

國立成功大學生物醫學工程學系
碩博士生申請畢業流程暨離校手續辦理手冊

109年12月

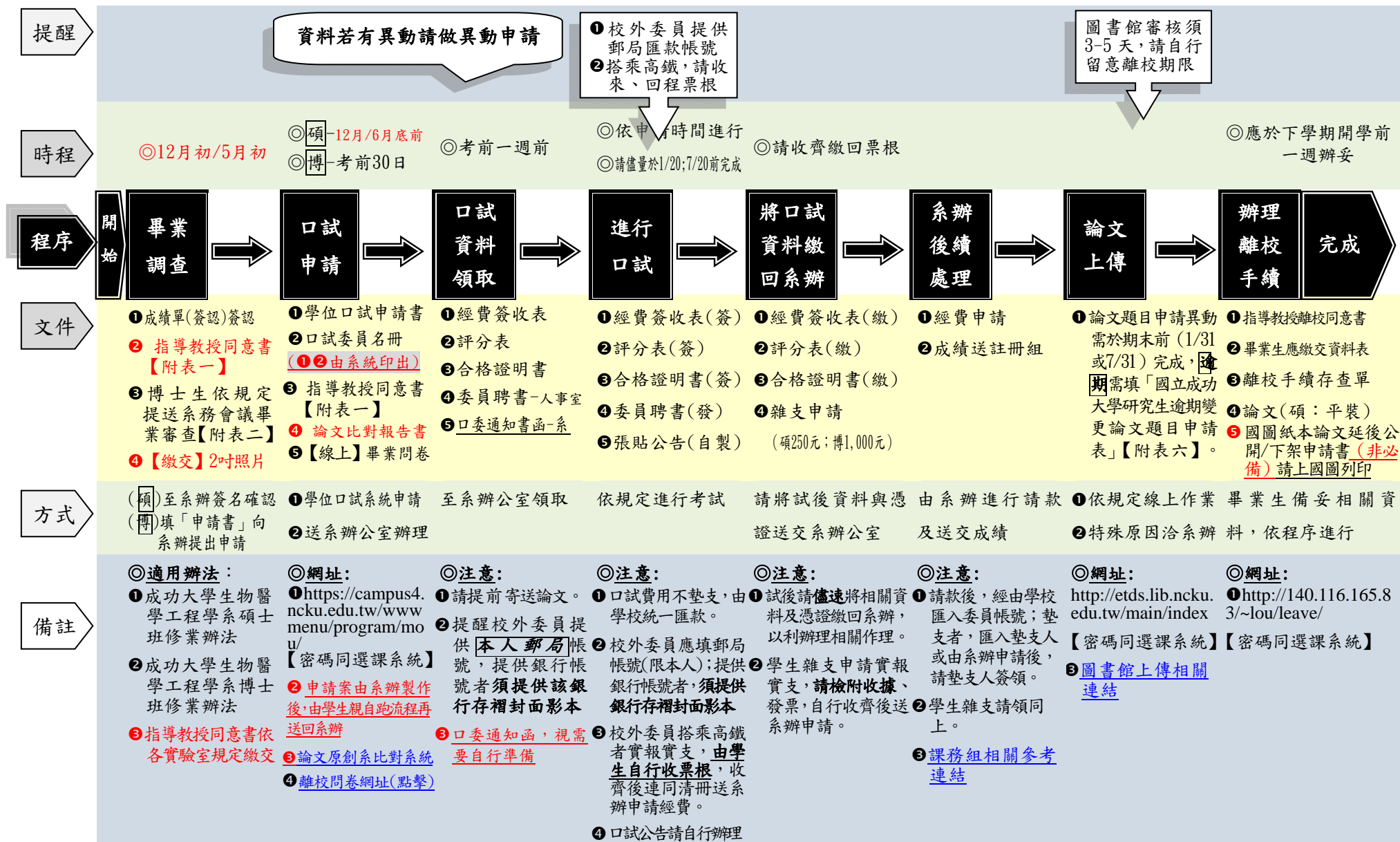
【課務組網頁】

研究生學位考試系(所)應注意事項彙整

本校各系(所)、學位學程研究生辦理博、碩士學位考試，請依本校「研究生學位考試細則」及相關規定辦理，注意事項彙整如下：

- 一、依據本校「研究生學位考試細則」第4條規定研究生申請碩士或博士學位考試期限第一學期至1月20日，第二學期至7月20日截止。因特殊情形**專簽**經教務長同意者，申請期限得延長至當學期學位考試前一日，惟口試成績仍應於規定日期內送達註冊組。相關規定及表格，請逕至本校網頁/教務處/課務組/學位考試下載。
- 二、請轉知研究生於本校「研究生學位考試網路申請作業」網頁提出學位考試申請(網址<https://campus4.ncku.edu.tw/wwwmenu/program/mou/>)，並請各系所於「學位考試系統」辦理審核並彙整後，列印紙本送相關單位審核。
- 三、每位考試委員可聘任為2位以上考生之委員，但每一碩士班聘請校外委員**總人次以不超過該次考生總人數為原則**。
- 四、博碩士班研究生之配偶、三親等內之血親或姻親，不得擔任指導教授、學位考試委員。
- 五、依據98年12月16日98學年度第1次教務會議決議，自99學年度起博士班5年內、碩士班10年內應達成論文以英文撰寫，而102年5月14日101學年第2學期第1次教務會議並通過在達成碩博士畢業論文全面英文化之前，以中文撰寫者，須另加附**800至1200**字之英文延伸摘要，請各系依預訂目標執行。
- 六、博碩士論文題目名稱、摘要、關鍵字詞均需中英文並附。
- 七、學位論文請送註冊組及圖書館各乙本，規格如下：
 - (一) 博士班：均為精裝本，封面顏色為黑色，字體為白色。
 - (二) 碩士班：註冊組為平裝本，封面顏色為橘黃色【參考色號CMYK: C0, M40, Y80, K0 或 RGB:R247,G181,B115】；圖書館為平裝本上光膜，封面顏色同註冊組，字體為黑色。
- 八、請轉知研究生依本校「數位化學位論文蒐集辦法」及「數位論文全文系統繳交流程」辦理轉檔、登入上傳論文及授權作業(網址<http://etds.lib.ncku.edu.tw/main/index>)。
- 九、研究生紙本論文如因欲提專利申請需暫緩公開，請填「國家圖書館博碩士學位論文送存本延後公開申請書」簽署後併同論文紙本繳交至本處註冊組。申請書置於國家圖書館首頁/申辦服務/下載專區/各種申請表單下載項下。

生物醫學工程學系碩博士生畢業流程圖



▶ 流程分項說明-

成績審核

一、系辦公室配合註冊組畢業審查時程，審理畢業。

(一) 系辦公室通知畢業審查。

(二) 請學生至辦公室確認歷年修課課程及學分數，並簽名。(指導教授要求繳交「學位口試同意申請書」【附表一】者，須同時繳交)

(三) 繳交畢業照(學士/碩士/博士照)二張，是否脫帽不拘。

(四) 系辦承辦人員進行畢業學審查，並回報註冊組可畢業名單。

(五) 博士班學位口試流程依修業辦法規定辦理。口試申請時須先經系辦審查畢業成績符合畢業資格後，集結相關資料提送系務會議審議，再依學位口試申請作業辦理。

二、「成功大學生物醫學工程學系博士生學位口試申請書」詳見【附表一】。

三、「成功大學生物醫學工程學系博士班修業辦法」(留意適用年度版本，參照本系網頁)詳見本系網頁公告。

四、「成功大學生物醫學工程學系碩士班修業辦法」詳見見本系網頁公告。

▶ 流程分項說明-

口試申請

一、申請時間：

(一) 碩士班 12月及5月至6月底前可提出申請。

(二) 博士班口試申請，請至少提前三週前提出，以利相關作業。

(三) 口試日期請勿超過1月20日及7月20日。

(四) 口試申請後，各項申請異動手續繁複，請確認各項資訊後再提出申請。各項細節詳洽系辦公室(63405 轉 103，吳小姐)。

二、逕行上網進行申請作業：

(一) 網址：<https://campus4.ncku.edu.tw/wwwmenu/program/mou/>【密碼同選課系統】

(二) 系統申請後，列印「學位口試申請書」、「口試委員名冊」，連同「指導教授同意書」(附表二)、論文比對結果報告(請上成大圖書館「Turnitin 論文原創性比對系統」比對，印出後請指導教授在空白處簽名)，於期限內送交系辦公室。【←←新制度】

(三) 填寫並繳交畢業問卷。(網址：https://docs.google.com/forms/d/1vW7ZHidLnDts2dMgBNxzVal-KjQywKmQQ2Egb7dR_Pg/edit)

三、寒、暑假期間非學期間，本校不受理學位考試。

▶ 流程分項說明 - 口試資料領取

一、領取時間：

學位考試資料送請教務處核畢後，申請人考試一週前至系辦公室領取相關資料。

二、領取資料明細：

- (一) 經費簽收表 1 張 - 【論文審查及交通費印領清冊】
- (二) 評分表：每位口試委員 1 張。
- (三) 合格證明書 1 張。
- (四) 委員聘書：由人事室製作之正式聘書。每位委員每學期只發聘一次，該學期若已擔任他場口試之委員將不再發聘。
- (五) 口委通知書函 - 本系網頁可供下載口委通知範本，學生視需求自行下載填寫後，交由系辦核章，以利委員請假用。**(提醒校外委員提供郵局帳號，提供非郵局帳號者，須提供存摺封面影本，且扣手續費 10 元)**
- (六) 口試公告 (格式不拘) 請自行印製張貼。
- (七) **【繳交】二吋碩士照 1 張。**

▶ 流程分項說明 - 進行口試

一、進行時間：

依各自申請時間進行，請於 1 月 20 及 7 月 20 前完成

二、注意事項：

- (一) 經費簽收表 - 【論文審查及交通費印領清冊】簽名／確認資料：
 - 1. 請委員填妥身分證字號、匯款資料並簽名。
 - 2. 交通費之請領，校外委員可搭乘高鐵，實報實支 (交通費申請以委員**學校所在地**為準)。請於口試前，先收「『來程』票根」，請委員記得將「『回程』票根」儘速寄回**(收件人請考生自行處理)**，以利試後辦理經費請領。
 - 3. 本系碩士班口試以不墊支為原則，相關經費由學校統一匯款(郵局)，欲自行墊支者須先行告知，以利另案辦理。
 - 4. 配合學校匯款作業，校外委員請通知委員提供**郵局帳號(限本人帳號、口試當天填寫)**，無郵局帳號者，可提供銀行帳號(但需提供該銀行存摺封面影本，且扣 10 元手續費。)
- (二) 評分表、合格證明書應送請指導教授委派口試召集人。
- (三) 將口試聘書交送口試委員。
- (四) 若論文題目更正者，請依規定登錄系統異動，再經系辦確認，印出新合格證明書，供委員簽名。**
- (五) 口試公告請自行印製張貼。(格式不拘)

▶ 流程分項說明-

口試資料
繳回系辦

一、繳回時間：

請考試完畢後，**逕行**收齊校外委員高鐵回程票根後，送交系辦公室進行經費申請作業。

二、繳回明細：

(一) 經費簽收表-【論文審查及交通費印領清冊】確認資料／簽名，並檢附 1. **票根**及 2. **帳號**。

(二) 評分表 (全部委員，請點收完全。)

(三) 考生雜支申請：碩士生每位 250 元；博士生每位 1,000 元 (**以考生計，而非委員人數**)，本項經費檢據實報實支，務必請商家登打／填寫統一編號 (成功大學統編：69115908)。

▶ 流程分項說明-

系辦後續
處理作業

一、系辦人員將考生總平均成績送交註冊組。

二、進行經費申請、撥款作業。

▶ 流程分項說明-

論文上傳

一、申請時間：

圖書館審核上傳論文需 3-5 個工作天，請考量離校期限及論文審核時間，進行上傳作業。

二、逕行上「圖書館電子學位論文服務系統」進行上傳作業：

◆ 網址：<http://etds.lib.ncku.edu.tw/main/index> 【密碼同選課系統】 (論文轉檔、上傳、授權作業)

三、為因應國際化，博碩士論文題目名稱、摘要及關鍵字詞均需中英文並附。

四、有關本校研究生學位細則相關規定及表格，請逕至本校教務處／課務組／學位考試下載。

◆ 網址：<http://cid.acad.ncku.edu.tw/files/11-1056-1378.php>

▶ 流程分項說明-

逾期異動

一、法定期限：

各項異動申請，請於學期結束(1/31 或 7/31)前提出。逾期者，由於學校系統已關閉，無法依正常程序辦理異動，另洽系辦公室個案處理。

二、作業方式：填寫「國立成功大學研究生逾期變更論文題目申請表」 (**附表六**)，依規定辦理。

流程分項說明-

辦理離校手續

一、辦理期限：

- (一) 前提：需待圖書館審核論文通過。
- (二) 請於八月底前完成。

二、相關作業：

- (一) 離校申請單列印網址：<http://etds.lib.ncku.edu.tw/main/index>【密碼同選課系統】
- (二) 繳交文件及流程：

1. 系辦公室：

- (1) 國立成功大學生物醫學工程學系畢業生應繳資料表-依內容繳交相關資料。(附表三)
- (2) 國立成功大學生物醫學工程學系【指導教授同意離校】證明書。(附表四)
- (3) 國家圖書館博碩士紙本論文延後公開／下架申請書(請直接上國家圖書館列印-視需求檢附；表單下載網址：https://www.ncl.edu.tw/information_296_8749.html)
- (4) 繳交 2 吋碩士照一張。
- (5) 上網填寫問卷(https://docs.google.com/forms/d/1vW7ZHidLnDts2dMgBNxzVal-KjQywKm0Q2Egb7dR_Pg/edit)。

※(4)(5)階段若已於口試申請時繳交，即可不予理會。

2. 圖書館

- (1) 精裝本論文一冊。
- (2) 本人及指導教授簽署完畢之【國立成功大學博碩士論文全文電子檔案上網授權書】(核准後，由系統寄出)
- (3) 畢業生及指導教授簽署完畢之【國立成功大學博碩士論文紙本著作授權書】**(免裝訂於論文內，繳交至成大圖書館即可)**
- (4) 本人及指導教授簽署完畢之【國家圖書館博碩士論文電子檔案上網授權書】(填寫完本校紙本論文授權書，會有另一選項繼續填寫)

3. 註冊組：領取畢業證書

三、注意事項：

(一) 學位論文規格：

博士班：精裝本。封面顏色--黑色；字體白色。

碩士班：精裝本(圖書館)。封面顏色--暗紅色；字體白色。

平裝本(醫工系/國家圖書館)。封面顏色--橙黃色(參考色號CMYA：C0, M40, Y80, K0或RGB：R247, G181, B115)

- (二) 圖書館為遵守著作權法的規定，至圖書館辦理離校手續時，不論紙本論文是否延後公開，均應繳交「國立成功大學博碩士論文紙本著作權授權書」(免裝訂於論文中)

國立成功大學各研究所辦理博士碩士學位考試費用標準表

(95.06.13 94學年度第二學期第三次教務會議修訂)

(97.12.9 97學年度第一學期第一次教務會議修訂)

- 一、校外委員交通費：依「國內出差旅費報支要點」之交通費標準辦理。但校外委員若搭乘高鐵，顯較其他交通工具更為便捷者，得憑票根報支與服務機關所在地最鄰近地區之票價。
- 二、博士班論文審查費每篇壹仟陸佰元，碩士班論文審查費每篇壹仟元，校內外委員均支。
- 三、考試雜費：每系(所)博士班候選人每人壹仟元正；碩士班及碩士在職專班候選人每人貳佰伍拾元。
- 四、各項費用由各系(所)開列預算表，於**考試前一個月**附委員名冊交會計室核辦。

國立成功大學生物醫學工程學系【研究生學位口試申請】同意書

查學生 _____ (學號：_____) 之 ☐碩士 ☐博士

論文題目為：_____

業經本人（指導教授）初審，修改完畢，並認符合申請口試標準。

此證

指導教授：_____

申請人基本資料：

手機：

電郵：

中 華 民 國 年 月 日

附表二

成功大學生物醫學工程學系 博士生 學位口試申請書(系版—審查核畢業門檻用)

申請人		學 號	
組 別	組	指導教授	(免簽名)
碩士學位 (請勾選)	<input type="checkbox"/> 醫學工程碩士 畢業學校 <input type="checkbox"/> 非醫學工程碩士		
學分抵免	_____學分；_____年_____月_____日 第_____次系務會議審議通過		
學分補修 (檢附成績單)	◎甲/乙組(擇一)_ <input type="checkbox"/> 生 理 學 _____學分 _____(成績) <input type="checkbox"/> 大學部 <input type="checkbox"/> 碩博 <input type="checkbox"/> 解 剖 學 _____學分 _____(成績) <input type="checkbox"/> 大學部 <input type="checkbox"/> 碩博 ◎丙組 <input type="checkbox"/> 工程數學 _____學分 _____(成績) <input type="checkbox"/> 大學部 <input type="checkbox"/> 碩博		
資 格 考	_____年_____月_____日 (口試通過日期：_____學年第_____學期)		
畢業資格 審查會議	_____年_____月_____日 第_____次系務會議審議通過		
申請人 簽 名		申請日期	
備 註	1. 本系博士生畢業資格申請流程： 資格考(筆試及口試)→學位口試資格審議(系務會議)→學位考試作業申請(系辦/學位考試系統) 2. 本單填妥後，請繳交至系辦公室承辦人，以利進行相關作業。		

____學年度____學期畢業生離校手續單

Graduation procedure form of _____ Semester of _____ Academic Year
 申請人姓名(Name)：_____ 學號(ID)：_____ 手機(Phone)：

繳交單位 (Place)	繳交項目 (Item)	驗收簽章 (Signature)
辦理離校手續應完成下列事項，將本單繳回所辦公室存查後，方能離校。		
實驗室 (Lab) 指導教授 (Advisor)	請指導教授確認論文比對並依各實驗室所屬規定驗收、核章 Signature of Advisor Thesis Originality Report has approved by Advisor as a consent to proceed graduation process.	
系辦公室 (Office)	<div style="background-color: #f0f0f0; padding: 5px;"> ▶ 離校流程表 Graduation Procedure Form 1.請至畢業生離校手續查詢系統進行相關作業並列印離校單 Please link "Online Application System for Graduation from NCKU" to print out the "Graduation Procedure Form", (http://campus1.ncku.edu.tw/leave/index.php 帳號密碼同 選課 Your password is the same as one of system for course selection) ▶ 系辦公室 Department office 2.論文 1 本(博士精裝本、碩士平裝本) Thesis*1 (Ph. D-Hardcover/ Master-Softcover) 3.繳交指導教授離校同意書 Submit the form for Advisor's Consent for Graduation 4.系辦上網建立系友資料 Installation the alumnus database <div style="text-align: right;">--吳小姐(Janna)</div> </div>	
	5.(1)繳交 2 吋相片 1 張 (學號、姓名) Graduation photograph*1(Student No/ Name) (2)本系畢業生問卷 Fill out the questionnaire (Please check this 點此可連結問卷) <div style="color: red; font-weight: bold; margin-top: 10px;">【相片及離校問卷若於畢業審查時已繳交者可免】</div> <div style="text-align: right;">--吳小姐(Janna)</div> Ignore this if you have already handed in the graduation photo and the questionnaire.	

國立成功大學生物醫學工程學系【指導教授同意離校】證明書

查學生 _____ 之 ☐碩士 ☐博士

論文題目為：_____

業經（____年____月____日）口試委員審查，已達及格標準，唯需局部修正。
今，經本人複審，已修改完畢，且已繳齊相關要件，准予辦理畢業手續。

指導教授：_____

中 華 民 國 _____ 年 _____ 月 _____ 日

附表六

本表單用於逾 1/31 或 7/31，申請論文名稱修改

國立成功大學研究生逾期變更論文題目申請表

申請日期： 年 月 日

系 所		學 年		學 期	
姓 名		學 號			
事 由					
原 論 文 題 目	中文：				
	英文：				
異動後論文題目	中文：				
	英文：				

申請人簽名		指導教授	
系(所)主管		註冊組	
課務組		教務長	

附註：

1. 論文題目如需變更，請於規定時間內(上學期:1月31日前;下學期:7月31日前)至教務處/課務組/學位考試/學生申請網頁辦理變更事宜。
2. 逾期未辦理者，請填寫本申請表循行政流程經教務長核准後，影本送課務組辦理變更。

國立成功大學研究生學位考試細則(報教育部備查中)
National Cheng Kung University Enforcement Rules
for Doctoral and Master's Degree Examinations

93.11.26 九十三學年度第一學期第一次教務會議通過

Approved by the 1st meeting of the Academic Affairs Council in the 1st semester of the 2004-05 academic year on Nov. 26, 2004
奉教育部 94.01.25 臺高(二)字第 0940010017 號函准予備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0940010017, dated Jan. 25, 2005
95.03.09 九十四學年度第二學期第一次教務會議通過

Approved by the 1st meeting of the Academic Affairs Council in the 2nd semester of the 2005-06 academic year on Mar. 9, 2006
奉教育部 95.09.08 臺高(二)字第 0950125040 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0950125040, dated Sep. 8, 2006
奉教育部 96.07.19 臺高(二)字第 0960109227 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Gao(2)Zi, No. 0960109227, dated July 19, 2006
102.5.14.101 學年度第 2 次教務會議修正通過

Revised and approved by the 2nd meeting of the University Affairs Council in the 2012-13 academic year on May 14, 2013
奉教育部 102.6.19 臺教高(二)字第 1020087950 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1020087950, dated June 19, 2013
104.12.08.104 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the University Affairs Council in the 2015-16 academic year on Dec. 8, 2015
奉教育部 104.12.31 臺教高(二)字第 1040182793 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1040182793, dated Dec. 31, 2015
105.09.22.105 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the University Affairs Council in the 2015-16 academic year on Sep. 22, 2016
奉教育部 105.10.11 臺教高(二)字第 1050140525 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1050140525, dated Oct. 11, 2016
105.12.15.105 學年度第 2 次教務會議修正通過

Revised and approved by the 2nd meeting of the University Affairs Council in the 2015-16 academic year on Dec. 15, 2016
奉教育部 106.2.3 臺教高(二)字第 1060005193 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1060005193, dated Feb. 3, 2017
108.5.29.107 學年度第 2 次教務會議修正通過

Revised and approved by the 2nd meeting of the University Affairs Council in the 2018-19 academic year on May 29, 2019
奉教育部 108.7.17 臺教高(二)字第 1080088663 號函修正備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1080088663, dated July 17, 2019
108.12.11.108 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the University Affairs Council in the 2018-19 academic year on Dec. 11, 2019
奉教育部 109.1.17 臺教高(二)字第 1080193425 號函備查

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao(2)Zi, No. 1080193425, dated Jan. 17, 2020
109.11.13.109 學年度第 1 次教務會議修正通過

Revised and approved by the 1st meeting of the University Affairs Council in the 2020-21 academic year on Nov. 13, 2020

第一條 國立成功大學(以下簡稱本校)為辦理研究生學位考試,依據大學法及其施行細則、學位授予法及其施行細則、本校學則及研究生章程等規定,訂定本細則。

Article 1 The National Cheng Kung University Enforcement Rules for Doctoral and Master's Degree Examinations (hereafter the Rules) are established by National Cheng Kung University (NCKU) to administer graduate program degree examinations in accordance with the University Act and its related Enforcement Rules, Degree Conferral Law and its related Enforcement Rules, NCKU Academic Regulations, and NCKU Graduate Student Policies and Rules.

第二條 本校各教學單位辦理研究生學位考試,除法令另有規定者外,悉依本細則之規定辦理。

Article 2 All academic programs shall administer their graduate program degree examinations in accordance with the Rules, in addition to other existing relevant regulations.

第三條 研究生符合下列各款規定者,得申請碩士或博士學位考試:

- 一、碩士班修業逾一學期,博士班修業逾三學期。逕行修讀博士學位者,在博士班修業逾三學期。
- 二、修畢各該教學單位規定之應修科目與學分,並經所屬教學單位完成畢業資格初審及送教務處複審同意。其最低應修學分數,依研究生章程規定。
- 三、已完成論文初稿並經指導教授同意。

- (一)藝術類、應用科技類或體育運動類博、碩士班，其學生博、碩士論文得以作品、成就證明連同書面報告或以技術報告代替。但是否屬於藝術類、應用科技類或體育運動類之博、碩士班，由各該教學單位提經教務會議核定。
- (二)碩士班屬專業實務者，其學生碩士論文得以專業實務報告代替。但是否屬於專業實務類之碩士班，由各該教學單位提經教務會議核定。
- (三)前二目之各該類研究所，得以作品、成就證明連同書面報告、技術報告或專業實務報告，代替論文之認定範圍、資料形式、內容項目及其他相關事項悉依教育部「各類學位名稱訂定程序授予要件及代替碩士博士論文認定準則」及相關規定辦理。

四、博士班研究生應經博士學位候選人資格考核及格，碩士班研究生必要時，亦得要求之。

五、前款資格考核相關規定，由各教學單位自行定之。

- Article 3 Graduate students who meet the following requirements may apply for a master's degree or doctoral degree examination:
- I. Those who have studied in a master's program for more than one semester or in a doctoral program for more than three semesters;
Postgraduate students without a master's degree who have studied for a doctoral degree for more than three semesters;
 - II. Those who have completed the required coursework and credits designated by the academic degree program with their graduation qualifications reviewed and approved by the program office and the Office of Academic Affairs. The minimum required credits shall be subject to the NCKU Graduate Student Policies and Rules;
 - III. Those who have completed their primary draft thesis/dissertation with approval by the thesis/dissertation advisor:
 - 1. Students undertaking a master's or doctoral degree program in a fine arts, applied science or technology, or sports field may submit a work, proof of achievement accompanied by a written report, or a technical report instead of a master's degree thesis. The classification of a master's or doctoral program into one of the fields to which this applies shall be proposed in a report by the academic program to the Academic Affairs Council for ratification.
 - 2. Students undertaking a professional practice master's degree program may submit a professional practice report instead of a thesis. The classification of the master's program as a professional practice area to which this applies shall be proposed in a report by the academic program to the Academic Affairs Council for ratification.
 - 3. The scope of such determinations, the form of materials, content items, and other related matters pertaining to each suitable field referred to in the preceding two paragraphs for which a work, proof of achievement accompanied by a written report, a technical report, or professional practice report may be submitted instead of a thesis shall be in accordance with the related regulations of the MOE and "Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation".
 - IV. The doctoral students shall pass the qualification evaluation for a doctoral degree candidacy. If necessary, a master's program may require their students to pass a candidacy evaluation.
 - V. The qualification evaluation referred to in the preceding subparagraph shall be regulated by each academic degree program independently.

第 四 條 研究生申請碩士或博士學位考試，應依下列規定辦理：

一、申請期限及成績送達時間：

- (一)第一學期：自行事曆開始上課日起至 1 月 20 日止。口試成績於 1 月 31 日前送達註冊組。
- (二)第二學期：自行事曆開始上課日起至 7 月 20 日止。口試成績於 7 月 31 日前送達註冊組。

- (三)因特殊情形專簽經教務長同意者，申請期限得延長至當學期學位考試前一日，
但口試成績仍應於上述規定日期內送達註冊組。

二、申請程序：

- (一)申請學位考試應依規定格式檢送繕印論文(作品、成就證明連同書面報告、技術報告、專業實務報告)、摘要及線上論文比對系統之比對結果報告一份，經指導教授簽名同意，向所屬教學單位提出。
- (二)經所屬教學單位審查合於規定者，由該教學單位將論文與提要、考試方式、時間、地點及擬聘校內外考試委員名單，經教務處複核，簽請教務長核定後始得辦理。

Article 4 Graduate students who apply for a master's or doctoral degree examination shall comply with the following requirements:

I. Application date and service of grade:

1. 1st semester: from the school opening date identified in the calendar of the University until January 20; the oral examination grade shall be submitted to the Division of Registration before January 31.
2. 2nd semester: from the school opening date identified in the calendar of the University until July 20; the oral examination grade shall be submitted to the Division of Registration before July 31.
3. Under special circumstances, an application for an oral defense/examination scheduled for a date beyond the designated application deadline within the semester (Jan. 20, fall/July 20, spring) shall be submitted and approved by the Vice President for Academic Affairs. However, the examination results shall be submitted to the Registrar's Division by the designated submission date in the semester (Jan. 31, fall/July 31, spring).

II. Application procedure:

1. Students are required to submit the thesis/dissertation (a work, proof of achievement accompanied by a written report, a technical report or a professional practice report) in the designated format, an abstract and an originality report from the online plagiarism detection system, in an application for degree examination, which shall be signed for approval by the thesis/dissertation advisor and submitted to the academic degree program.
2. Upon completion of its qualification review, the academic degree program shall submit a written report with details of candidates, thesis/dissertation titles, abstracts, examination venue and schedule, examination rules, and a roster of examination committee members, appointed internally or externally, to the Office of Academic Affairs for final review. The report shall be approved by the Vice President for Academic Affairs before the academic program is allowed to administer the examinations.

第 五 條 學位考試應依下列規定組織學位考試委員會辦理：

- 一、博士學位考試委員會置委員五人至九人，其中校外委員須三分之一(含)以上，由該教學單位遴選除對博士學位候選人所提論文學科有專門研究者外，並應具有下列資格之一者擔任考試委員，並簽請校長核聘，指導教授不得擔任召集人：
- (一)現任或曾任教授、副教授。
- (二)中央研究院院士、現任或曾任中央研究院研究員、副研究員。
- (三)獲有博士學位，且在學術上著有成就。
- (四)研究領域屬於稀少性或特殊性學科，且在學術或專業上著有成就。
- 二、前款第三目至第四目之提聘資格認定標準，由各教學單位召開會議訂定。
- 三、碩士學位考試委員會置委員三人至五人，由該教學單位遴選除對碩士班研究生所提論文學科、創作、展演或技術報告有專門研究者外，並應具有下列資格之一者擔任考試委員，並簽請校長核聘，指導教授不得擔任召集人：
- (一)現任或曾任教授、副教授、助理教授。

(二)中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員。

(三)獲有博士學位，且在學術上著有成就。

(四)研究領域屬於稀少性或特殊性學科，在學術或專業上著有成就。

四、前款第三目、第四目之提聘資格認定標準，由各教學單位召開會議訂定之。

五、博碩士班研究生之配偶、三親等內之血親或姻親，或曾有上述關係者，不得擔任指導教授、共同指導教授或學位考試委員。

Article 5 The academic degree program shall form a degree examination committee as follows:

- I. The doctoral examination committee shall consist of 5 to 9 members, including one-third or more of non-NCKU faculty members, appointed from those specializing in the disciplines related to the Ph.D. candidate's dissertation, which shall be approved by the President. The dissertation advisor shall not act as the convener of the committee. The qualifications of committee members are as follows:
 1. Those employed formerly or currently as full or associate professor;
 2. Those who are employed as an academician, or who are employed formerly or currently as a research fellow or associate research fellow at Academia Sinica;
 3. Those who hold a Ph.D. degree with significant contributions in the academic field;
 4. Those who specialize in an uncommon or exceptional field with significant academic or professional contributions.
- II. The qualification criteria for member appointments in the preceding subparagraphs 3 to 4 shall be established by the academic program.
- III. The master's degree examination committee shall consist of 3 to 5 members, appointed from those specializing in the disciplines related to the Master's degree candidate's thesis, creation, show or technical report, which shall be approved by the President. The thesis advisor shall not act as the convener of the committee. The qualifications of committee members are specified as follows:
 1. Those employed formerly or currently as full, associate professor, or assistant professor;
 2. Those who are employed as an academician, or who are employed formerly or currently as a research fellow, associate research fellow, or assistant research fellow at Academia Sinica.
 3. Those who hold a Ph.D. degree with significant contributions in the academic field;
 4. Those who specialize in an uncommon or exceptional field with significant academic or professional contributions.
- IV. The qualification criteria for appointments in the preceding subparagraphs 3 and 4 shall be established by the academic program.
- V. The appointment of a graduate student's spouse or any third-or-closer degree relative by blood or marriage, former or current, as his/her thesis/dissertation advisor or one of his/her degree examination committee member shall be avoided.

第 六 條 學位論文(作品、成就證明、書面報告、技術報告或專業實務報告)以中文撰寫為原則，前經取得他種學位之論文不得再度提出。其以外國文撰寫之論文，其提要仍須以中文撰寫。

Article 6 The degree thesis/dissertation (a work, proof of achievement accompanied by a written report, a technical report or a professional practice report) shall be written in Chinese in principle. The thesis for another degree program as acquired previously shall not be presented again. The abstract of a thesis already written in a foreign language shall be still in Chinese.

第 七 條 學位考試每學期舉行一次，以口試行之，必要時亦得舉行筆試。惟情形特殊，非採視訊方式無法完成口試者，得專案簽請教務長核准後，始可辦理。惟仍應以公正公平公開之方式舉行，並全程錄音錄影存檔，送所屬教學單位存查。
已申請學位考試之研究生，若因故無法於該學期內完成學位考試，應於學期結束日前，申請撤銷該學期學位考試。逾期未撤銷，亦未舉行考試者，以一次不及格論。

- Article 7 The academic degree examination shall be organized once per semester, in the form of oral defense. If necessary, a written examination may be administered. However, should a video-conference be required to complete an oral defense examination, a special report shall be submitted and approved by the Vice President for Academic Affairs. Above all, the examination shall be administered in a fair, impartial and open manner, and shall be both video- and audio-recorded, with the resulting files or tapes kept by the academic program office.
- Where it is impossible for the graduate students who have applied for an academic degree examination to complete the academic degree examination within the semester, and they have cause, they shall apply for the revocation of the academic degree examination before the end of the semester. If no application for revocation is filed within the specific time limit and the students fail to take the examination, the students shall be held as failing the examination.
- 第 八 條 學位考試成績，以一百分為滿分，七十分為及格，評定以一次為限，並以出席委員評定分數平均決定之，惟須逾出席委員三分之二(含)以上評定為及格者方為及格，否則以不及格論。
- 學位考試成績不及格，其修業年限尚未屆滿者，得於次學期或次學年申請重考，重考以一次為限；重考成績仍不及格者，應令退學。
- 學位考試舉行後，如未能於該學期完成應修課程之研究生，其考試成績不予採認，亦不計入學位考試之次數。
- Article 8 Under the graduation examination scores, a score of 100 shall be identified as a full mark and a score of 70 as passing. The evaluation shall be conducted no more than once and decided by the average scores given by the present members, provided that the decision to pass shall be subject to two-thirds or more of the present members.
- Students who fail the examination may retake the examination in the next semester or next year prior to the expiration of their study periods, no more than once, and shall be expelled from the program upon failing the second degree examination.
- If the students fail to complete the program requirements for graduation within the semester after the degree examination, the scores will not be adopted, and the examination will not count into the allowed number of degree examinations.
- 第 九 條 論文、作品、成就證明、書面報告、技術報告或專業實務報告有造假、變造、抄襲、由他人代寫或其他舞弊情事，經博、碩士學位考試委員會審查確定者，以不及格論。
- Article 9 Should the thesis or dissertation, work(s), proof of achievement, written report, technical report, or professional practice report contain fabricated, altered, plagiarized material, or ghost authorship, or constitute some other form of fraud, the student shall be determined to have failed the examination upon confirmation of the master or doctoral examination committee.
- 第 十 條 通過學位考試之研究生，應繳交學位論文紙本、全文電子檔及學位考試成績，於辦妥離校程序後，教務處始得發予學位證書。以作品或成就證明連同書面報告、技術報告或專業實務報告代替論文者，得以紙本、錄影帶、錄音帶、光碟或其他方式，連同電子檔代替紙本論文及全文電子檔。
- 學位證書授予日期，第一學期為一月，第二學期為六月。若已修畢規定科目與學分，於參加學位考試之學期未修習論文以外之科目學分者，得以其通過學位考試之月份授予學位證書。如於次學期註冊前，未能交附有考試委員簽字通過之論文，必須於次學期辦理註冊者，則其畢業日期，以繳交論文之月份為準。
- Article 10 Graduate students who have passed the degree examinations shall submit their master's thesis/doctoral dissertation in paper format with a full-text electronic file and the degree examination results as a part of their application for graduation. The Office of Academic Affairs will issue degree certificates to those who have completed their application for graduation.
- Those who submit a work or proof of achievement, a written report, a technical report, or a

professional practice report instead of a thesis or dissertation for the degree may submit them as a document, videotape, cassette, disc or in some other form, and also provide an electronic file version.

Degree certificates will be officially issued in January in the first semester and in June in the second semester. To those who have completed their required coursework and credits, and who have enrolled in only a program-designated seminar course for thesis/dissertation in the semester, degree certificates will be issued in the month when they pass their degree examinations.

Those who fail to submit their thesis/dissertation completed with approval of all committee members before the beginning of the following semester shall complete their registration as a student in the next semester. They will be allowed to graduate with a degree certificate dated in the month when they complete their thesis/dissertation submission.

第十一條 依學位授予法第九條第一項逕行修讀博士學位之研究生於通過博士學位候選人資格考核後，未通過博士學位考試者，其依同條第三項規定授予碩士學位，須經博士學位考試委員會通過。

Article 11 The University may confer the master's degree on a student who studies in the Ph. D program directly according to Paragraph 1 of Article 9 of the Degree Conferral Law if he/she has passed the doctoral degree candidacy examination but failed the doctoral degree examination, in accordance with Paragraph 3 of the same Article, after the Doctoral Examination Committee decides that he/she meets the standards for a master's degree.

第十二條 凡修業年限六年以上之學系畢業獲得學士學位，並經有關專業訓練二年以上者，提出與碩士論文相當之專業論文，經博士班入學考試合格，逕行修讀博士學位者，得依學位授予法第七條規定授予博士學位。
前項專業論文之認定標準由各教學單位訂定之。

Article 12 Any person who has obtained a bachelor's degree after graduating from a department with the study period of six years or longer and undergone two or more years of professional training may, after submitting a professional research paper equivalent to a master's thesis, passing a doctoral program enrollment examination, and studying for the doctoral degree, be awarded a doctoral degree in accordance with Article 7 of the Degree Conferral Law.
The identification standards of the professional thesis referred to in the preceding paragraph shall be defined by the academic program independently.

第十三條 考試委員應親自出席委員會，不得委託他人為代表。學位考試應有三分之二以上委員出席。碩士學位考試委員會至少應有委員三人出席，始能舉行。博士學位考試委員會至少應有委員五人出席，出席委員中須有校(院)外委員三分之一以上參加時，始能舉行。

Article 13 All members of the Examination Committee must attend the committee meeting in person, and are prohibited from appointing other persons as their proxies. The academic degree examination shall be attended by more than two-thirds of the members. The master's degree examination committee meeting may be held after at least three members are present. The doctoral examination committee meeting shall be attended by at least five members, including more than one-third of outside school (college) members.

第十四條 授予之學位，如發現論文、作品、成就證明、書面報告、技術報告或專業實務報告有造假、變造、抄襲、由他人代寫或其他舞弊情事，經調查屬實者，撤銷其學位，追繳已發之學位證書，並通知其他大專校院及相關機關（構）。

Article 14 Should the thesis or dissertation, work(s), proof of achievement, written report, technical report, or professional practice report contain fabricated, altered, plagiarized material, or ghost authorship, or constitute some other form of fraud, the degree conferred shall be canceled and the academic degree certificate already awarded to him/her shall be recalled, and the revocation and cancellation will be notified to other universities, colleges and related authorities (institutions).

第十五條 本細則經教務會議討論通過，報教育部備查後實施，修正時亦同。

Article 15 These Rules shall be approved by the Academic Affairs Council and ratified by the Ministry of

Education before taking effect. Amendments shall be processed accordingly.

These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

國立成功大學博碩士學位論文格式規範

102.5.14 101學年度第2次教務會議通過

105.12.15 105學年度第2次教務會議修正過

一、論文封面及內頁紙張規格：寬21公分，長29.6公分（即A4尺寸）80磅模造紙。

二、封面邊界：

直式：上23mm、下30mm、左20mm、右20mm

橫式：上37mm、下32mm、左28mm、右20mm。

三、封面顏色：由學校統一規定。

四、封面書寫：1. 校名 2. 系（所、學位學程）別 3. 論文名稱 4. 題目中、英名稱 5. 研究生姓名 6. 指導教授姓名 7. 年、月（學位考試通過日期）。

五、論文第二頁裝訂學位考試合格證明，請考試委員、指導教授、系（所、學位學程）主管簽名。

六、內頁邊界：上23mm、下35mm（含頁碼）、左30mm、右25mm。

七、論文內容次序：1. 考試合格證明 2. 中英文摘要（論文以中文撰寫者須附英文延伸摘要）3. 誌謝 4. 目錄 5. 表目錄 6. 圖目錄 7. 符號 8. 主文 9. 參考文獻 10. 附錄 註：參考文獻書寫注意事項：

（1）文學院之中文文獻依分類及年代順序排列。其他學院所之文獻依英文 姓氏第一個字母（或中文 姓氏第一個字筆劃）及年代順序排列。

（2）期刊文獻之書寫依序為：姓名、文章名稱、期刊名、卷別、期別、頁別、年代。

（3）書寫之文獻依序為：姓名、書名、出版商名、出版地、頁別、年代。

八、書背印註校名、系（所、學位學程）別、題目、作者姓名、學年度（學位考試通過學年度）。

九、學位論文請送註冊組及圖書館各乙本，規格如下：

（一）博士班：均為精裝本，封面顏色為黑色，字體為白色。

（二）碩士班：註冊組為平裝本，封面顏色為橘黃色（參考色號CMYK:C0, M40, Y80, K0 或 RGB:R247, G181, B115）；圖書館為平裝本上光膜，封面顏色同註冊組，字體為黑色。

十、研究生紙本論文如因欲提專利申請需暫緩公開，請填「國家圖書館博碩士學位論文送存本延後公開申請書」簽署後併同論文紙本繳交至本處註冊組。

(<http://etds.lib.ncku.edu.tw/files/2015110001.pdf>)。

十一、本校「研究生學位考試細則」第4條規定研究生申請碩士或博士學位考試期限第一學期至1月20日，第二學期至7月20日截止，請於本校「研究生學位考試網路申請作業」網頁提出學位考試申請（網址：<http://campus4.ncku.edu.tw/wwwmenu/program/mou/>）。

十二、研究生請依本校「數位化學位論文蒐集辦法」及「數位論文全文系統繳交流程」辦理轉檔、登入上傳論文及授權作業。（網址：<http://etds.lib.ncku.edu.tw/main/index>）。

備註：

一、依據94學年第1次教務會議決議：為配合本校逐漸邁向國際化，自94學年度起博碩士論文其題目名稱須中英文並列、摘要部份若為中文須加附英文摘要。

二、依據98學年度第1次教務會議決議：現階段博士論文以英文撰寫為原則，摘要或summary以中文撰寫；碩士論文以中文撰寫為原則，摘要或summary以英文撰寫。未來預計博士論文3~5年內達成以英文撰寫；10年內達成碩士論文以英文撰寫之目標。

三、依據101學年第2次教務會議決議：自102學年度開始，以中文撰寫之博碩士論文應加附800至1200字之英文延伸摘要，延伸摘要格式詳附件。

國立成功大學各系(所)博碩士撰寫畢業論文須知補充說明

英文延伸摘要(Extended Abstract)撰寫格式說明

(102.5.14日101學年第2學期第1次教務會議通過)

- 一、本案配合98學年度第1學期教務會議決議，未來博士論文3至5年內達成全面化以英文撰寫;10年內達成碩士論文全面化以英文撰寫。
- 二、本案為階段性規定，在達成碩博士畢業論文全面英文化之前，以中文撰寫者，須另加附800至1200字之英文延伸摘要。此延伸摘要取代原規定之一頁英文摘要。
- 三、建議英文延伸摘要內容次序及格式，以下原則請依各領域慣用格式進行調整。
 1. Thesis/Dissertation title, 2. Author's name, 3. Advisor's name, 4. Department and college, 5. Summary (250字以內、含關鍵字), 6. Introduction, 7. Materials and Methods, 8. Results and Discussion, 9. Conclusion.

英文延伸摘要格式:

- (一)以英文撰寫，800至1200字數
 - (二)建議字型Times New Roman，檔案格式Word 文件檔為原則
 - (三)紙張規格、欄數、及內頁邊界同論文主文
 - (四)字體大小及段落
 - (1) 論文題目：字體大小為14字元，粗體字，置中。
 - (2) 作者資料：字體大小為12字元，標準字，置中，含作者姓名、指導教授姓名、所屬學院及系所。
 - (3) 摘要字及關鍵字：內文標題(如INTRODUCTION)之字體大小為12字元，粗體字，置中，所有字母大寫；摘要內容及關鍵字字體大小為12字元，標準字。摘要內容每一段開頭無需空字元，關鍵字列於SUMMARY摘要後。
 - (4) 段落為單行間距。
 - (5) 範例及詳細說明如附件。
- 四、繳交方式:英文延伸摘要需加附於畢業論文中文摘要之後。

Thesis/Dissertation Title

Author's Name

Advisor's Name

Department & College

SUMMARY

The summary is a short, informative abstract of no more than 250 words. References should not be cited. The summary should (1) state the scope and objectives of the research, (2) describe the methods used, (3) summarize the results, and (4) state the principal conclusions. Text of the summary should be 12 pt Times New Roman font, single-spaced and justified. A single line space should be left below the title 'SUMMARY'. Leave a single line space above the key words listed below.

Key words: Maximum 5 key words in 12 pt Times New Roman, separated by commas.

INTRODUCTION

The purpose of the introduction is to tell readers why they should want to read your thesis/dissertation. This section should provide sufficient background information to allow readers to understand and evaluate the paper's results.

The introduction should (1) present the nature and scope of the problem, (2) review related literature, (3) describe the materials used and method(s) of the study, and (4) describe the main results of the study.

All text in the main body of the extended abstract should be 12 pt Times New Roman font, single-spaced and justified. Main headings are placed in the centre of the column, in capital letters using 12 pt Times New Roman Bold font. Subheadings are placed on the left margin of the column and are typed in 12 pt Times New Roman Bold font.

MATERIALS AND METHODS

There is flexibility as to the naming of the section (or sections) that provide information on the method(s) or theories employed. The methodology employed in the work must be described in sufficient detail or with sufficient references so that the results could be duplicated.

Your materials should be organised carefully. Include all the data necessary to support your conclusions, but exclude redundant or unnecessary data.

RESULTS AND DISCUSSION

The results and discussion sections present your research findings and your analysis of those findings. The results of experiments can be presented as tables or figures.

Figures and Tables

Figures may be integrated within the results section of the extended abstract, or they can be appended to the end of the written text. Figures should be black & white. They should be no wider than the width of the A4 page.

Tables can be created within Word. As noted for figures above, if a table is to be placed within the text, it can be no wider than the width of the A4 page. Larger tables will need to be placed at the end of the abstract.

Figures and tables should be numbered according to the order they are referenced in the paper.

Figures and tables should be referred to by their number in the text. When referring to figures and tables in the text, spell out and capitalize the word Figure or Table. All figures and tables must have captions.

Captions

Captions should clearly explain the significance of the figure or table without reference to the text.

Details in captions should not be restated in the text. Parameters in figure captions should be included and presented in words rather than symbols.

Captions should be placed directly above the relevant table and beneath the relevant figure. The caption should be typed in 12 pt Times New Roman Bold font. Spell out the word 'Table' or 'Figure' in full. An example table and a figure follow.

Table 1. Specifications of the engine

Table 1
Specifications of the engine.

Engine	OPEL Astra C16SE
Displacement (cc)	1598
Bore \times stroke (mm \times mm)	79 \times 81.5
Valve mechanism	SOHC
Number of valves	Intake 4, exhaust 4
Compression ratio	9.8:1
Torque	135/3400 Nm/rpm
Power	74/5800 kW/rpm
Ignition sequence	1-3-4-2
Spark plug	BPR6ES
Fuel	95 unleaded gasoline
Cylinder arrangement	In-line 4 cylinders

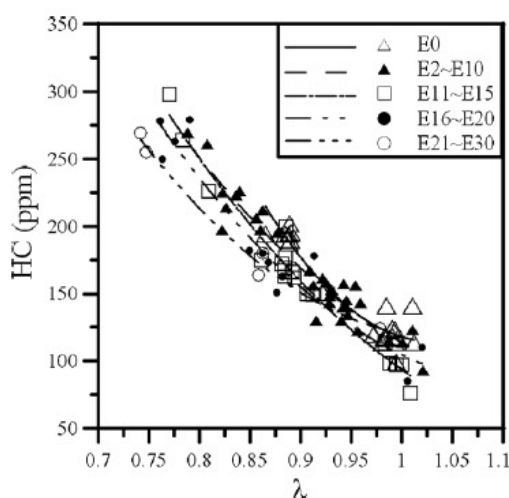


Fig. 7. HC emission as a function of equivalence ratio.

Figure 1. HC emission as a function of equivalence ratio

CONCLUSION

This section should include (1) the main points of your paper and why they are significant, (2) any exceptions to, problems with, or limitations to your argument, (3) agreements or disagreements with previously published work, (4) theoretical and practical implications of the work, and (5) conclusions drawn.