碩士班論文口試紀錄須知

1.考生學號與紀錄者姓名務必填寫。

＊2.請考試委員將分數登錄於考試評分表上，請助教計算平均分數（小數以下一位）後，參考口試紀錄表背面等第制與百分制成績對照表，再將平均分數轉換為等第制，登錄於口試成績紀錄表上，並需經每位考試委員簽名（委員評分給分須守密，勿對考生或外人洩漏）。

3.考生之口試委員會審定書(一份，考生自備），請在本系系網頁系務資料下之各式表單中下載，務必請口試委員簽名，並請核對考生、委員姓名等資料是否正確。

4.論文口試相關資料(含評分表、口試紀錄表、口試委員會審定書、經費簽收單等)請於整理妥當後，交場地支援助教。

5.請提前１５分鐘入場，測試相關設備。

6.若有任何臨時狀況發生，請通知場地支援助教或系辦公室張小姐(33664358)。

7.如有跨中午場次(結束於12:30)、晚場次(結束於17:45)之後同學，如需便當可洽組務助教詢問相關事宜。

8.校總區平面停車場已啟用車牌辨識系統，離場前請先登入下方QR Code或至臺大事務組首頁「臨停優惠申請及繳費」或至實體繳費機折抵，輸車牌號碼，並使用折扣券（由考試會場的紀錄提供QR Code／輸入票券編碼）。若停車優惠無法使用請總務處事務組王小姐(02)33662234~7#117。



　　（臨停優惠申請及繳費）

Notice for Recorders of Thesis Oral Defense

1. Please write down the student’s ID number and the recorder’s name.
2. Ask the examination committee members to write down the grade on the evaluation sheet and ask the TAs to calculate the average grade (rounded to one decimal place). Then, referring to the conversion chart at the back of the oral defense record, convert the average grade to GPA. Write down the GPA on the record, which should be signed by every examination committee member. (The grade should be kept secret. Do not disclose it to students or others.)
3. Each student should prepare a copy of oral examination committee approval, which can be downloaded from Forms & Downloads on the department’s website. It must be signed by the examination committee members. Please check if the information, e.g. names of student/committee members, is correct.
4. Please submit the properly arranged thesis oral defense files (including the evaluation sheet, oral defense record, oral examination committee approval, receipt of remuneration, etc) to the supporting TAs.
5. Please arrive 15 minutes early to test the related devices.
6. If any problems arise, please notify the supporting TAs or Ms. Chang from the department office at 33664358.
7. If students whose examinations end after 12:30 p.m./17:45 p.m. need to order lunch/dinner, they can ask the Division Managers about it.
8. Automatic License-Plate System is used at parking lots on the main campus. Please scan the QR code below/click “Parking Discount Application & Payment” at the homepage of the General Service Division, Office of General Affairs, NTU/go to parking machines for parking discounts before leaving. Enter the license-plate number and use the coupon (scan QR code provided by the examination recorder/enter the coupon number). If the parking discount does not work, please contact Ms. Wang from the General Service Division, Office of General Affairs at (02)33662234~7#117.



(Parking Discount Application)