

# Guidelines for Graduate Students Taking the Oral Examination of Thesis Proposal and Outline Review

*Department of History, National Taiwan Normal University*

## I. Pre-Examination Preparation (Arrive 30 Minutes Prior)

On the day of the exam, please arrive at the examination venue 30 minutes prior to the examination to prepare and set up the room:

- **Venue Setup:** Clean the meeting room tables and the blackboard, and arrange the tables and chairs properly.
- **Refreshments:** Prepare hot tea or coffee.
- **Audiovisual Equipment:** Prepare AV and presentation equipment (depending on the student's needs).
- **Review Fees and Transportation Receipts:** Prepare the review fees and transportation expense receipts for both internal and external committee members (Note: NTNU faculty members are not eligible to claim transportation expenses. For other required forms, please download them from the 'Document Download' section on the department website):
  - Committee member invitation letters (including inquiry about whether free parking services are required).
  - Review fee and transportation expense receipts, and bank remittance account information forms.
  - Thesis Proposal and Outline Review Evaluation Forms.

### **Important Notes:**

1. Under no circumstances shall internal or external committee members receive review fees 'on-site'. All fees will be centrally remitted by the university directly into the professors' bank accounts.
  2. *External committee members' transportation expenses will be reimbursed based on actual expenses according to the Executive Yuan's 'Guidelines for Domestic Business Trip Expenses'. For flights or High-Speed Rail (HSR), original stubs/tickets for both outbound and return trips must be provided for actual reimbursement; any insufficient amount must be covered by the student. For other transportation methods, the reimbursement will be calculated based on the return fare of the Tze-Chiang Express train, and no ticket stubs are required. (Revised on May 16, 2024)*
- **Recording & Notes:** Students may decide at their discretion whether to prepare audio recording equipment and entrust a classmate to take notes and record the key points during the oral examination.

## II. Post-Examination Procedures

Immediately after the conclusion of the thesis proposal and outline oral examination, please return the following items to the Department Office:

- Review fee receipts of both internal and external committee members.
- Transportation receipts of external committee members (including bank remittance account information forms).
- The completed Review Evaluation Forms.

### **III. One Day Prior to the Examination**

Please call each committee member one day before the oral examination to remind them of the exam time, location, expected arrival time, whether transportation pickup is needed, or whether they need to collect a parking card from the Department Office.

### **IV. Two Weeks Prior to the Examination**

Oral examination candidates must mail out the formal invitation letters to all committee members at least two weeks prior to the meeting (please inquire whether they require a parking card at the same time), and contact the Department Office to reserve and register the oral examination venue.