

# 國立臺灣師範大學特殊教育學系暨復健諮商所 研究生（博、碩、暑碩）論文口試辦理時間表

※ 口試費統一由學校事後匯款，不需代墊

※逾期延至次一學期辦理

113.3.12修訂公布

☆指導教授申請：依各班制「修業規定」辦理

☆論文計畫口試〈可於休學期間辦理〉

班別	申請日期	發表日期	繳交資料
博士班 碩士班	至遲應於口試發表之 1.5個月前提出申請	第一學期：1月底以前 (12月15~31日除外) 第二學期：7月底以前	1.論文計畫口試申請表 2.依各班別修業/修課規定 及前項申請表所載內容檢 附相關資料
暑碩班		7月1日起至隔年6月30日	

☆畢業論文口試（學位考試）及學位證書〈限當學期有註冊者〉

班別	畢業學年度	學位證書登載年月	申請期限 <small>*詳見學校行事曆</small>	發表期限 <small>*詳見學校行事曆</small>	論文定稿暨 離校手續期限 <small>*詳見學校行事曆</small>	繳交資料
博士班 碩士班	第一學期	1月	11月底以前	1月底以前 (12月15~31日除外)	2月中旬	紙本文件： 1.自111學年度起， 研究生學位考試 採線上申請，請 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」 申請及列印 2.依各班別修業/修 課規定及前項申 請系統所載內容 檢附應繳文件
	第二學期	6月	4月底以前	7月底以前	8月中旬	
暑期班	暑期	7月 <small>*限已修畢學分且 當學期未修課者</small>	7月10日以前	7月底以前	9月中旬	
		8月	7月中旬	8月底以前		
	第一學期	1月 <small>*第1-5年修業適用</small>	11月底以前	1月底以前 (12月15~31日除外)	2月中旬	
	第二學期	6月 <small>*第1-5年修業適用</small>	4月底以前	6月底以前	8月中旬	

說明：

- 若遇假日，相關日期可能會提前或順延，日期請依學校行事曆及教務處公告辦理  
[http://www.aa.ntnu.edu.tw/page4/super\\_pages.php?ID=0page401](http://www.aa.ntnu.edu.tw/page4/super_pages.php?ID=0page401)
- 申請其餘月份畢業者，須當學期未修課，且畢業離校期限為該月月底前，請寬估論文修改時間再提出申請，舉例說明：A生於3月完成學位考試，但預計5月才能完成論文修改及離校流程→請填5月畢業
- 請依據本系所研究生「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」逐項準備，使口試過程更加順利
- 畢業離校手續辦理期限，請參見教務處「畢業」專區公告之各學期研究生畢業離校注意事項  
[https://www.aa.ntnu.edu.tw/zh\\_tw/graduate02/postgraduate](https://www.aa.ntnu.edu.tw/zh_tw/graduate02/postgraduate)

※因會計年度報帳，所有口試請勿於12月15~31日期間舉行

※論文（計畫）口試申請程序：

填妥申請表、備齊檢附表件（與指導老師討論口試委員名單，並請指導教授簽名）→

1.口試委員資格不需審查者（博班口委為副教授以上、碩班口委為助理教授以上）：

→與口委聯繫訂定時間→至系圖申請教室→申請表件遞至系辦→系辦公告→研究生上網確認公告訊息

## 2.口試委員資格需審查者：

→申請表件（需提出說明理由並檢附相關佐證資料）遞至系辦→由系主任召集相關專業領域教師3人（含）以上討論後認定→系辦通知審查結果→與口委聯繫訂定時間→至系圖申請教室→系辦公告→研究生上網確認公告訊息（若口試資訊異動請通知系辦）

※請於口試前至系上或學校網站下載最新表格使用

### 補充資訊

1. 「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」、「學位論文考試-畢業論文口試申請及注意事項」與口試所需表件：請逕自下載：本系所網頁→「課程資訊」→「研究生共同規定」→各階段用表格  
<https://www.spe.ntnu.edu.tw/index.php/common-regulations-for-graduate-students/>
2. 博士班口試委員須為副教授以上、碩士班口試委員須為助理教授以上；其餘口試委員須符合本系所對於學位授予法第8、10條提及考試委員「在學術上著有成就者」之認定標準：（1）5年內曾經主持與論文主題相關之科技部或其他政府機構研究案；（2）5年內曾經於SCI、SSCI、A&HCI、EI、TSSCI、THCI、EconLit、Scopus等級之期刊上發表與論文主題相關之學術論文（惟碩士學位考試委員可含3年內之學位論文）。未能符合上述之認定標準，應由系主任召集相關專業領域教師3人（含）以上討論後認定。【108-4系務會議通過】
3. 相關規定請見本系網頁→「課程資訊」→「各班別」之修課要點、修業規定等
4. 休學期間可提計畫口試，惟經費申請若有問題，需自行負擔相關費用【95-5系務會議通過】
5. 其他與學籍（休學、復學、畢業等）事宜規定請依教務處研教組網站說明辦理：  
[http://www.aa.ntnu.edu.tw/5intro/super\\_pages.php?ID=5intro4](http://www.aa.ntnu.edu.tw/5intro/super_pages.php?ID=5intro4)  
修課、成績等事宜規定請依教務處課務組網站說明辦理：  
[http://www.aa.ntnu.edu.tw/course/super\\_pages.php?ID=0course101](http://www.aa.ntnu.edu.tw/course/super_pages.php?ID=0course101)  
教務處其它表件  
<http://www.aa.ntnu.edu.tw/page1/recruit.php?class=1602>

## Timetable for Postgraduate Oral Defense Application

※ **The fee is remitted by the university afterwards, no advance payment is required.**

※ **Overdue application will be postponed to the next semester.**

☆Instructor Application: according to the "Academic Regulations" of each degree program.

☆Thesis Proposal Oral Defense **Application allowed during the suspension period.**

Class	Application Due Date	Date of Publication	Required Documents
<b>Doctoral/ Master's Class</b>	Application should be submitted 45 days before the oral defense.	1 <sup>st</sup> semester: before the end of January (Except December 15-31) 2 <sup>nd</sup> semester: before the end of July.	1. Thesis proposal oral defense application form 2. Submit Documents in accordance with the requirements of each class.

☆Final Thesis Oral Defense (degree exam) and diploma **Only for those who have registered in the current semester.**

Class	Graduation Year	Date of the Degree Certificate	Application Due Date <small>(Refer to the school calendar)</small>	Diploma Date of Publication <small>(Refer to the school calendar)</small>	Thesis Finalization Deadline and Deadline for Leaving School <small>(Refer to the school calendar)</small>	Required Documents
<b>Doctoral/ Master's Class</b>	1 <sup>st</sup> semester	January	Before the end of November	Before the end of January (Except December 15-31)	Mid-February	Paper documents: 1. Starting from the <b>2022 academic year</b> , the thesis oral defense will be applied online. Please apply and print it according to the website of the department "Thesis Oral Defense Application and Filling out Forms Notice" 2. Submit documents in accordance with the requirements of each class and the above notice.
	2 <sup>nd</sup> semester	June	Before the end of April	Before the end of July	Mid-August	
<b>Sumer Class</b>	During summer	July <small>*Limited to those who have completed credits and have not taken courses in the current semester</small>	Before July 10th	Before the end of July	Mid-September	
		August	Mid-July	Before the end of August		
	1 <sup>st</sup> semester	January <small>*Applicable to those who study from first to fifth years</small>	Before the end of November	Before the end of January (Except December 15-31)	Mid-February	
	2 <sup>nd</sup> semester	June <small>*Applicable to those who study from first to fifth years</small>	Before the end of April	Before the end of June	Mid-August	

Note :

1. Please refer to the school calendar for the date. [http://www.aa.ntnu.edu.tw/page4/super\\_pages.php?ID=0page401](http://www.aa.ntnu.edu.tw/page4/super_pages.php?ID=0page401)
2. Those who apply for graduation in the remaining months must not take any courses in the current semester and the deadline for graduation and leaving school is before the end of the month. Please allow more time for revision of the thesis before submitting the application. For example: Student A completed the thesis oral defense in March, but thesis revision and school leaving process can be completed in May → Please fill in graduate in May
3. It is recommended to check item by item according to the "Checklist of Preparations for Thesis (Proposal) Oral Defense of the Department of Special Education/Rehabilitation Consulting Institute" to make the oral defense process smoother
4. Please refer to the announcement of the "Graduation" section of the Academic Affairs Office for the procedures for graduation and school-leaving for each semester  
[https://www.aa.ntnu.edu.tw/zh\\_tw/graduate02/postgraduate](https://www.aa.ntnu.edu.tw/zh_tw/graduate02/postgraduate)

※ Due to the accounting procedures, oral defense should not be held between December 15~31

※ Thesis (proposal) oral defense application procedure :

Complete the application forms and required documents. (Discuss the list of oral defense committee with the instructor, and ask the instructor to sign.) →

1. The qualifications of the oral examination members do not need to be reviewed (The oral defense committee of the doctoral class is an associate professor, and the master/summer master class is an assistant professor or above.):

→Contact the committee to confirm the time → Go to the department library to book the meeting room → Submit the application forms to the department office → Department office announcement on the website → Confirm the announcement

2. The qualifications of oral defense committee members need to be reviewed :

→Submit the application forms (Provide reasons and attach relevant supporting documents.) to the department office → The head of the department will convene 3 professors in relevant professional fields to review and confirm the committee members → The department office will notify the review results →Contact the committee to confirm the time → Go to the department library to book the meeting room → Submit the application forms to the department office → Department office announcement → Confirm the announcement online ( Please notify the department if the oral defense information changes )

※ Please download the latest forms from the department or school website before the oral defense

#### Other information

1. Please download all the relevant forms from the department's website:  
<https://www.spe.ntnu.edu.tw/index.php/common-regulations-for-graduate-students/>
2. The oral defense committee member of the doctoral students must be associate professors or above, and the oral defense committee member of the master students must be assistant professors or above; the rest of the oral defense committee member must meet the requirements of Degree Conferral Act (1. Have presided over research projects related to the topic of the thesis by the Ministry of Science and Technology or other government agencies within 5 years; 2. Published papers related to the thesis topic in SCI, SSCI, A&HCI, EI, TSSCI, THCI, EconLit, Scopus-level journals within 5 years (except for the committee members of master degree can include papers within 3 years). If the above criteria are not met, the chair of the department shall convene 3 or more than 3 teachers in the relevant professional field to discuss and determine. 【 Approved in the fourth Department Meeting of the 2019–2020 academic year 】
3. For related regulations, please refer to the department's website → "Curriculum and Study" → "Course Requirements ", "Academic Regulations", etc. for each class.
4. Thesis proposal oral defense can be drawn during the suspension period, but the relevant expenses shall be borne by themselves 【 Approved in the fifth Department Meeting of the 2006–2007 academic year 】
5. Please follow the instructions on the website of the Research and Teaching Section of the Academic Affairs Office for other regulations related to student status (suspend, resume,

graduation, etc.).

[http://www.aa.ntnu.edu.tw/5intro/super\\_pages.php?ID=5intro4](http://www.aa.ntnu.edu.tw/5intro/super_pages.php?ID=5intro4)

Please follow the instructions on the website of the Academic Affairs Section of the Academic Affairs Office to handle the regulations on courses and grades.

[http://www.aa.ntnu.edu.tw/course/super\\_pages.php?ID=0course101](http://www.aa.ntnu.edu.tw/course/super_pages.php?ID=0course101)

Other Forms of Academic Affairs Office

<http://www.aa.ntnu.edu.tw/page1/recruit.php?class=1602>