

戰略所論文計畫書口試審查應試同學注意事項

Thesis Proposal Defense Guideline

※每場口試時間以1小時計算The duration of an oral defense is 1h

- 1、論文計畫書請依公告規定時間內送交所辦，並請於口試日前1週送交3位委員。Please turn in your thesis proposal to the institute in a certain period of time based on the regulation and also to the committee members a week before the oral defense
- 2、論文計畫書口試時間及地點，請詢問指導老師後自行連繫委員及與談人，並通知所辦以申請借用教室。Please discuss with your advisor about when and where the oral defense is going to take place, and then inform the members of oral defense committee and the institute of the decision.
- 3、口試前1週，請務必電話提醒委員時間、地點。Please remind the members of the time and place a week before it takes place
- 4、請提早到會場準備，如鑰匙借用、場佈、簡報設備測試...等。Please arrive at the place an hour earlier to get everything prepared
- 5、「台北校園」口試教室皆為多媒體教室，請持學生證至「遠距組」借用鑰匙。Taipei Campus: the student needs to borrow the key to the place from 遠距組 with the student ID
- 6、請自行準備「研究生論文計畫書口試審查意見表」3份及「研究生論文計畫書口試審查意見-總表」1份於口試時交給指導老師，並於當日送回所辦（台北校園D106請以公文方式送回所辦）。Please prepare 3 photocopies of “**Comments on Thesis Proposal/Outline from Oral Defense Committee Members (Subsidiary Form)**”, and a photocopy of the general form for your advisor. Submit these documents back to the institute on the day of oral defense. (If the oral defense is held in Taipei Campus, use the intercampus method to send them back to GIASS)
- 7、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