

Important Notes for Master's and PhD Oral Examinations

07.31.2024

Application Documents for Oral Examination

No.	Item	Source	Check (Please tick)	Note
1	Oral Examination Application Form	Academic Affairs System		
2	List of Recommended Candidates for Doctoral and Master's Degree Examinations	Department Website		
3	Appointment Letter	Academic Affairs System		Please ask Miss Chen to get colored paper.
4	Academic Ethics (Chinese)	Academic Ethics Website		

Ten Days Before the Oral Examination

Please provide Miss Chen with the license plate number of the oral examination committee members and ask whether the committee members have records in the school system.

On the Day of the Oral Examination

No.	Item	Source	Check (Please tick)	Note
1	Oral Examination Result Notification	Academic Affairs System		One copy
2	Evaluation Form	Academic Affairs System		One for each committee member
3	Review Page	Registration Division		One copy
4	Welcome Sign			2 elevator seats, at the classroom entrance
5	Oral Examination Fee (Receipt List)	Miss Chen		To be picked up the day before the oral examination from Miss Chen.

After the Oral Examination

Return to Miss Chen:

1. Oral Examination Result Notification (Check if the advisor has signed?)
2. Printout of the receipt list + High-Speed Rail arrival ticket stub (for the person in charge & the chairperson - please do not stamp).