

論文學位口試 應試同學 注意事項

Some details about the oral defense

※每場口試時間以 2 小時計算。The maximum of oral defense is 2 hours.

★ 請於口試前跟助理約領口試包(口試表格+口試費)，如不便至所辦領取，請向所助理索取口試表格電子檔，並請先行代墊口試費，待口試結束後，將口試表格連同你的郵局匯款資料從台北校園交換至所辦，收到無誤後，即刻匯款給您。

1. 論文封面用紙：碩士論文限用一百磅橘黃色紙張，封面以黑字為準；博士論文採黑色封面燙金字體之精裝本。論文初稿，封面註明「初稿」。依公告規定時間內送交。
The cover of the thesis must be orange with black letters. The doctoral thesis cover must be black with golden letters. Please note “draft” on the cover.
2. 口試委員聯絡、口試時間及地點，由所上統一排定後通知。The institute will designate the time and place of the oral defense and notify all the members.
3. 論文口試本**最晚請於口試日前 2 週送給口委。**
The photocopies of thesis should be given to the members of committee 2 weeks before it takes place
4. **口試前 1 週，請口試同學務必電話提醒委員口試時間、地點。**
Students must remind the members of the time and place a week before it takes place.
5. 口試同學請提早 1 個小時（最晚半小時）到會場準備，如鑰匙借用、填寫表格、場佈、器材測試等等。Students must arrive at the place an hour earlier to get everything prepared.
6. 台北校園口試教室皆為多媒體教室，請持學生證至教科組借用鑰匙。
Taipei Campus: students need to borrow the key to the place from 教科組 with the student ID
7. 口試進行方式、場地佈置、茶水餐飲安排等事項，請自行向指導教授詢問。
Please consult your advisor for how the oral defense should proceed, the place layout, and the food arrangements.
8. 每場口試，請自行找同學協助幫忙，口試所需要使用之各項表格、經費等，亦請於口試前找所辦助理領取(請先預約)。
The procedure of oral defense, please find the classmates to help you to prepare the forms and money which will need to deliver by the institute.
9. 口試通過同學，請務必將**口試所有表格立即送回所辦(請至台北校園 D106 聯合服務臺交換公文至本所)**，並請於口試通過後一個月內(如無法於時間內完成，必須填寫學生報告)，辦理畢業離校手續。
Students who pass oral defense must hand all forms back the institute immediately. Also, please finish the school leaving process within a month after the oral defense. Otherwise, you have to write the students' report according to TKU policy.
10. 口試教室使用之後，請**務必將桌椅歸回原位、並收拾垃圾、關閉電源**才可離開。
Please clean the place and turn off the power before leaving