

論文（計畫）口試、專業實務報告書審 及畢業離校準備事項檢核表

(112.11.23)

★以下所提文件，請務必於口試前至系所（學校）網頁下載最新資料

★進行專業實務報告書審者，請見綠色文字

壹、口試/書審前

一、申請：

1. 各學期申請時間及細節，請參見系所網頁最新消息/研究生口試/研究生論文口試辦理時間表.....

2. 填寫申請文件及備齊所有應繳文件

2-1. 計畫口試（專業實務報告論文計畫審查）.....

至系所網頁列印論文（計畫）口試（專業實務報告論文計畫審查）申請表

* 所需表件請於[課程資訊/研究生共同規定]下載，參見計畫前、論文/計畫共用、及論文計畫三項

2-2. 論文口試*請注意：111-1起改為線上填單.....

依據系所網頁「學位論文考試-畢業論文口試申請及注意事項」至研究生學位考試申請系統線上填寫資料，下載列印申請文件

* 除了前述申請系統之文件，其餘表件請於系網頁[課程資訊/研究生共同規定]下載，參見計畫前、論文/計畫共用、及論文三項

*請參考 Turnitin 論文原創性比對系統註冊說明，自建帳號即可使用，學位論文前三章原創性比對未規定參考值%，須檢附紙本全份報告（包含最後的原創性報告百分比結果），為省資源，可於每張紙上印二頁報告內容、雙面列印。★通過口試、論文定稿之全部章節之原創性比對，規定參考值為15%以下。

3. 申請文件（含須檢附資料），請於申請期限前請指導教授簽名後繳交系辦.....

二、口試委員預約口試時間.....

三、口試二週前

1.到系圖登記借用教室（填寫借用單，並請指導教授簽名後送至系辦研究所助教及總務助教核章再送回系圖）.....

2.確認系網公告內容（口試日期、時間、地點；確認已事先跟系圖登記口試場地）.....

☆口試資訊（題目、時間等）若有異動請通知系辦

3.上網列印繕打寄發邀請函：（先至系辦孟繁茵小姐姊處蓋系章）及論文給3位口試委員（含指導教授）
（進行書審者，請使用書審專用格式）.....

4.申請停車優惠（先與校外口委確認停車需求，無則免）：依優惠（免費）停車之公文範本繕打內容 Email 給研究生教務助教協助於線上公文系統簽案申請、鈞長核定（☆簽案耗時，請務必提早辦理☆免費停車僅限校本部地下停車場使用，圖書館校區停車場不適用☆詳見公文範本之附註說明）.....

5.上網列印及準備相關表件(☆請務必於口試再次確認使用的是**最新表件**)

(1) 口試程序表1張.....

(2) 評分表(含指導教授,每位委員1張)(**進行書審者,請使用書審專用格式**).....

(3) 領款收據(口試費:含指導教授,每位口委1張;

交通費:大臺北以外地區之校外口委每人1張,無則免).....

☆校外老師若搭乘飛機需附來回票根(搭乘高鐵免附票根)

☆委員之口試/**審查費**及交通費,由學校統一匯入口委帳戶中,請事先與校外口委確認師大是否曾有往來之匯款帳戶,若沒有或要匯入新的帳戶,需請口試委員準備存簿封面影本

☆口試費、交通費給付標準、是否曾有匯款帳戶之查詢,請見附註

(4) 口試(**審查**)費申請暨印領清冊(簽到表)(**進行書審者,簽名處註記"書審免簽名",因委員不須簽到,此項不須寄給委員**).....

(5) 論文指導費申請暨印領清冊(畢業口試才需要給指導教授簽).....

(6) 準備口委之票根寄回的回郵信封(無則免)(**進行書審者,此項供委員寄回評分表及領據**).....

(7) 提論文口試者尚須列印論文通過簽名表(含口委簽名用黑色粗體簽字筆)、學位考試成績記錄表(紀錄內容無既定格式,可請服務同學協助紀錄,或口試後自行紀錄)及成績彌封信封(信封口請先貼好雙面膠帶).....

6.找服務同學

參閱:研究生論文(計畫)口試服務同學注意事項.....

口試時間如非博愛樓開放時間,請自行安排同學協助一樓大門管控以利校外口委及旁聽者入場.....

四、口試前一週將裝訂好之論文(計畫)送給口試委員.....

五、口試前3天

至系辦拿海報紙(每場口試限一張,也可自行列印約A4*4的尺寸),張貼前至系辦孟小姐處蓋系戳,於口試前三天張貼海報在佈告欄上(一樓入口處),若不常到師大,張貼時間可以更早

【特別注意:若為論文計畫口試請務必自行加上"計畫"二字,復諮所請自行刪改系所名稱】.....

六、最好於口試前1天或半天再與教授確認口試時間及地點.....

貳、口試當天

一、進入口試前

1.確認相關表件是否完備

(1) 口試程序表1張.....

(2) 評分表(含指導教授,每位口委1張).....

(3) 領款收據(口試費:含指導教授,每位口委1張;

交通費:大臺北以外地區之校外口委每人1張).....

(4) 口試申請暨印領清冊(簽到表).....

(5) 準備口委之票根寄回的回郵信封(無則免).....

(6) 提論文口試者尚須準備下列文件各1份.....

*論文通過簽名表 (請準備**黑色粗體簽字筆**讓口委簽名, 指導教授及主任欄位須待論文修改完成後才能簽名) (日期請填寫口試日期) (簽名表所載題目須與最終定稿論文封面題目相同)

*學位考試成績記錄表 (請三位委員簽名, 並由指導教授或口委主持人以中文大寫填上平均成績)

*學位考試成績記錄 (無既定格式, 可請服務同學協助紀錄, 或口試後自行紀錄)

*成績彌封信封 (確定信封口預先貼好雙面膠帶, 口試前交給口委主持人並告知信封為彌封 口試評分表及學位考試成績紀錄表使用)

*論文指導費申請暨印領清冊

2. 到系圖借教室鑰匙以及所需之器材儀器 (非上班時間須提早於上班時間借用)

3. 口試時間如非博愛樓開放時間, 請務必安排同學協助一樓大門管控以利校外口委及旁聽者入場.....

4. 口試完請口試委員評分及填寫預先準備之表件, 提醒校外口委寄回票根.....

5. 準備茶水、點心或便當, 張貼公告 (A4~A3大小) 於口試教室門口.....

6. 申請之停車證若未使用, 請務必繳回本校停車場管理室.....

二、口試/書審後

1. 檢查所有口試委員所需填寫/繳交表件是否有填齊.....

2. 確認場地復原、設備歸還事宜 (別忘了一樓卸除海報喔)

3. 備齊相關表件於口試/書審結束**10天內**一併交回系辦:

(1) 口試/書審評分表 (進行書審者, 若委員有提供質性意見, 須一併繳交)

(2) 領款收據: 口試/審查費 (含指導教授, 每位委員1張)

交通費 (大臺北以外地區之校外口委每人1張, 無則免)

論文指導費 (畢業口試才需要給指導教授簽)

(3) 票根 (上面需有口委姓名, 有票根者才需繳交) /回郵信封.....

(4) 校外委員存簿封面影本 (師大沒有登記匯款帳戶之委員才需要)

(5) 口試(審查)費申請暨印領清冊 (簽到表)

(6) 提論文口試者尚須繳交下列文件各1份.....

*論文指導費申請暨印領清冊

*成績彌封信封 (含每位口委各1份口試評分表及1份學位考試成績紀錄表正本, 請勿自行拆閱, 收回時請再與口試委員主持人口頭確認信封內含前2項)

*學位考試成績記錄

參、論文修改 (提論文口試者)

1. 論文格式依據本系所碩博士學位論文 (含專業實務報告) 格式規範編排

*請注意本系所論文封面規定與學校略有不同: (1) 紙本論文封面請依本系所規定中文、英文分3頁於封面*1及書名頁*2呈現, (2) 電子論文封面依本系或學校教務處及圖書館規定方式呈現均可.....

2. 論文修改完成後

- (1) 進行論文全部章節之原創性比對、列印全部章節比對結果百分比頁（參考值15%以下；不須全份列印，只要列印百分比結果頁）.....
- (2) 前項論文全部章節比對報告（含百分比頁）PDF 電子檔請 Email 寄給研究所助教存查（檔案若太大，請上傳雲端提供連結，設定選知道連結的使用者項目，以免無法下載）.....
- (3) 列印論文全部章節完稿.....
- (4) 請指導老師於「論文定稿檢核表」與「論文通過簽名表」簽名.....

3.請主任於「論文通過簽名表」簽名，檢附：

- (1) 論文通過簽名表及紙本全份論文完稿：論文完稿用大夾子夾好，不需要裝訂，論文通過簽名表放最上面方便主任簽名，其餘內容依本系所論文格式規範之次序排列.....
- (2) 論文定稿檢核表及論文全部章節比對報告結果百分比頁.....
- (3) 前二項，先送研究所助教確認資料無誤，再轉請主任簽名。主任簽署完成論文通過簽名表，請掃描成電子檔，連同論文電子檔一起上傳到本校圖書館論文系統.....

- 4.論文上傳圖書館：至本校圖書館網站之「臺灣師範大學學位論文服務平台 <https://etds.lib.ntnu.edu.tw/>」上傳論文，依平台之上傳須知辦理，取得圖書館核准之「論文授權書」，併入定稿之論文後始得正式付印，完成後才能辦理離校手續.....

☆上傳圖書館之電子論文格式請參見教務處及圖書館規定辦理

* 請詳閱相關規定、減少退件往返時間

* 紙本論文封面依本系所規定、電子論文封面依本系或學校教務處及圖書館規定方式呈現均可

☆教育部學位授予法第16條及本校學位授予暨研究生學位考試辦法第14條修訂關於博士、碩士、專業實務報告等除涉及機密、專利事項或依法不得提供等事由外得不予提供或於一定期間內不為提供，均須於國家圖書館供公眾於館內閱覽紙本(立即公開)，或透過獨立設備讀取電子資料檔(單機閱覽)，以公眾審查制防杜抄襲，落實學術倫理的遵守。準備以論文投稿期刊不屬於可以不公開或延後之規定範圍

- 上述3.主任簽名及4.上傳論文兩項均請預留3~5天的時間，提早辦理.....

5. 畢業離校程序

- (1) 準備離校用紙本論文（含系所及總圖，特教所5*本、復諮所3本,）：依本校研究生博士暨碩士學位考試實施要點規定「研究生至圖書館繳交定稿之學位論文後，不得再進行抽換」.....
- (2) 本系所規定事項.....

☆繳交論文及歸還向本系所借用之公物，包含鑰匙、書籍、測驗、設備等

☆流程：

系圖：交論文1本，並還清圖書、測驗、設備等

→系辦：孟繁茵小姐或總務助教：歸還研究室/置物櫃鑰匙等

研究生助教：特教所交論文2本（與彰師、高師交換用），復諮所免交

*2021/6/22系所務會議決議：特教所與彰師、高師交換用的2本紙本論文可改以繳交電

子論文全文光碟取代，並於每份光碟封面註記論文全文光碟、學號、姓名、論文題目及畢業年月，因此特教所繳交系辦的論文可以選擇繳交2本紙本論文，或2份論文光碟。

→完成後助教勾選離校系統檢核事項

(3) 學校其它單位規定事項.....

☆圖書館：交論文2本，其餘規定請務必詳閱圖書館碩博論文系統說明辦理

☆依教務處「畢業專區」公告之規定辦理，至教務處網頁，點選畢業→研究生，畢業離校時程、注意事項及應完成項目等，每學期期末公告於教務處網頁「研究生畢業專區」，網址：

http://www.aa.ntnu.edu.tw/graduation/super_pages.php?ID=0graduation2

附註：

一、交通費標準如下：

(一) 凡校內教師皆不得支領交通費

(二) 校外委員依行政院訂頒之「國內出差旅費報支要點」辦理；大臺北地區以外的教師方可支領；搭乘飛機，應檢據覈實列支，不足部分轉由學生自行負擔

(三) 校外老師交通費實報實銷，搭乘飛機需附來回票根-準備口委交通費票根寄回用之回郵信封；搭乘高鐵免檢附票根，但要注意覈實支給，務必確認搭乘的車票種類及費用(限普通票或自由座，以及可能有優惠票價)；搭乘其餘交通工具者一律以火車自強號來回票價計，免檢附票根。【110.6.24依據本校研究生學位論文口試費支出標準修訂】

二、學位考試審查費(口試費)標準如下：

(一) 碩士班、暑碩班：計畫及論文口試費皆為1,000元。

(二) 博士班：計畫口試費1,000元、論文口試費2,000元。

(三) 論文指導費：**碩士班4,000元、暑碩班5,000元、博士班6,000元。**

三、是否曾有匯款帳戶之查詢方式：若不確定口委在師大是否有帳戶資料，可至主計室/會計系統網頁下方[查詢受款人資料是否完整請輸入受款人代碼]欄位中填入[口試委員的身份證字號]查詢，網址<http://www.acc.ntnu.edu.tw/system.php>，帳戶細節可詢問總務助教。★身份字號屬於個人資料，如果需要，也可將此查詢方式提供口委自行查詢。

Checklist of Preparations for Thesis (Proposal) Oral Defense

(2023.11.22)

★For the documents mentioned below, please download the latest information from the department (school) website before the oral defense.

The green text above is intended for the reviewer of the professional practice report.

I. Before oral defense

A. Application

1. For the application and details of each semester, please refer to the department website: news/oral defense/Schedule for Postgraduate Oral Defense Application
2. Fill in the application forms and prepare all the required documents
 - 2-1 Proposal oral defense: Please print the thesis (proposal) oral defense application form on the department website
 - * All documents can be downloaded from the department website under the section "Courses / The Related Documents." Please refer to the sections on "Before Proposal", "Thesis/Proposal", and "Proposal" for further details.
 - 2-2 Thesis oral defense *Starting from the 2022 academic year, the application will be changed to the online application

Please print the application forms after following the instructions in "Thesis Oral Defense Application and Filling out Forms Notice" on the department website

 - * All other forms and documents can be downloaded from the department website under the section "Courses / The Related Documents." Please refer to the sections on "Before Proposal", "Thesis/Proposal", and "Thesis" for further details.
 - * Please refer to the "Turnitin Thesis Originality Comparison System Registration Instructions", and you can use it by creating the account **by yourself**. The originality comparison of the first three chapters of the thesis does not have the standard. Also, you have to attach the report (including the **report percentage result** of the originality comparison). To save resources, please print double-sided.
 - ★ The originality comparison of all chapters should meet under 15%, if you pass the oral defense and finish the thesis.
3. Application forms (including documents to be attached) should be signed by the advisor before the application deadline and submitted to the department office

B. Make an appointment with the committee members

C. Two weeks before the oral defense

1. Register classroom at the department library. (Fill in the form, and ask the advisor to sign and send it to the department office research assistant and general affairs assistant for verification and then return the form to the department library)
2. Confirm the department announcement on the website (date, time, and location of the oral defense; confirm that the oral defense classroom has been registered with the department library in advance)
 - ☆ Please notify the department if there is any change in the oral defense information (topic, time, etc.)
3. Print and send the invitation letter (Go to the department office to stamp the department seal) and print the thesis for each oral defense committees and the advisor
4. Apply the free parking document (first confirm the parking needs with the committee, if not needed, skip), you should email the names of committee members requiring parking, along with their license plate numbers and the date and time of the defense, to the Graduate Affairs Assistant for assistance in processing the application

(☆Note: Application processing may take time, so please ensure to initiate the process well in advance ☆ Free parking is only used at the basement parking lot at the main campus I, and the parking lot at the main campus II is not applicable).

5. Print and prepare all the following documents (☆Please make sure that you are using the **latest forms**)

(1) Oral Defense Agenda (*1) -----

(2) Evaluation forms (advisors, 1 per committee) -----

(3) Receipts (oral defense fee : includes the thesis advisor, one for each oral defense committee member
transportation fee : for committee coming from the non-Taipei area, no need if not applicable)

☆ If off-campus teachers take a plane, they need to attach a round-trip flight stub.

☆ All payments will be transferred by NTNU directly to the committee's account. Please confirm with the committee members in advance whether there has been a remittance account in NTNU. If there is no remittance account, or if they want to import a new account, you need to ask the committee member to prepare a copy of the cover book.

☆Please refer to the note for the payment standard of oral defense fee, transportation fee and the enquiry whether the payee information has had.

(4) Oral Defense Fee Application and Receipt List (Attendance Sheet) -----

(5) Advisor fee application and Receipt List (no need for thesis proposal) -----

(6) Prepare a self-addressed envelope for the flight stub (no need if not applicable)-----

(7) Those who apply oral defense must print out the Thesis Approval Form (including the signature of the committee members with a bold black signature pen), and the Record of Degree Exam Results(It has no established format, please ask the volunteer to record or record it by yourself after the oral defense) and grade envelope (please stick double-sided tape beforehand)

6. Find the student volunteer -----

Refers to Thesis (Proposal) Oral Defense Volunteer Notice

If the time of the oral defense is not the opening hours of the 博愛 Building, please arrange the volunteer to assist at the gate

D. Send the bound thesis (proposal) to the committee members one week before the oral defense----

E. 3 days before the oral defense

Get the poster paper at the department office (one oral defense is limited to one, you can also print about A4*4 size by yourself). Stamp the poster at the department office before posting and post it on the bulletin board three days before the oral defense (Entrance on the first floor). If you don't go to NTNU often, the posting time can be earlier.

【Special Note: If you are planning a thesis "proposal" oral defense, please be sure to add "proposal" by yourself. Please change the department name by yourself if you are GIRC student. 】

F. It is best to confirm the time and place of the oral defense with the committee members 1 day or half a day before

II. Oral Defense Day

A. Before the oral defense

1. Make sure all the documents are prepared

(1) Oral Defense Agenda -----

(2) Evaluation forms (advisors, 1 per committee) -----

(3) Receipts (oral defense fee : advisors, 1 per committee -----
transportation fee : for committee coming from non-Taipei area)

(4) Oral Defense Application and Receipt List (attendance sheet) -----

(5) Advisor fee application and Receipt List (no need for thesis proposal) -----

(6) Those who apply thesis oral defense need to prepare one copy of each of the following document

* Thesis Approval Form (Please prepare a **bold black signature pen** for the committee members to sign. The advisor and director fields can only be signed after the paper is revised.) **(Please fill in the oral defense date)**
(The title on the signature form must be the same as the title on the cover of the final thesis)

*Record of Degree Exam Results (All members are requested to sign, and the advisor or the host of the committee will fill in the average grade in Chinese capital)

*Record of Degree Exam (It has no established format, please ask the volunteer to assist in the record, or record it by yourself after the oral defense)

*Grade envelope (please stick double-sided tape beforehand, and give it to the host of the oral defense committee and inform that it is used for the Evaluation Forms and the Record of Degree Exam Results)

*Advisor fee Application and Receipt List

2. Go to the department library to borrow the classroom keys and the equipment (they must be borrowed before 17:30)
3. **If the time of the oral defense is not the opening hours of the 博愛 Building, please arrange the volunteer to assist at the gate.**
4. After the oral defense, please remind the committee members to fill in the evaluation forms and the receipts and send back the ticket stub
5. Prepare tea, snacks, lunch or dinner and post a notice (A4-A3 size) at the entrance of the oral defense classroom
6. **If the parking ticket is not used, please return it to the parking lot office -----**

B. After the oral defense

1. **Check** whether all the required forms/documents are completed -----
2. **Make sure** to restore the classroom and return the equipment (don't forget to remove the poster on the first floor)
3. **Submit** all the documents to the department office
 - (1) Evaluation forms -----
 - (2) Receipts : (oral defense fee : advisors, 1 per committee -----
transportation fee : for committee coming from non-Taipei area)
advisor fee (no need for thesis proposal)
 - (3) Ticket stub (the name of the committee member must be on it)/self-addressed envelope -----
 - (4) A copy of the cover page of the committee member's deposit book (needed only if the NTNU does not register a remittance account)
 - (5) "Oral Defense Application and Receipt List (Attendance Sheet)"
 - (6) Those who apply thesis oral defense must also submit the following documents:
 - *Advisor Fee Application and Receipt List
 - *grade envelope (Including the Evaluation Forms and the Record of Degree Exam Results. **Please do not open it by yourself. Please confirm with the committee member that the envelope contains the first 2 items**)
 - * Record of Degree exam

III. Thesis revision (for those who apply the thesis oral defense)

A. The format of the thesis is arranged according to the "Format Specifications for Master and Doctoral Thesis"

*Please notice that the regulation of the cover is different from the school's regulation. The cover of the thesis should be presented in two pages in Chinese and English according to the regulations of the department on the cover page and title page and the electronic thesis should be presented according to the regulations of the department or the Office of Academic Affairs and the school library.

B. After the revisions are done

- (1) **Perform originality comparison of all chapters of the paper, and print the results (reference percentage lower than 15%; it is not necessary to print all copies, just print the result page)**
- (2) **Please email the PDF file of the comparison report to the assistant for reference (if the file is too large, please upload it to the cloud and provide a shared link.)**
- (3) **Print all chapters of the paper**
- (4) **Ask the advisor to sign the "Checklist for Final Thesis" and "Signature Sheet of Oral Defense Committee"**

C. Please ask the director to sign the "Thesis Approval Form" and attach the following documents:

- (1) **Thesis Approval Form** and **completed thesis** : The final manuscript of the thesis should be clamped in a big clip without binding. The Thesis Approval Form is placed on the top. The rest of the content is arranged in the order of the paper format specification of the department.
- (2) **Checklist for Final Thesis** and **Percentage of comparison report results for all chapters of the paper**
- (3) For the above documents, please send to the assistant to confirm that the information is correct, and then forward it to the director for signature. After the director has signed, please scan it into an electronic file and upload it to the thesis system of the school library together with the electronic file of the thesis

D. Upload the paper to the "Taiwan Normal University Theses & Dissertation Services"(臺灣師範大學學位論文服務平台) on the website of NTNU library (you can upload after the revision is completed and confirmed by the instructor). After obtaining the "Thesis Authorization Letter" approved by the library, put it in the final thesis and print it. The school leaving formalities can only be processed after completion.

- ☆For the **electronic thesis**, please refer to the Office of Academic Affairs and school library.
- *Please read the regulation so that can reduce the time of returning.
- *The cover of the thesis should follow the regulation of the department on the cover page and title page and the electronic thesis should be presented according to the regulations of the department or the Office of Academic Affairs and the school library.
- ☆According to the Degree Granting Law of the Ministry of Education(教育部學位授予法第16條) and the Article for the Degree Granting and Graduate Degree Examination of the University Regarding doctoral, master's, professional practice reports, etc.(學位授予暨研究生學位考試辦法第14條), it **may not be provided** for reasons other than **confidentiality, patent matters**. It will not be provided during the period, and it must be available in the National Library for the public to read paper copies in the library (**immediately open**), or read electronic data files through independent equipment (single-machine reading), to prevent plagiarism by public review and implement academic ethics Compliance. **Manuscript preparing to be published as journal paper are not within the scope of the regulations that can be closed or postponed**
- ☆The above 3rd. The signature of the director and 4th. The upload of the paper **both take 3 to 5 days**, please reserve time for processing.

E. Graduation and departure procedures

- (1) Prepare thesis for leaving school (Including the department and library, 5 copies for the Special Education department, 3 copies for the Graduate Institute of Rehabilitation Counseling Office): According to the regulation(研究生博士暨碩士學位考試實施要點規定), "The thesis shall not be substituted after the submission."
- (2) Department regulations -----
 - ☆Submit the thesis and return the items borrowed from the department, including keys, books, tests, equipment, etc.
 - ☆Processes :
 - Department library: Submit 1 copy of thesis, and return the books, tests, equipment, etc.
 - Department Office: General Affairs Assistant: Return the lab/locker keys, etc.
 - Postgraduate assistants: submit 2 thesis (exchange with NKNU and NCUE) (no need for GIRC students)
 - After completion, the teaching assistant will approve the school leaving process
- (3) School regulations
 - ☆Follow the regulations in the “畢業專區” of the Office of Academic Affairs, go to the website of the Office of Academic Affairs, click Graduation(畢業)→Graduate(研究生), graduate school leaving schedule, notes and items to be completed, etc.(畢業離校時程、注意事項及應完成項目). which will be announced at the end of each semester on the website of the Office of Academic Affairs “研究生畢業專區”, URL:http://www.aa.ntnu.edu.tw/graduation/super_pages.php?ID=0graduation2

Note :

- I. The transportation fee standards are as follows :
 - 1. No NTNU faculty is allowed to receive transportation fee.
 - 2. Off-campus faculty shall follow the "國內出差旅費報支要點" issued by the Executive Yuan; committee who is not from the Greater Taipei area can receive payment; when flying or taking high-speed trains, they should

check and verify the expenses, and students should pay for the shortfall.

3. The transportation expenses of off-campus teachers are reimbursed. Those who take airplanes need to attach the return ticket stub. Those who take the high-speed rail do not need to attach the ticket stub, but pay attention to check the payment amount, and be sure to confirm the type and cost of the ticket (limited to regular tickets or non-reserved seat, and there may be discounted fares). Those who take the other transportation will be counted as the train 自強 round-trip fare, and there is no need to attach the ticket stub.

II. The oral defense fee standards are as follows :

1. Master degree and summer class: 1,000 NTD for thesis proposal oral defense and 1,000 NTD for thesis oral defense.
2. Doctoral degree: 1,000 NTD for thesis proposal oral defense and 2,000 NTD for thesis oral defense.
3. Advisor fee: Master degree: 4,000 NTD, Summer class: 5,000 NTD, Doctoral degree: 6,000 NTD

III. The searching way of having the remittance account: If you are not sure whether the committee member has account information at NTNU, you can visit the Office of Accounting website/會計系統 (Accounting System) webpage and fill in the field [查詢受款人資料是否完整請輸入受款人代碼]. Enter [ID number of the thesis committee member] in the field of inquiry. URL:<http://www.acc.ntnu.edu.tw/system.php>. For details on the account, you can inquire with the General Administration of Teaching Assistant Shin-Yu, Huang (黃心瑜) shinyu688@ntnu.edu.tw. ★Identity number belongs to personal data, if necessary, you can also provide this inquiry method to the Committee for his own enquiry.