

輔仁大學英國語文學系碩士班  
學位口試流程

MA Program, English Department, Fu Jen Catholic University

Thesis Oral Defense Procedures

程序	預估時間 (分鐘) (Time/ minutes)	流程說明 Procedures
1	5	<b>【考前會議 Pre exam committee meeting】</b> 口試委員推舉一位召集人。指導教授不宜擔任，請由校外委員或是校內委員其一擔任。 The committee will decide who will serve as the moderator, either the internal or the external committee. *The thesis advisor is not eligible for this role.
2	5	<b>【考試開始 Oral defense begins】</b> 1. 研究生和旁聽學生進入會議室。 The student and audiences are invited back to the room. 2. 召集人於考試正式開始前說明流程。 The moderator explains the procedure before the defense begins.
3	20-25	論文口頭報告(注意：請務必 1)準備簡報；2)考前請多練習於時間內完成)。 The oral presentation should not be over 25 minutes. *A PowerPoint file is required. *Please do rehearse before the defense for better time management.
4	45	<b>【提問與答辯 Oral exam: Q&amp;A】</b> 建議順序：校外委員→校內委員→指導老師，可重複進行一至二回。 *2-3 questions per committee member lasts for 2 rounds. *Recommended order and process: External committee→Internal committee→Thesis advisor.

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5	10-15	<p><b>【評分會議 Grading discussion】</b></p> <p>1. 研究生依召集人指示離場，於門外等候。 Once the oral defense is finished, only the committee will be present during deliberations. The student and audiences will be requested to temporarily leave the room.</p> <p>2. 由召集人主持，委員們討論評分，確認考試結果。 The committee will need to give a score for the defense. *It could be an average score among the 3 committee members or a score with consensus. *可以3人分數平均，或是共同討論1個分數，成績單上只需填1個成績。</p> <p>3. 若論文題目需要修改，請研究生帶著修改題目的紙本到系辦，秘書重印。 If the thesis title needs to be revised, Sophie will help to print out the forms with the correct thesis title for all committee member to sign.</p>
6	10	<p><b>【宣佈口試結果 Announcement】</b></p> <p>1. 研究生重新進入會議室，召集人宣佈口試結果及委員意見。 The committee announces the decision and gives feedbacks to the student. *Normally, the thesis advisor is provided the opportunity to announce the decision but the committee can decide who to announce it.</p> <p>2. 論文建議於3個月內修改完畢，指導教授確認完成後請email通知秘書，秘書會將中英文口試委員簽名頁寄給學生，印製論文，進行離校程序。 The student is suggested to finish the revision of thesis and the procedures for graduation within 3 months after the oral exam. Once the final revision is completed, thesis advisor will send the approval email to the secretary and she will assist the student to finish the graduation procedures.</p>

\*流程時間控管由口試委員決定，全程約為90-120分鐘。

**The general length of the defense is 90-120minutes. However, the committee can make adjustment based on the actual situation.**