

數位學習與教育研究所

博士論文研究計畫口試程序

Graduate Institute of Digital Learning and Education

PhD Thesis Oral Proposal Hearing Procedure

程序 Procedure	文件名稱 Name of document	備註 Remark
至少口試 2 週前 At least 2 weeks before the oral examination	論文研究計畫口試申請表×1 PhD Thesis Oral Examination Application Form (1 copy)	網頁下載，場地借用，請 與辦公室先確認 Download the application form from the website. To arrange the venue for examination, please check with the Institute Office in advance.
至少口試 2 週前 At least 2 weeks before the oral examination	論文研究計畫初稿×3 PhD Thesis Draft (3 copies)	交至辦公室，由辦公室連 同聘書、邀請函統一寄給 口試委員 Submit 3 copies of the thesis draft to the Institute Office. The office staff will mail each examination committee member a thesis draft with a letter of appointment and invitation.
口試前 Before the oral examination	口試海報公告 Poster or announcement of the oral examination	請備妥檔案後，至辦公室 列印，張貼於明顯處 Please prepare the e-file of the poster or the announcement, print it out in the Institute Office, and post it in a prominent place.

<p>口試前</p> <p>Before the oral exam</p>	<p>校外委員入校停車表×1</p> <p>Parking form for external committee member (1 copy)</p>	<p>網頁下載，請同學於口試前二天交至辦公室，並換取貴賓停車卡(口試後繳回灰卡)</p> <p>Please download the parking form from the website and submit it to the Institute Office two days before the oral examination to get a VIP parking permit (The grey card should be returned after the examination).</p>
<p>口試當天</p> <p>On the day of the oral exam</p>	<p>博士論文計畫書審查表、領款收據、口試費×3</p> <p>PhD Thesis Proposal Review Form (3 copies), Receipt of Payment (3 copies), and oral examination fee (for three members)</p>	<p>1.審查表、收據網頁下載，請填妥相關資料後，口試委員一人一份。</p> <p>Download the Review Form and the Receipt of Payment from the website. Fill in the information related to the thesis in advance. Give each committee member a copy of the Review Form and the Receipt.</p> <p>2.校外委員另含交通費</p> <p>The payment for an external member should include the transportation fee.</p>
<p>口試當天</p> <p>On the day of the oral exam</p>	<p>1.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。</p> <p>Please get ready for things like: tea, audio apparatus, and other necessary equipments 30 minutes before the oral proposal hearing. Make sure that the documents for each committee member are well prepared.</p> <p>2.口試後請負責清潔場地、桌椅歸位、設備器材歸還、關閉燈光冷氣。</p> <p>After the oral proposal hearing , please clean up the venue, put the chairs back, return the apparatus, and turn off the air conditioner.</p>	