

# 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

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 Master 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×1 Parking form for external committee member (1 copy)	網頁下載，請同學於口試前两天交至辦公室，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**

校外專家委員交通膳雜費 給付標準	
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.

<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>
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