修課手冊」：
<http://academic.nkuht.edu.tw/var/file/4/1004/img/610380515.pdf>
本校已開設8門跨領域學分學程：領導導遊學分學程、客語服務學分學程、餐飲經營管理學分學程、會議展覽學分學程、餐旅型旅遊學分學程、餐旅型旅遊學分學程、餐旅型旅遊學分學程、餐旅型旅遊學分學程。
108-2學期新增【餐旅型旅遊創新學分學程】，為鼓勵同學結業第二專長，歡迎同學申請跨領域學分學程。

重要公告-進修組

110學年度第一學期選課注意事項請參閱此。

學號: 姓名: 110學年度第1學期離校手續辦理情況

畢業生離校手續查詢畫面說明

一、本系統各填結清事項是由各離校手續單位建置，如有未結清項目，請於畢業典禮前向各單位洽辦，填報完成，由承辦單位核畢，證明已結清後，持離校手續單領取學位證書。
二、未完成離校手續的同學名單將陸續更新至110.12.15止，尚未結清名單以110.12.15過後系統名單為主。
三、領取學位證書流程如下：
參加畢業典禮後，至洗衣房辦理畢業袍。
A、各科目及格，無補修科目，離校手續均完成→向導師領取學位證書。
B、各科目及格，無補修科目，離校手續未完成→完成離校手續後向註冊課務組(註冊)領取學位證書。
C、有修讀(重補修)低年級科目者，須依成績補修及格後→於111.1.25前至教務處註冊課務組(註冊)領取學位證書。
D、有不及格科目不能如期畢業者，可先免辦理離校手續，並請於註冊課務組(課務)規定時間辦理重補修。
四、詳細領取學位證書流程請另參閱教務處公告(<http://academic.nkuht.edu.tw/main.php>)。

承辦單位	離校手續辦理情況
教務處註冊課務組	已完成
學務處生活輔導組	已完成
學務處課外活動指導組	已完成
學務處諮商輔導組	已完成
學務處住宿輔導組	已完成
總務處出納組A	已完成
研發處就業輔導暨校友服務組	已完成
圖書資訊組圖書服務組	已完成
國際事務處國際交流組	已完成
體育與健康中心	已完成
體育與健康中心體育教學暨衛生保健組	已完成

- There are several units responsible for handling school leaving procedures. Additionally, please be aware that these units are closed on Mondays, Thursdays, and Fridays during winter and summer vacations. It is advisable to initiate the process well in advance to avoid any delays.
- When uploading the required documents, ensure compliance with the regulations stipulated by the Library and Information Center. The uploaded file should include the review document. Once the file upload is complete, it will undergo verification by the Library and Information Center, which typically takes about 3 working days. Upon successful verification, you will receive notification via email regarding the electronic thesis authorization letter, enabling the printing of your thesis.
- In the event that your submission does not pass the review, an automatic email notification will be sent by the system. Promptly rectify any errors identified or re-upload the complete electronic document as necessary. Please be reminded that one page of the approval book can be free of watermark.

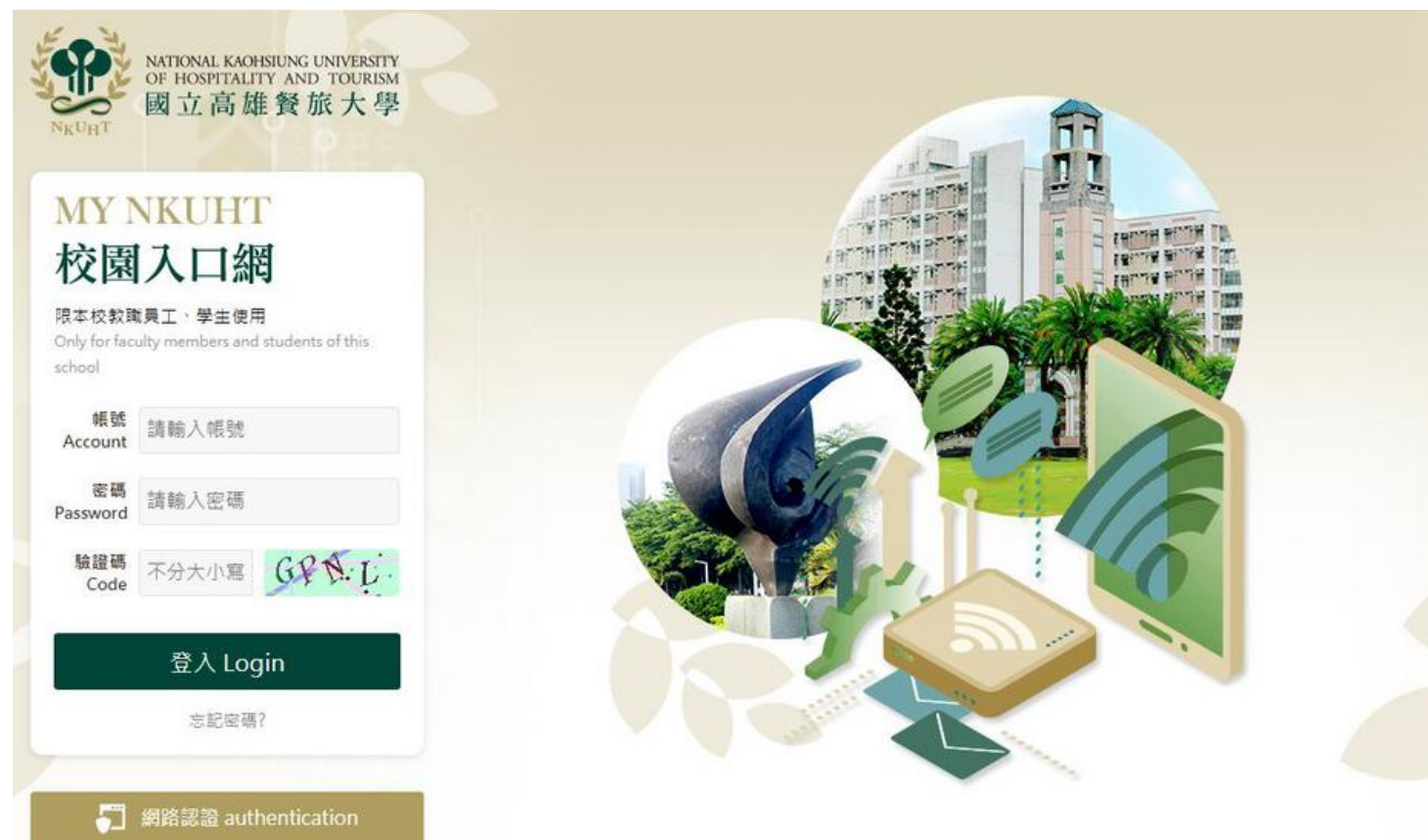
- It is essential to refer to the annual announcement issued by the library for information regarding the annual review period.
- For any inquiries related to the paper upload process, kindly contact Mr. Cai Youlun from the Library of Library Science at 07-8060505#14105
- When visiting the library, remember to bring the electronic paper authorization letter (printed by yourself, without the need for binding) along with 2 paper copies.
- For completion of school leaving procedures at the academic program office, ensure you have 2 paper copies and a CD-ROM containing the electronic files of your paper.
- The deadline for submitting the final draft of your thesis is January 31st for the first semester and July 31st for the second semester. If you miss the deadline and have not reached the maximum length of study, you must still register for the following semester and submit your paper within that semester. Papers submitted before the deadline will be considered for graduation in that semester.

- Return any borrowed equipment and the research room key to the academic program office.
Additionally, confirm that the research room is no longer being used for personal purposes.
- Prior to receiving your graduation certificate, please schedule an appointment with the registration team.
Contact Wu Chia-Jun at 07-8060505#12104 (located on the 3rd Floor of the Administration Building).

Graduates Higher Education and Employment Survey

Please ensure to complete the "Graduation Higher Education and Employment Survey" within the "Student Information System." This survey is essential for gathering valuable information about your educational experience and employment status post-graduation.

Your participation helps us improve our programs and better support future students. Thank you for your cooperation.



The image shows a login interface for the National Kaohsiung University of Hospitality and Tourism (NKUHT). The page is titled "MY NKUHT 校園入口網" (Campus Portal). It includes fields for "帳號" (Account), "密碼" (Password), and "驗證碼" (Code). A "登入 Login" button is present, along with a "忘記密碼?" (Forgot Password?) link. The background features a collage of campus scenes and a large green Wi-Fi symbol.

NATIONAL KAOHSIUNG UNIVERSITY
OF HOSPITALITY AND TOURISM
國立高雄餐旅大學

MY NKUHT
校園入口網

限本校教職員工、學生使用
Only for faculty members and students of this school

帳號 Account 請輸入帳號

密碼 Password 請輸入密碼

驗證碼 Code 不分大小寫

登入 Login

忘記密碼?

網路認證 authentication

使用帳號密碼登入
Login with account password



文件公佈【共1件】

- 20201201_校園入口網升級擴充功能.pdf
圖書資訊處 - 2020/12/01 02:25:26

應用系統



通訊錄



英文能力檢定線上登錄系統



E-Portfolio學生學習歷程檔案系統



郵件查詢系統



公文線上簽核系統-建議chrome瀏覽器



在校生校務資訊系統-繳費單



英語線上學習平台



社團活動資訊暨管理系統



電子資源指南



圖書薦購



資源探索服務



教務資訊系統(選課主)



Student Information Portal(1)-En



高餐校園行動App安裝(NKUHT)



學生證線上掛失系統



課程標準化採購資訊系統

點選在校生校務資訊系統進入

click here to enter

最新公告

- 行政
- 活動
- 營盤
- 國籍

- 【提醒】校慶線上慶祝活動(餐旅學院觀看期間：3月2日至3月9日)(03/04)
- Google自2022年7月起，不再提供無限空間，將改為機構內共用100TB的儲存空... (02/19)
- 【轉知】教育部110年02月26日臺教師(三)字第1100027876號函，函請公益信... (03/05)
- 請注意戶外空氣品質(橙色警報)(03/05)
- 請有維修西餐廚具相關實作課程者於期限內繳交食材費，截止日期110/3/24(第一次公... (03/04)
- 學生機車停車證廢版公告(03/04)
- 新竹縣清華優秀學生獎學金受理申請(03/04)
- 彰化縣109學年第2學期自強優秀學生獎學金受理申請(03/04)
- 苗栗縣中等以上學校清華優秀學生獎學金受理申請(03/04)
- 嘉義縣清華優秀學生獎學金受理申請(03/04)
- 台東縣中等以上學校清華優秀學生獎學金受理申請(03/04)
- 110年第一梯次「桃園市原住民族學生獎助學金」受理申請(03/04)
- 屏東縣中等以上學校清華優秀學生獎學金受理申請(03/04)
- 南投縣國華中學以上學校清華優秀學生獎學金受理申請(03/04)

外賓參訪

待辦事項

已過期【共 0 則】

尚無資料

未過期【共 0 則】

尚無資料

我的行程

今日行程【共 0 則】

沒有行程

未來一週行程【共 0 則】

沒有行程

研討會

- 2021/03/05 09:00(五) 國立高雄餐旅大學 JRO日本料理調動檢定
- 2021/03/09 14:00(二) ee-learning平台教育訓練
- 2021/03/09 15:00(二) 空中英語教室校園巡迴高餐場
- 2021/03/09 18:00(二) 英語角落-玩點學英文
- 2021/03/10 18:00(三) 英語角落-多益切磋大會
- 2021/03/11 12:20(四) 109學年度畢業優外生、港澳學生申請畢業後在臺灣留學直說朋會
- 2021/03/11 13:30(四) 航向夢想-校園駐點職涯諮詢(1)
- 2021/03/12 12:00(五) 109-2學期TA/LA兼任教學助理甄選初說明會
- 2021/03/18 13:30(四) 航向夢想-校園駐點職涯諮詢(2)
- 2021/03/18 13:30(四) 航向夢想-校園駐點職涯諮詢(3)

總覽 公用系統 ▶ 繳費資訊 ▶ 學務資訊系統 Student Affairs Information System ▶ 研發處資訊系統 Research and Development Department Information System ▶ 登出 ▶

109 學年2 學期 班級 Class : 484B 四技休憩四B Four-Year TC Leisure and Recreation

學號 Student ID Number : 40618106 姓名 Name : 李晏琳 LI, YEN-LIN

注意事項

- 109 學年第2 學期就學貸款申請申請時間：2021/01/15 (起) ~ 2021/02/23
- 109 學年第2 學期註冊繳費單列印申請時間：2021/02/03(起)~ 2021/05/31(止)
- 109 學年第2 學期就學雜費減免申請申請時間：2020/12/14 (起) ~ 2021/02/26 (止)

系統負責人員

系統名稱	業務單位
學務資訊系統-請假缺曠獎懲查詢	生活輔導組 #13201、#13203
學務資訊系統-學雜費減免	生活輔導組 #13202

畢業生求學就業調查 Graduates Higher Education and Employment Survey

建教業界名錄 Work-Study Business Partner

學生面談時間登錄 Register for Interview Time

學生面談名單查詢 Search Candidate List

錄取實習單位挑選 Pick Up the Offer from the Internship

學生實習現況查詢 Search Student's Internship

Click here to fill in

在研發處資訊系統下覽欄位
選取-畢業求學就業調查



填寫說明

- 紅色 * 為必填欄位。Red mark * column is required to be filled in.

學號 Student ID number

姓名 Name

身分證字號 ID card number

性別 Gender

出生日期 Birthday

畢業科系 Graduation department

連絡電話 Phone number

行動電話 Cellphone number

戶籍地址 Permanent address

通訊地址 Mailing address

國籍 Nationality

電子信箱 (畢業後所使用) Email address (available after gradu

Line ID

升學或就業意願調查 Willingness to further studies or employment survey

與所學是否相關關 Is it related to what you' ve learned at school?

畢業生個人資料使用說明

- 一、畢業生之個人資料 (包括: 姓名、性別、出生年月日、身分證字號、住居所地址、各類電信電話號碼、電子郵件信箱、照片暨電子檔、聯絡人資訊以及其他可辨識您個人之資料) 於離校後, 將由學校繼續儲存, 學校應依「個人資料保護法」及其他相關法規, 審慎管理儲存及運用畢業生之個人資料, 依誠實及信用方法為之, 不得逾越特定目的之必要範圍, 並應與蒐集之目的具有正當合理之關聯。
- 二、畢業生之個人資料, 將運用於調查畢業生流向、辦理教育、就業輔導服務及校務宣導等相關工作, 例如:
 1. 由本校或勞動部勞動力發展署提供專屬就業機會與訊息。
 2. 提供學校專業進修訊息、專屬演講訊息。
 3. 建立校友聯繫網絡及服務。
 4. 課程內容調整與修正。
 5. 教育部及勞政單位統計分析研究等。
- 三、將永久利用及保存畢業學生個人資料, 利用地區為臺灣。
- 四、當您親自填寫畢業學生求學就業調查時, 即視為您已閱讀、瞭解並同意授權國立高雄餐旅大學, 基於服務畢業生或執行校務之特定目的, 依「個人資料保護法」與相關法令規範下, 同意國立高雄餐旅大學蒐集、處理及利用本人的個人資料, 並得於電磁紀錄物或其他類似媒體上永久保存及利用。

我已了解

Click here to start filling in the information

進入後開始填寫各項資料

畢業生求學就業調查 Graduates Higher Education and Employment Survey

學號 Student ID number	40618106
姓名 Name	
身分證字號 ID card number	
性別 Gender	女
出生日期 Birthday	
畢業科系 Graduation department	
連絡電話 Phone number	
行動電話 Cellphone number	
戶籍地址 Permanent address	
通訊地址 Mailing address	
* 國籍 Nationality	中華民國
* 電子信箱 (畢業後所使用) Email address (available after graduate)	
Line ID	
* 升學或就業意願調查 Willingness to further studies or employment survey	請選擇 Please Select
* 與所學是否相關 Is it related to what you've learned at school?	請選擇 Please Select
* 是否願留高雄市 Whether to stay in Kaohsiung?	請選擇 Please select
* 是否接受就業輔導 Whether to attend employment counseling?	請選擇 Please select
* 是否參與本次就博會 Whether to join the Campus Career Fair this time?	☐ 是 Yes ☐ 否 No

您是否提供查詢時顯示以下資料 Are you willing to show the following information? :

☐ 連絡電話 phone number ☐ 聯絡地址 address ☐ 電子信箱 email address ☐ 服務單位 affiliate

是否訂閱校友電子報 Do you subscribe the alumni newsletter? : ☐

確定填寫 Sure to submit

※為提高校友檔案資料之準確性，請同學務必填寫清楚，以便作為日後聯繫及相關資料提供之依據
※若欲修改畢業資料(例：聯絡電話)，請親自到校務處修改

*記得星號欄位都要填寫喔!!

* Must be filled in

Click here to submit

按此送出

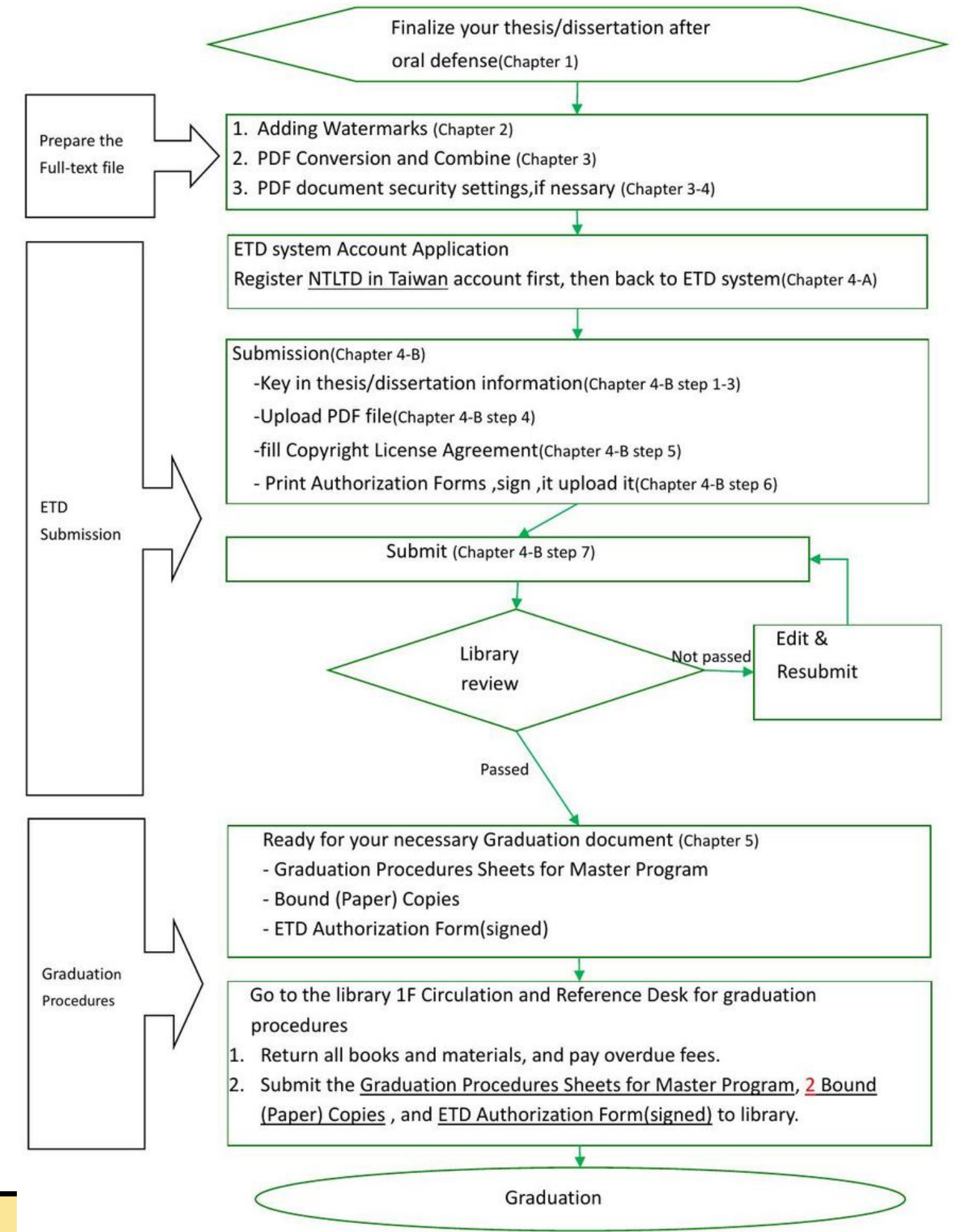
Thesis upload and hand in

For the thesis upload and hand-in process, please follow these steps:

- Visit the Academic Affairs Office (Registration and Curriculum Section).
- Download the "Graduation Procedures Sheets of Master Program" from the Registration and Curriculum Forms section.
- Print out the forms and obtain signatures from the respective department office and the library and information center.
- Once you have completed the above steps, the next page will provide instructions on how to upload your thesis to the library.

Library's Thesis/Dissertation Submission Guide

Process for Thesis/Dissertation Submission



Chapter 1 Precautions for Thesis/Dissertation editing and submission

1. Format specification

- Please check the relevant specifications from Graduate Institute, and ensure its okay to process thesis/dissertation submission.

2. Please check the full-text file include complete contents

- such as abstract, acknowledgements, table of contents, list of tables, lists of figures, main body, references, appendices, etc.
- The “Verification letter from the Oral Examination Committee” is necessary.
- If you have more than one files for the full-text, please combine to one file in Chapter 3.

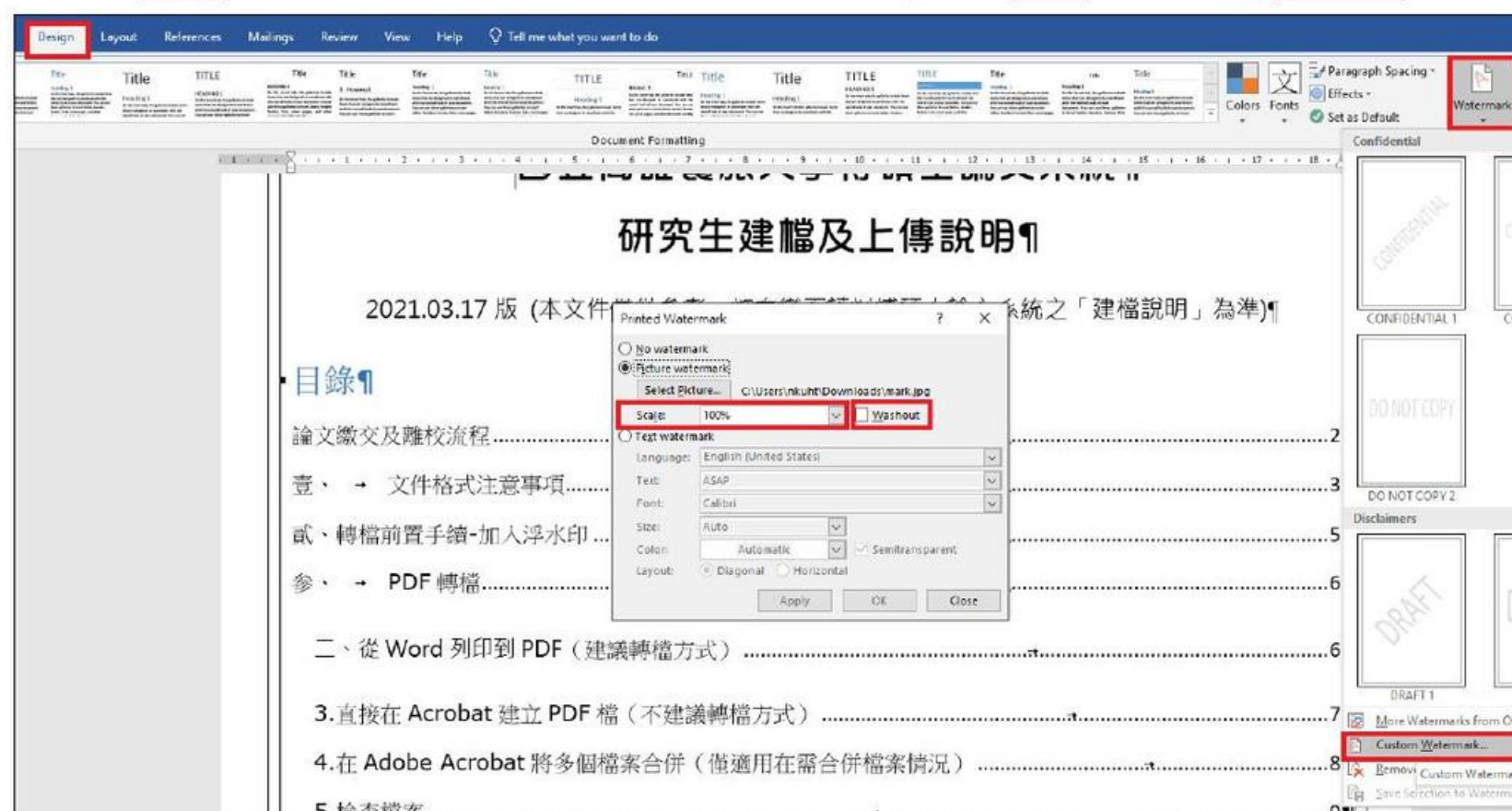
Chapter 2 Adding Watermarks

1. School's logo:

Download the “[School Logo](#)” on the [ETD System](#)

2. Steps to add watermarks in MS Word

Go to “Design” in the Toolbar and customize the Watermark image with **100%** Scale and **No Washout**.



Chapter 3 PDF Conversion and Combine

1. Convert to PDF

Recommend to use [Adobe Acrobat Pro](#) to convert Word files to PDF, or you can use MS Word save as PDF.

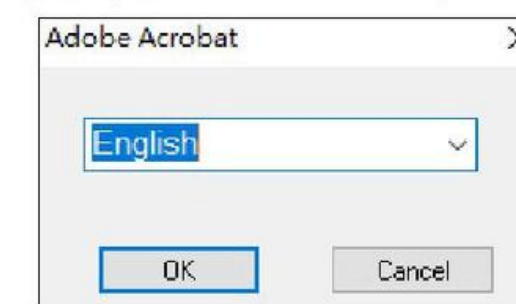
- you can use [Adobe Acrobat Pro](#) at 1F of the library(4 computers area out of photocopy area),or go to [Adobe website](#) to download 7 days free trial (register needed, beware the recurring billing after 7 days)

2. Use MS Word and Adobe Acrobat in english at library

If you choose to use at library, you may need to change UI from Chinese to English.

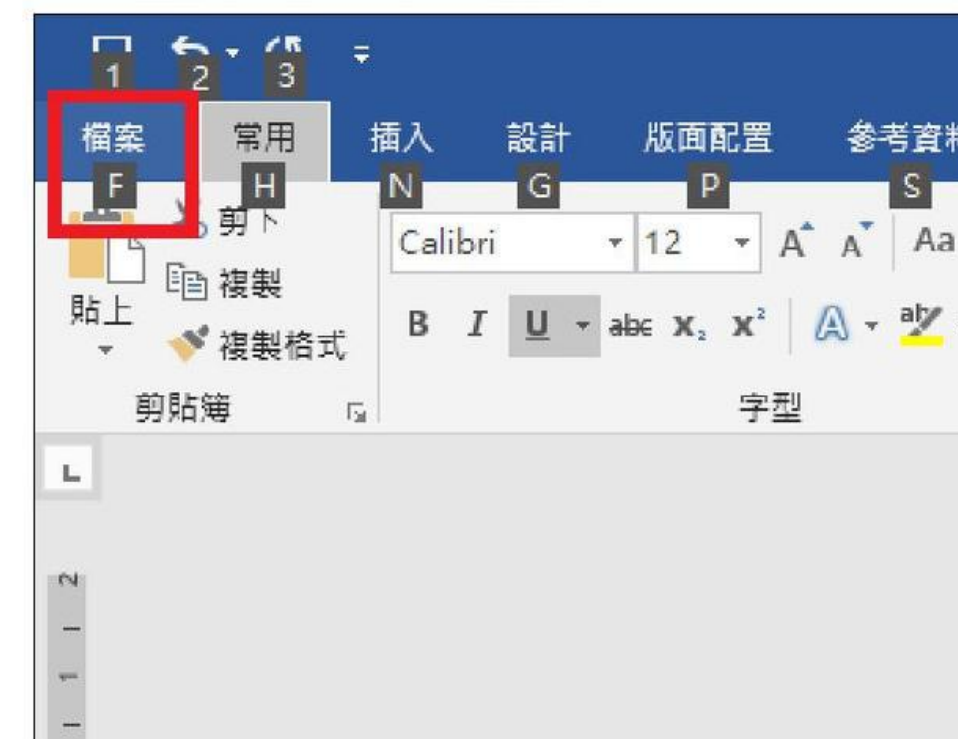
1. Open [Adobe Acrobat Pro](#) in English

You can press “Ctrl Key” while opening Adobe Acrobat, than you can choose English to open.



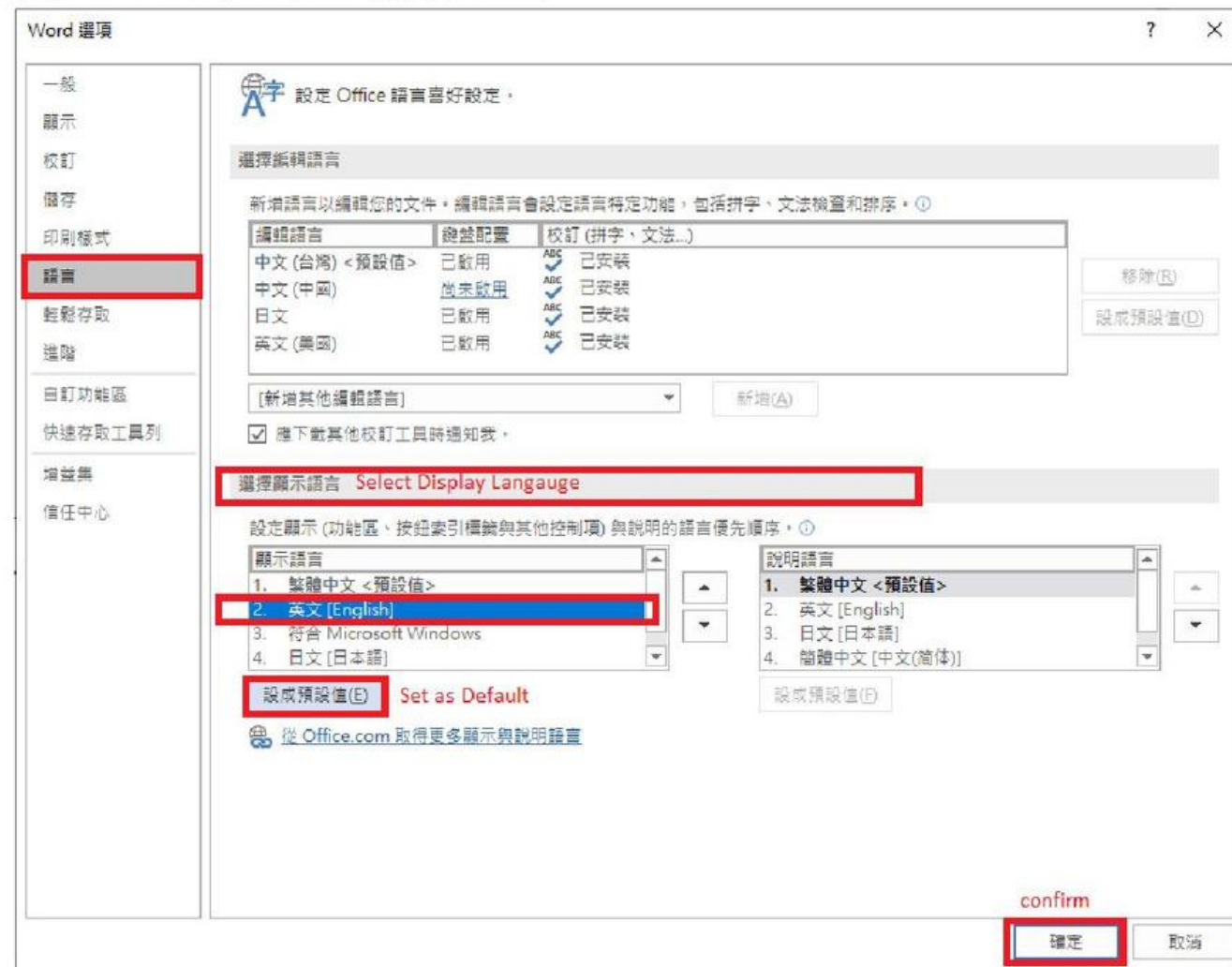
2. Open [MS Word](#) in English

3. Open MS Word, select “檔案” (Files, Alt-F), then “選項” (Options, Alt-T)

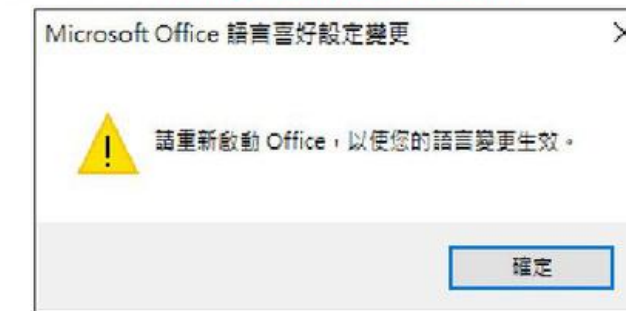




4. Select “語言”(Languages), go to “選擇顯示語言”(Select Display Language), set English as “設成預設值”(Set as Default) then press “確定”(confirm)

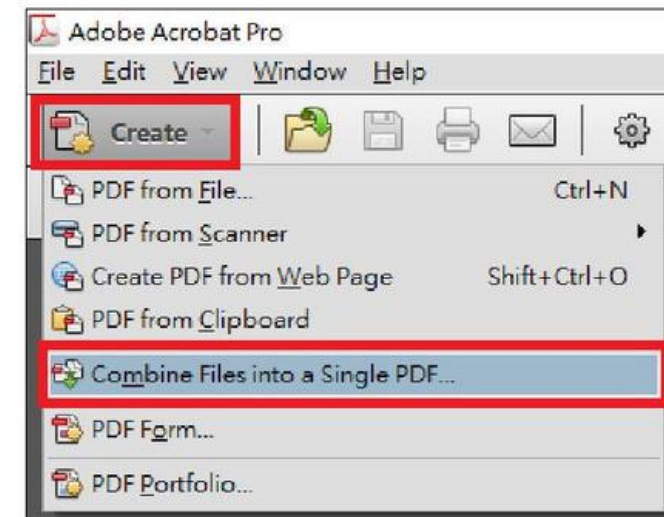


5. Please restart Office to take effect. (will not restart automatically)

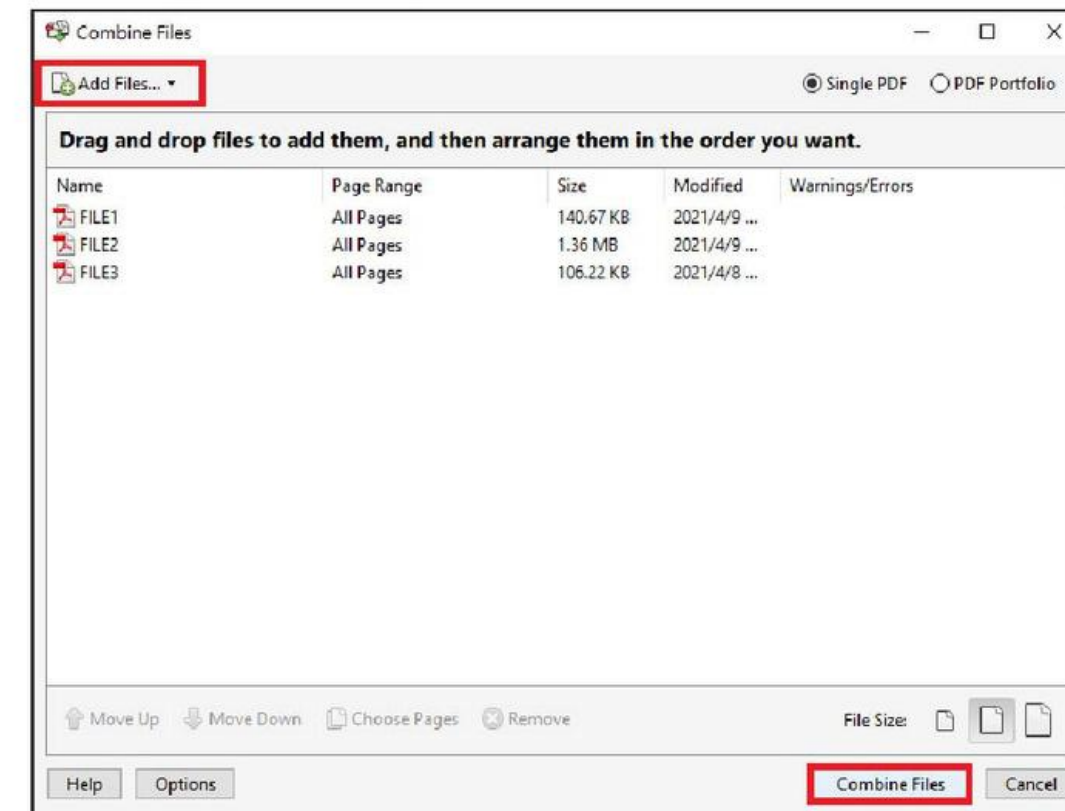


3. Combine PDF files

1. Open the “Adobe Acrobat Pro” and click “Create” Select “Combine Files into a single PDF.”



2. Add files and arrange the files in order, then click "Combine Files."



Name	Page Range	Size	Modified	Warnings/Errors
FILE1	All Pages	140.67 KB	2021/4/9 ...	
FILE2	All Pages	1.36 MB	2021/4/9 ...	
FILE3	All Pages	106.22 KB	2021/4/8 ...	

4. PDF document security settings

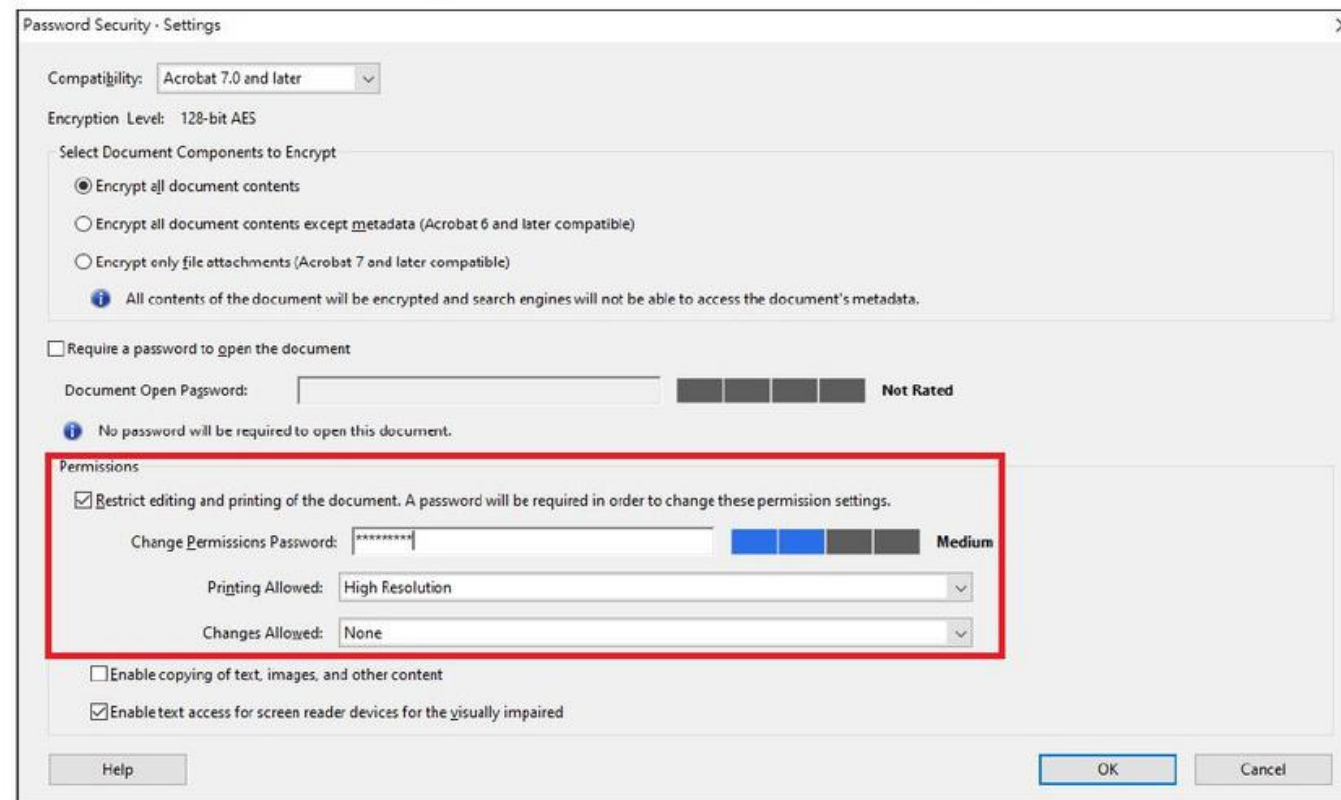
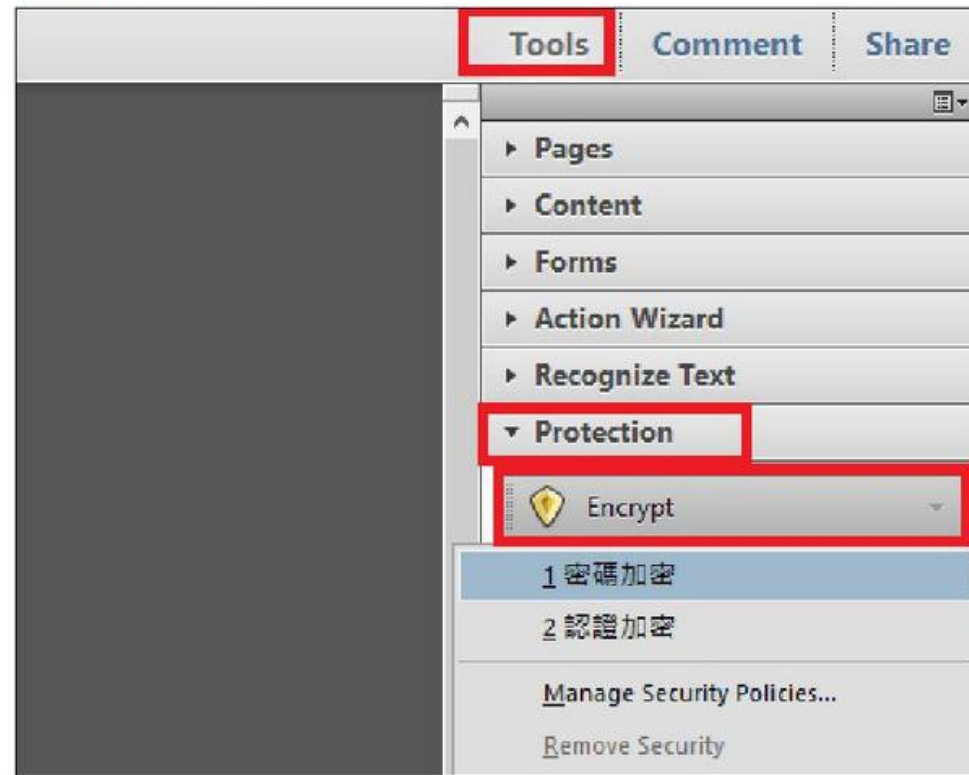
- whether this step is necessary or not, decide by your Graduate Institute.

Open the "Adobe Acrobat Pro" and click "Tools", select "Protection"- "Encrypt"- "密碼加密"(password).

Under the Permission setting, check the "Restrict editing and printing of the document" box, choose

Printing Allowed option to "High Resolution," change the permission password and re-enter the password.

Do not check the "Require a password to open this document" box.



Chapter 4 Electronic Thesis/Dissertation (ETD) Submission

4.A ETD System Account Application

- Go to "Dissertation / Graduation Notices (ETD system)" from library site.



- Go to the "NTLTD in Taiwan" page from the ETD System in the upper right corner.



3. Change to English Page and click “Sign Up”



4. Create a personal profile after agreeing to “Terms of Use.” .Email account must be school G-mail.
(student ID@stu.nkuht.edu.tw)

Create Account

Three Steps to sign up !

Step 1. Terms of Service → Step 2. Registration Information → Step 3. Email Verification

Step 2. Enter Registration Information

(The field name in red indicates required information.)

Name:

E.g., Ping Chen

Email address: registered

HINT: This email will be used to log in to your account. e.g. myname@example.com.

Password:

HINT: 8 characters, at least, required.

Re-enter password:

Password hint:

HINT: If you forget your password, we will ask you to enter the hint.

Alternate Email:

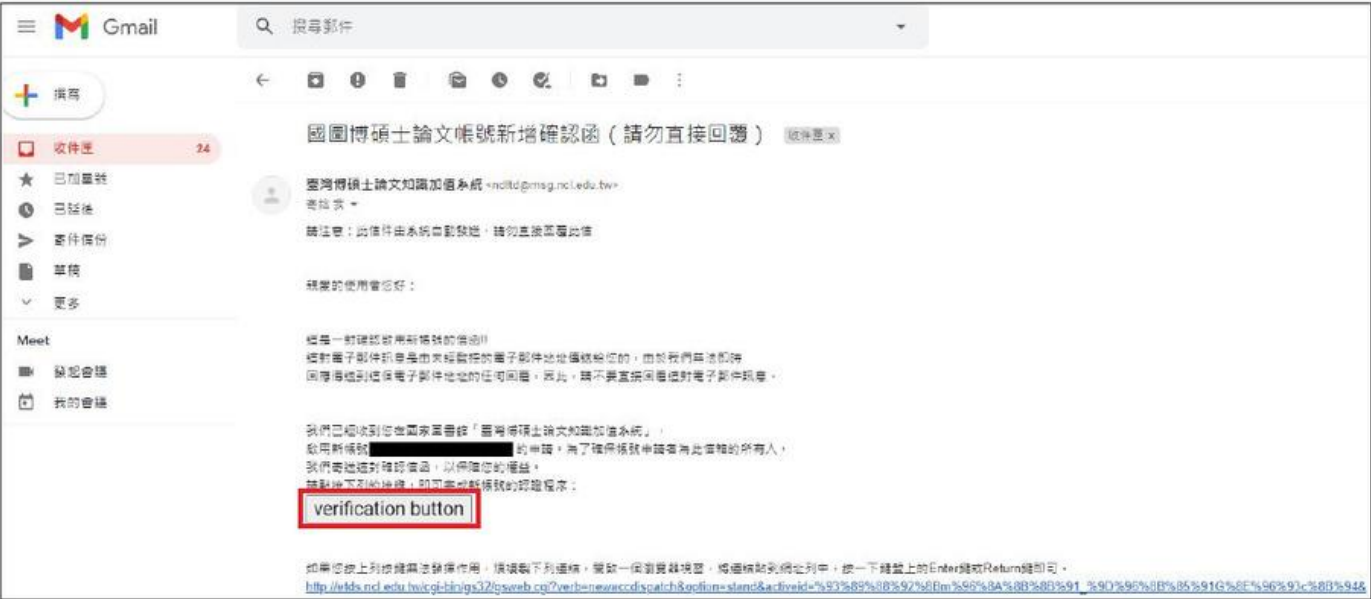
HINT: If you enter an alternate Email address, it will also receive verifications and forgot password notifications.

Nationality: ☒ Foreign ☐ ROC. taiwan

Type the characters you see in the picture below (Letters are not case-sensitive)

6 2 1 2 6 6

5. Log in to your school G-mail and open the verification email, click “verification button”.



6. Back to the ETD System, click “Register” on the left, and log in using the account and password created in step 4.

申請建檔帳號 Register

Register

論文建檔與管理

Submission

論文查詢

Search

最新消息

News

建檔流程

Upload Workflow

建檔說明

User Guides

帳號: Go

密碼:

7. Create a Personal Data, suggest to fill your commonly used email address ,the Approval Notification will be sent to this mailbox.

NDLTD 臺灣博碩士論文知識加值系統

請輸入個人基本資料 (紅色標為必填欄位)

Please Key in Red "is the required field"

如果有任何問題，請立刻聯絡我們

If you have any problem, please Contact Us

基本資料 Personal Data

其他功能 Others

學系名稱:

學校名稱:

Department Name:

姓名:

學號:

Student ID:

電子郵件:

E-mail:

學期:

Semester:

聯絡電話:

Phone Number:

地址:

Address:

8. The system will send you the account and password to your mailbox.

4.B ETD Upload

1. Visit the [ETD System page](#), click "[Submission](#)" on the left of the system and log in with the account and password you received from the system, or with the account and password you created in step 4.

(both accounts and passwords can log in)



2. Click "[Step1 Key in](#)" on the left, then click "[Add Dissertation/Thesis](#)".



3. Provide the necessary thesis/dissertation information, abstracts, table of contents and references according to the system instructions.

Please pay attention to following fill-out notices:

- You can only fill the foreign name, if you don't have Chinese name.
- E-mail of Advisor is required

4. After fill in all the information, go to "[Step2 Upload](#)" to upload the thesis/dissertation PDF file.

- If you **must** to [embargo your thesis/dissertation](#)(usually for the patent through TIPO), please download and sign the "[Application Form of Embargo on Release of Thesis/Dissertation Abstract](#)" first. Upload the scanned file and fill in the publication date at "apply to hide abstract" button. You can get more information from chapter 5.



5. After uploading the PDF file, please fill in the “Copyright License Agreement” below for public access date.



6. Click "Step3" to print the Authorization Forms, sign it ,then upload it to the system.

Rememer to keep the Authorization Forms you signed, submit to the library when applying for graduation.

7. Click "Step4 Submit" after confirming all the information and text are correct.

Please understand the followings:

(1) The content can **not** be modified after the review is passed. Please ensure the content of the thesis is the correct final version.

(2) Library review will take **1-2 working days**; please be patient.



Chapter 5 Submitting Graduation Thesis/Dissertation

1. Graduation document requirements

- You must have:
 - Graduation Procedures Sheets for Master Program ,you can download from Graduate Institute site or Academic Affairs Office site
 - Bound (Paper) Copies (2 copies for library, 2 copies for Graduate Institute)
 - ETD Authorization Form (signed)

•If you **must** to embargo your thesis/dissertation(usually for the patent through TIPO), please download and print **2 copies** of the “Application Form of Embargo on Release of Thesis/Dissertation Abstract”from NTLTD in Taiwan site, signed by the author(you) the advisor, and all member of the Oral Examination Committee.

2. Other graduation requirements

You should return all the books and materials borrowed from the library and pay the lost replacement fees or overdue fees before the graduation procedures are completed.

Pick up the Degree Certificate

- Call the Academic Affairs Office to confirm that your degree certificate is printed. You can reach them at extension number 12104.
- Once confirmed, bring the completed Graduation Procedures Sheets of Master Program and one piece of 2-inch photo to the Academic Affairs Office located in Building A, 3rd Floor.
- Present the required documents to the office staff to collect your certificate.
- Please ensure that you have completed all necessary steps before visiting the Academic Affairs Office to avoid any delays in receiving your Degree Certificate.