國立臺灣科技大學數位學習與教育研究所

碩士論文研究計畫口試程序

Graduate Institute of Digital Learning and Education

Master Thesis Oral Proposal Hearing Procedure

104.07.23修訂

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| 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×1Master 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. |
| 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. |
| 校外委員入校停車表×1Parking form for external committee member (1 copy) | 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)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). |
| 口試當天On the day of the oral exam | 碩士班論文計畫書審查表、領款收據、口試費×3 Master Thesis Proposal Review Form (3 copies), Receipt of Payment (3 copies), and oral examination fee (for three members)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)校外委員：口試費每人1,000元**＋交通費**The payment to external members: oral examination fee (NT$1,000/ each member) **+ transportation fee**

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| **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 |

 | 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。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. 2.校外委員另含交通費The payment for an external member should include the transportation fee. |
| 口試當天On the day of the oral exam  | 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。 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.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。 After the oral proposal hearing , please clean up the venue, put the chairs back, return the apparatus, and turn off the air conditioner. |