

## 考試(申請通過後) graduation exam

### 口試前繳交文件

#### before graduation exam need to fill and email to me

繳交：need to give me the document by email

1. 口委聘函 Appointment letter of oral examination committee
2. 口試資料表 Oral Exam Data Sheet
3. 其他：有口委開車才需要填寫口試委員校區停車 You need to fill in the oral examination committee' s campus parking only if you have an oral committee to drive.

注意事項：note

1. 請先預借會議室。Please remember booking the meeting room
2. 於口試前一週內將上述 2 個檔案(有開車口委則為 3 個檔案)[文件寄回給我跟黃崇紋先生 cwhuang1314@ntnu.edu.tw](mailto:cwhuang1314@ntnu.edu.tw) Submit the above 2 files within one week before the oral test send to me and Mr. Huang (3 files if there is a driving agent)
3. 記得至系辦領取口委聘函。Remember to get the appointment letter from the department office
4. 請將口委聘函與論文初稿一併寄給口委。Please send the oral appointment letter together with the first draft of the paper to the oral committee
5. 回郵信封(搭乘高鐵來的口委才需要自行準備) Self-returned envelope (you only need to prepare it by yourself if you take the high-speed rail)

### 口試時應準備文件 Documents should be prepared during the oral exam

1. 通過簽名表  
National Taiwan Normal University PhD (Master' s) Thesis Approval Form
2. 口試成績及記錄(手寫)(為教務處存檔之依據) Score Record for the Master' s Examination, National Taiwan Normal University
3. 評分表 (每位口試委員一小張) Scoring Form
4. 口試費領據、非北市之口委交通費單據(依實際車程、人數發放，口試前至系辦跟黃先生領取，另口試費用由學校直接匯款〔碩士生每名口委 1000 元、博士生每名口委 2000 元〕) Receipt of oral examination fee and transportation receipts of non-Taipei City' s oral committee (issued according to

the actual driving distance and number of people, and collect it with Mr. Huang before the oral examination, and the oral examination fee shall be directly remitted by the school

## 離校(口試完後) after graduation exam to leave school

### 繳交文件(完稿論文)封面顏色每年統一公布

The cover color of the submitted documents (finished papers) will be uniformly announced every year

### 離校流程：School leaving process:

1. 圖書館上傳修好的論文 Upload the revised papers from the library
2. 收到圖書館通知上傳成功 Received a notification from the library that the upload was successful
3. 列印有條碼的授權紙一張(先不要簽名，請印製完論文後再簽名即可) A piece of authorization paper with barcode printed (do not sign first, please sign after printing the paper)
4. 連同授權紙+通過簽名表+完整論文拿去印刷(碩班平裝、博班精裝)  
Authorized paper + signed form + complete thesis to be printed
5. 上畢業離校系統網填離校問卷 Fill out the school leaving question
6. 給圖書館 2 本論文+授權紙單張(記得簽名) give two thesis for Library + leaflet of authorized paper
7. 系上 1 本論文+上傳電子檔論文全文+本系離校單 give me one thesis + Upload the electronic thesis file + leaving procedure form
8. 公館教務組找林小姐 77496549 領畢業證書 to Gongguan office of academic affairs take the diploma
9. 完成離校(注意辦完後學生證即失效)有車請牽出車庫 finish all the program