

國立臺灣科技大學數位學習與教育研究所  
 研究生第 2 階段學位口試注意事項

Graduate Institute of Digital Learning and Education  
 Notes for the Thesis Oral Final Examination

104.07.24 修訂

	注意事項(Notes)	備註(Remarks)
口試前 Before oral examination	1. 請先確認已達本所要求畢業學分數 Please make sure that you have got enough credits for graduation  2. 確認已在國內外有審查制度之相關學術刊物或研討會發表論著壹篇以上 Please make sure that you have published at least one refereed paper in academic journal or conference proceedings in related fields  3. 確認完成英文必修 4 學分或英檢證明 Please make sure that you have got 4 credits of required English courses or obtained an acceptable English Proficiency Test certificate.	請先確認完成相關事項才能提第二階段學位口試  Please make sure that you have completed the items listed in the left column before you register the Thesis Oral Final Examination
	◎ 碩士班畢業相關表格請於台科大學生資訊系統線上登錄後列印  To print out the forms related to master graduation, please log in the NTUST <u>Student Information System</u> .	碩士論文審定書、推薦書、口試評分表等相關表格，請務必於口試前先於線上登錄，以避免日後成績無法輸入  To avoid failure in entering your score, be sure to register online the following forms before the oral exam:  Thesis Approval Letter, Recommendation Letter, Oral Exam Rating Table.

<p>口試 2 週前 Two weeks before the oral examination</p>	<p>◎最遲請應於<u>口試 2 週前</u>，將「<u>論文口試委員推薦表</u>」交至所辦公室</p> <p>Submit "Form to Recommend Thesis Oral Exam Committee Members" to the Institute Office no later than <b>two weeks before</b> the oral exam.</p> <p>◎另需繳交研究所成績單、發表論文證明、英文必修(英檢)等證明</p> <p>Transcript of master studies, proof of publishing papers, proof of English requirement (English required courses credits or an English Proficiency Test certificate) should also be submitted.</p> <p>◎口試場地借用 (請先與所辦公室確認)</p> <p>To borrow the Venue for the Oral Examination, please check with Institute Office in advance.</p>	<p>本推薦表可於數位學習與教育所網頁下載</p> <p>This form could be downloaded from the webpage of our institute.</p>
	<p>◎由所辦公室製作「<u>邀請函</u>」，連同論文、聘書(非當學期首次擔任委員者免)一并寄送給口試委員</p> <p>The following documents should be sent to the committee members all together: "<b>Invitation Letter</b>" issued by the Institute Office, thesis, letters of appointment (only for those who serve in the oral exam committee the first time in this semester).</p>	

<p>口試前 3 天 Three days before oral examination</p>	<p>◎口試海報張貼公告於明顯處</p> <p>The oral examination poster should be posted in a prominent place.</p>	<p>請備妥海報檔案，至所辦公室列印</p> <p>Please prepare the poster file by yourself and print it out in the Institute Office.</p>																							
	<p>◎下載「<a href="#">校外委員停車申請表</a>」，填妥後於口試 <a href="#">3 日前</a>交至所辦公室並領取貴賓停車黃卡</p> <p>Download the "<a href="#">Parking Application Form for External Member</a>", fill it and submit it to the Institute Office by three days before the oral examination to get the yellow VIP parking card.</p> <p>◎備妥每位口試委員「<a href="#">領款收據</a>」</p> <p>Prepare a copy of "<a href="#">Receipt of payment</a>" for each committee member.</p> <p>校內委員：口試費每人 1,000 元 The payment to internal members: oral examination fee (NT\$1,000/ each member)</p> <p>校外委員：口試費每人 1,000 元 + <a href="#">交通費</a></p> <p>The payment to external members: oral examination fee (NT\$1,000/ each member) + <a href="#">transportation fee</a></p> <table border="1" data-bbox="391 1249 981 1926"> <thead> <tr> <th colspan="2">校外專家委員交通膳雜費給付標準 Transportation fee for external members</th> </tr> <tr> <th>地區別 District</th> <th>給付標準 Standard Fee</th> </tr> </thead> <tbody> <tr><td>台北</td><td>200</td></tr> <tr><td>基隆</td><td>400</td></tr> <tr><td>桃園</td><td>500</td></tr> <tr><td>宜蘭、新竹、苗栗</td><td>800</td></tr> <tr><td>台中、彰化、南投</td><td>1,500</td></tr> <tr><td>雲林、嘉義</td><td>2,300</td></tr> <tr><td>台南</td><td>2,900</td></tr> <tr><td>高雄、屏東</td><td>3,200</td></tr> <tr><td>花蓮</td><td>3,000</td></tr> <tr><td>台東地區及外島</td><td>3,700</td></tr> </tbody> </table>	校外專家委員交通膳雜費給付標準 Transportation fee for external members		地區別 District	給付標準 Standard Fee	台北	200	基隆	400	桃園	500	宜蘭、新竹、苗栗	800	台中、彰化、南投	1,500	雲林、嘉義	2,300	台南	2,900	高雄、屏東	3,200	花蓮	3,000	台東地區及外島	3,700
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<p>口試當天 On the day of the oral examination</p>	<p>◎ 至學生資訊系統上列印下列文件： Print out the following documents from Student Information System</p> <p>1、<b>評分表(Rating table)</b> 每位口試委員各 1 份 One copy for each committee</p> <p>2、<b>審定書 1 份</b>(One copy of <b>Verification Letter</b>) ※指導教授請於委員欄及指導教授欄簽名 Advisor please sign at columns of committee member and advisor ※其餘口試委員請於委員欄簽名 Other committee members please sign in the column of committee member</p> <p>3、<b>指導教授推薦書 1 份</b> One copy of <b>Recommendation Letter from Advisor</b></p> <p>◎至所辦公室領取<b>口試費</b>(含校外委員交通費) Please come to Institute Office to collect <b>the Oral Examination Fee</b> (Including transportation fee for external members)</p> <p>◎口試前<b>場地佈置</b>：請於口試前 30 分鐘到會場佈置並備妥茶水、視聽器材等，確認已準備好各委員資料。 Venue preparation before the oral exam: Please get ready the beverage, audio apparatus etc. 30 minutes before the oral examination. Make sure that the documents for each committee member are well prepared.</p> <p>◎口試後<b>場地清潔</b>：場地清潔、桌椅歸位、設備器材歸還、關閉燈光冷氣。 Clean-up after the oral exam: After the oral examination, please clean up the venue, put the chairs back, return the apparatus and turn off the air conditioner.</p>	<p>評分表請由口試委員繳回所辦公室 Rating table should be returned to the Institute Office</p>
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<p>口試後 After oral examination</p>	<p>◎請至本校圖書館「<a href="#">學位論文全文系統</a>」上傳論文電子檔</p> <p>Please upload e-file of your thesis to “<a href="#">Theses and Dissertations Full-text System</a>” of NTUST library.</p> <p>◎<b>授權書</b> 2份：<u>請自行交至圖書館</u></p> <p>Two copies of <b>Letter of Authorization</b>: <u>submit to the library by yourself</u></p> <p>◎辦理離校手續時需繳交之論文數量（<u>不含給指導教授</u>）：</p> <p>Submit required copies of thesis while leaving (not including the copies for the advisor)：</p> <p><b>精裝 1 本</b>：<u>請自行交至圖書館</u></p> <p><b>One hardcover copy</b>: <u>submit to the library by yourself</u></p> <p><b>平裝 2 本</b>：其中 1 本由所辦公室代為轉交研教組，系上留存 1 本</p> <p><b>Two paperback copies</b>: one copy for the Graduate Academic Affairs Division (forwarded by the Institute Office), and one copies for the Institute</p> <p>◎具教育學程學生身份者，需一併填寫「<a href="#">教育學程異動單</a>」</p> <p>Students who join the School Teacher Training Program should fill in “<b>Teacher Education Program Change Request Form</b>”</p>	
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