

Degree test paper oral exam flow

(The detailed content, may refer to the graduate student handbook)

Applies for and completes the research institute degree test time, should depend on the following stipulation to handle: On the semester from will start the attending class date to stop to November 30 or from starts the attending class date on 31st to stop next semester to five months, application degree test; On semester degree test closing date for December 31, next semester degree test closing date for June 30. If has the special factor to postpone the degree test, after instructs teacher to agree that to originally hands in the application, please attach teacher the letter of consent (form not to arrest). The fore-mentioned special factor postpones the degree test, on the semester should complete at the latest before January 20, next semester should complete at the latest before July 20.

The graduate student should depend on opinion of revision paper truly the test committee member. The paper finalization pays the deadline finally, the first semester for January 31, the second semester for July 31. Exceeds the time limit has not paid the paper, and has not reached the highest studying at school age limit inferior semester still to register, and pays the paper deadline before this semester pays, is this semester graduates. To studying at school age limit expiration when still had not paid the paper, this degree test by does not pass an examination theory, and leaves school according to the stipulation.

Application oral exam

1. Please hand in the application in oral exam preceding month.
2. Master the paper composition form please depend on stipulation of composition the graduate student handbook.
3. **Applies for when the oral exam must pay the document, delivering is manages:**

- (1) Applies for when the oral exam must pay the document, delivering is manages:
- (2) The paper instructs professor recommendation letter.
- (3) All previous years report card 1.
- (4) Paper abstract.

* Asked the graduate student to contact again couple days ago in the degree test with oral exam committee member, reminder oral exam

committee member time, place, in order to avoid had the puzzle.

口試

1. At the same day the tea, the dessert please voluntarily prepare. Please voluntarily call together schoolmate, to study the sister-in-law or the relatives and friends group assists to help the arrangement and the record. The oral exam ended should be responsible to clean up the conference site, the goods homing (not trash leaving alone conference site).

2. Preparation document :

- (1) The oral exam expense requests issue of something the documentary evidence, the documents detailed list (oral exam committee member signs, filling in), after asking schoolmate to reorganize, returns is manages.

Cancels after verification stipulation of the traffic allowance :

This school committee member: Does not draw the traffic allowance.

Extracurricular committee member: The residence or serves the school not to have the traffic allowance in the Jiayi area.

Travels by the high-valence iron, must pay the check stub

Travels by the Taiwan iron, is exempt from payment the check stub.

Other transportation vehicle, by Taiwan iron ticket price newspaper, is exempt from payment the check stub.

- (2) The history is Master Master Ban paper oral exam score chart three, each committee member 1 (oral exam committee member signs, filling in).
- (3) paper oral exam committee member examines and approves book one (oral exam committee member to sign, filling in).
- (4) degree examination result written notice two (oral exam committee member signs, filling in).
- (5) a large-scale envelope paper (loads by oral exam committee member: The oral exam score chart, oral exam committee member examine and approve the book, the examination result written notice, asks committee member to kiss delivers is manages).
- (6) manufactures the conference to record one (to serve schoolmate by examination place to hold the post of record), returns is manages.

(7) the history department graduate material survey form, returns is manages.

(8) oral exam committee member appointment letter three, before inviting the graduate student oral exam, to is the office receives, gives oral exam committee member.

* 1) (2) (3) (4), asks the graduate student to download the filling in basic document voluntarily first, please type. (6) (7), may download the form reference, filling.

* The paper oral exam flow chart, the paper oral exam examination place service matters needing attention table, should refer to the graduate student handbook.

Upload picture

1. After the dissertation test completes, the degree picture (must degree clothing, V character get, knit tie) to upload to the school affairs administrative chain of command, has question master the class to ask Mr. Qia Min male school district educational administration group Li, the large special class please to approach forest woods school district postgraduate school educational administration group Miss Lai.
2. Borrowing of the related degree clothing, master the class please to people male school district general affairs section Miss Ke, the large special class please arrange to forest woods school district postgraduate school general affairs section Miss Zhuang.
3. The graduation picture specification, schedules by the educational administration group, has the question to invite Mr. Qia Min male school district educational administration group Li or forest woods school district postgraduate school educational administration group Miss Lai.1.

Size dimension	Wide 3.5 high 4.5 centimeters (two 吋)
Resolution	300 dpi (including) above; 600 dpi (including) below
Picture element	$\geq(410 \times 530)$; $\leq(825 \times 1060)$
File size	約 150 KB ~ 500 KB
Puts on file	JEPG 圖檔(. jpg)

the form	
Compression condition	Most high quality (compression)

Revises the paper

The revision finished, delivers please do instruct professor nuclear to read, consults gives in the diploma requisition (sees in graduate student handbook) the signature approval.

Constructs the files

Jiayi University library

【http://www.ncyu.edu.tw/lib/gradation.aspx?site_content_sn=297】

Defers to the explanation to access the net voluntarily to construct the files transmission paper electron files, constructs at the same time the files (Jiayi University library 1 and Library national power of attorney 2) the series printing gets down (altogether 3) the power of attorney, after the signature, according to the power of attorney in instructed that the position attaches in the paper, the Library national power of attorney when handles leaves school the foreword together with the paper and the paper upload verification through Shan Jiazhi is manages, is manages transmits the library again.

Prints out the paper

1. The book cover color take the blue color as a standard, pays 10 to is the office.
2. The arrangement way, the detailed form and the appendix content please refer to the graduate student handbook.

Manages leaves school, leaves the procedure

1. The school uses the network to leave school the way at present, please on voluntarily the e campus handle leaves school the work.
2. Before handling leaves school, should give the following document to is the office:
 - (1) Library national abundant master paper electron file surfer power of attorney” principal edition.
 - (2) Paper present paper 10 (2 originally are library preserves, 4 by are manages transmits library collection, 3 use for other school academic exchanges, 1 junction instructs teacher),

Before the paper, the page must attach:

- (1) title page;
- (2) “state-run Jiayi University abundant master paper power of

- attorney” picture book;
- (3) “Library national abundant master paper electron file surfer power of attorney” picture book;
 - (4) instructs professor the recommendation letter picture book;
 - (5) paper examination book picture book. The detailed form and the appendix content please refer to the graduate student handbook.
 - (6) this school library E-mail gives written notice of the various graduate students.
 - (7) the diploma requisition principal edition (sees in graduate student handbook). Moreover, please confirm whether has to the history is borrows the equipment, the books not to return, please return before leaving school finishes.

Gets the diploma

1. Every year sends the diploma time for January or seven months.
2. Master the class carries the student identity card to people male school district educational administration group Mr. Li, receives the diploma. The large special class carries the student identity card to forest woods school district postgraduate school educational administration group Miss Lai, receives the diploma.

Appendix file: Master's degree test requisition Large special degree test requisition The paper instructs professor the recommendation letter The oral exam expense requests issue of something the documentary evidence, documents detailed list master the class The oral exam expense requests issue of something the documentary evidence, the documents detailed list large special class The history is the paper oral exam score chart Paper oral exam committee member examines and approves the book Degree examination result written notice The oral exam paper publishes the conference to record the model History department graduate material survey form

The appendix file establishes in Jiayi University history department homepage -> form downloading -> graduate student this document establishes in the Jiayi University history department homepage -> form downloading -> graduate student -> degree test paper oral exam flow