

補充說明：

一、 **【035A 學位考試申請】**由教務處承辦人審核通過後，請登入 FLOW 於該申請中登錄口試時間。

二、 通知系辦口試時間，系辦將協助：借用會議室並準備審定書、領據、校外委員聘函(由教務處印製提供)。

三、 如有「論文延後公開」需求請注意：

(一) 須於進行學位考試前提出申請。

(二) 於學位考試當日備妥「長庚大學暨國家圖書館學位論文延後公開申請書」由考試委員審核確認「是否涉及機密、專利事項或依法不得提供」，並由學位考試委員簽名。

四、 有關口試委員招待事項請與指導教授討論。

五、 根據「長庚大學研究生學位論文指導及相關費用支給要點」：

(一) **論文指導費**：每位博士生之論文指導費 8,000 元，每位碩士生之論文指導費 6,000 元。若學生有共同指導教授，論文指導費發放以均分為原則。

(二) **碩博士口試費用**：

1. 委員不分校內外，每位碩士生學位考試口試費 1,500 元，每位博士生學位考試口試費 2,000 元。

2. 碩士生學位考試核給至多 4 位委員，博士生學位考試核給至多 6 位委員。

(三) **校外口試委員交通費**：

1. 以檢附憑據實報實銷為原則。

2. 未檢附憑據時，邀請中南部及東部 2,000 元，北部（新竹以北）1,000 元。

3. 校外委員若同一日出席本校兩場次（含）以上的學位考試與論文大綱，以合計支領一次交通費為原則。

六、 一般支給本校教師費用可於口試後由校方匯款，校外委員費用應由指導教授代墊，如校外委員已於本校會計系統建檔，則可於口試後由校方匯款。

七、 請於口試當日印製會議室(A4)標示張貼於入口處：

2025/7/11(五) 14:00-16:00

碩士班研究生口試

Supplementary Instructions:

1. **[035A Degree Examination Application]** After approval by the responsible staff at the Office of Academic Affairs, please log in to FLOW and register the oral examination schedule in the application.
2. Notify the department office of the oral examination schedule. The department office will assist with:
 - Reserving a meeting room
 - Preparing the Thesis Approval Form, Receipt, and the Appointment Letter for External Committee Members (printed and provided by the Office of Academic Affairs).
3. For requests of “delayed thesis/dissertation publication,” please note:
 - (1) The application must be submitted **before** the degree examination.
 - (2) On the day of the degree examination, the applicant must prepare the “[Chang Gung University and National Central Library Application Form for Delayed Thesis/Dissertation Publication](#),” which will be reviewed by the examination committee to confirm whether the thesis/dissertation involves confidentiality, patent matters, or legal restrictions. The form must be signed by the members of the examination committee.
4. Please discuss with your advisor regarding hospitality arrangements for oral exam committee members.
5. According to the "Guidelines for Graduate Thesis Supervision and Related Fee Payment at Chang Gung University":
 - (1) **Thesis Supervision Fee:**
 - NT\$8,000 for each doctoral student
 - NT\$6,000 for each master's student
 - If there are co-advisors, the fee should be evenly divided.
 - (2) **Master's and Doctoral Oral Examination Fees:**
 - Regardless of whether committee members are internal or external:
 - NT\$1,500 for each committee member for a master's oral exam
 - NT\$2,000 for each committee member for a doctoral oral exam
 - A maximum of 4 committee members for a master's exam and 6 for a doctoral exam will be reimbursed.
 - (3) **Travel Reimbursement for External Oral Exam Committee Members:**
 - Reimbursed based on actual expenses with valid receipts.
 - Without receipts, the flat-rate reimbursement is:
 - NT\$2,000 for those invited from central, southern, or eastern Taiwan
 - NT\$1,000 for those invited from northern Taiwan (north of Hsinchu).
 - If an external committee member attends two or more oral exams or thesis proposal defenses at CGU on the same day, only one transportation reimbursement will be provided.
6. In general, fees for CGU faculty members can be reimbursed by the university after the oral examination. For external members, the advisor should initially cover the expenses. If the

external member is already registered in the university's accounting system, the university can reimburse them directly after the exam.

7. On the day of the oral examination, please print and post a sign (A4) at the entrance of the meeting room with the following content:

July 11, 2025 (Friday) 14:00–16:00

Master's Program – Graduate Student Oral Examination