亞洲大學

Asia University

資訊工程學系

Department of Computer Science and Information Engineering

碩士班/碩專班 研究生手冊

Master's Course Graduate Manual

亞洲大學資訊工程學系碩士/碩專班研究生手冊

順序	申請項目 project	申請時程 Application timeline	申請應備表單及資料 Required Forms and Documents for Application	注意事項 Precautions
1	選定指導教授 Select an advisor.	**碩一第一學期**結束前須申請完成。 Must be completed by the end of the first semester of Year 1.	請於學生資訊系統**線上**申請。 Please apply through the online student information system. 請參考**附件1-操作流程** Please refer to **Attachment 1 - Operation Process.**	向各系所辦理或線上申請。 碩士生欲更換指導教授應先徵得原指導教授及新指導教授同意，並向本系申請、報備。 Apply through the department office or online. Master's students wishing to change their advisor must first obtain the consent of both the original and new advisors, and then apply to the department for approval.
2	變更指導教授申請 Application for Changing Advisor	在學期間。 During the study period.	請於學生資訊系統**線上**申請。 Please apply through the online student information system. 請參考**附件1-操作流程** Please refer to **Attachment 1 - Operation Process.**	
3	論文/研究方向提送單 Thesis/Research Direction Submission Form	**碩一第二學期**開學後二週內繳交。 Submit within two weeks after the start of the second semester of Year 1.	碩士論文研究方向提送單（**附件2**） Master's Thesis Research Direction Submission Form （**Attachment 2**）	
4	論文/碩士論文題目提送單 Thesis/Master's Thesis Title Submission Form	**碩二第一學期**註冊後繳交 Please submit after registering for the first semester of Year 2.	碩士論文題目提送單（**附件3**） Master's Thesis Title Submission Form (**Attachment 3**)	
5	論文計畫書審查 Thesis Proposal Review	第一學期於 **10/15** 前提出申請。 Submit the application by **10/15** in the first semester. 第二學期於 **04/15** 前提出申請。 Submit the application by **04/15** in the second semester.	請於學生資訊系統**線上**申請。 Please apply through the online student information system.	<mark>論文/技術報告計畫書書面審查通過**屆滿兩個月**後始得**申請學位考試**。</mark> The application for the degree examination can only be made two months after the written review of the thesis/technical report proposal is approved.

| 6 | 學位論文口試申請
Degree Thesis Oral Examination Application | 1. 本學期預計可完成系所規定所有應修課程，並<mark>完成至少一篇期刊發表，需教授通過後簽名</mark>
Expected to complete all required courses specified by the department this semester and publish at least one journal paper, subject to professor approval and signature.
2. 第一學期於**12/31**前提出申請，<u>次年1/31前完成口試(含論文修改及上傳完成)；</u>
第二學期於**6/30**前提出申請，<u>7/31前完成口試(含論文修改及上傳完成)。</u>
Apply by 12/31 in the first semester and complete the oral defense (including thesis revision and upload) by 1/31 of the following year.
Apply by 6/30 in the second semester and complete the oral defense (including thesis revision and upload) by 7/31.
3. 論文口試依各系所規定，向該系所提出申請。
The thesis oral defense must be applied for according to the department's regulations. | 請於學生資訊系統**線上**申請。
Please apply through the online student information system. | 與指導教授商定口試委員後，請於<mark>**論文口試15天前**</mark>將這些資料，透過**線上**學生資訊系統提出申請給系辦，以利製作口試委員聘書。
After finalizing the oral defense committee with your advisor, submit these documents via the online student information system a<mark>t least 15 days before the defense</mark> to the department office for committee appointment letter preparation. |

7	學位論文口試 Degree Thesis Oral Examination	論文口試完畢當天，需將論文口試資料繳交回系上。 On the day of the thesis oral defense, submit the thesis defense documents to the department.	口試完請繳回系辦以下資料： After the oral defense, please submit the following documents to the department office: 1. 碩士論文考試委員會審定書（**附件4**） Verification Letter from the Master Dissertation Examination Committee (**Attachment 4**) 2. 碩士論文研究生學位考試評分總表（**附件5**） Master's Thesis Graduate Degree Examination Score Summary (**Attachment 5**) 3. 考試費印領單據（**附件6**） Examination Fee Receipt (**Attachment 6**)	**論文口試委員會審定書**待系主任簽名之後，系辦將通知領取。該簽名單須個人永久保存，用於複製正式論文之用。 The Verification Letter from the Master Dissertation Examination Committee can be picked up after the department chair signs it. This signed document must be kept permanently for final thesis reproduction.
8	研究生電子論文上傳與繳交 Graduate Electronic Thesis Upload and Submission	第一學期於 1/31 前完成口試 (含論文修改及上傳完成)； Complete the oral defense by 1/31 in the first semester (including thesis revision and upload). 第二學期於 7/31 前完成口試 (含論文修改及上傳完成)。 Complete the oral defense by 7/31 in the second semester (including thesis revision and upload).	1. 離校程序指導教授同意書（**附件7**） Exit Procedure Advisor's Consent Form (**Attachment 7**) 2. **線上建檔論文：請務必依照研究生上傳論文前自檢項目之要求進行上傳。** Online Thesis Submission: Please be sure to follow the checklist requirements for thesis submission before uploading. 3. 研究生上傳論文前自檢項目單並**親簽** (請以圖書館公告版本為主) Graduate Student Self-Check Checklist for Thesis Upload and **Personal Signature** (please follow the version announced by the library). 博碩士論文系統及自檢項目單連結： Link to the Doctoral and Master's Thesis System and	博碩士論文系統： 請告知系辦，建立帳號後即可登入系統進行上傳。 Doctoral and Master's Thesis System: Please inform the department office, and after creating your account, you can log in to the system to upload your thesis. 紙本論文繳交： 圖書館兩本、資工系辦一本。

			Checklist: https://cloud.ncl.edu.tw/asia/download.php 4. 紙本論文三本。 Three printed copies of the thesis.	詳細規格請參閱上傳論文前自我檢查項目單。 Printed Thesis Submission: Two copies for the library and one copy for the Department of Computer Science office. For detailed specifications, please refer to the pre-upload thesis self-checklist.
9	辦理離校手續 Exit Procedures	請依本校註冊組每學期所發之學生離校程序與學位證書領取規定辦理。 Please follow the student exit procedures and degree certificate collection guidelines issued by the Registration Division each semester.	1. 系所離校程序單（**附件8**） Department Exit Procedure Form (**Attachment 8**) 2. 論文繳交資工系辦：紙本論文1本 Thesis Submission to the Department of Computer Science Office: One printed copy of the thesis.	**線上**學生資訊系統確認，依學校規定時程之畢業審查及相關離校手續。 **Online** Student Information System Confirmation: Follow the graduation review and related exit procedures according to the university's schedule.

附件總表 Attached Summary Table

附件1－ 操作流程 Operation Process

附件2－ 碩士論文研究方向提送單 Submission form for research direction of master's thesis

附件3－ 碩士論文題目提送單 Submission of Master Thesis Title

附件4－ 碩士論文考試委員會審定書
Verification Letter from the Master. Dissertation Examination Committee

附件5－ 碩士班暨碩士在職專班研究生學位考試評分表
Degree Exam Grading Form for Graduate Student of Master Program or On-job Master Program

附件6－ 研究生學位考試委員戶籍資料表
Graduate Degree Exam Commissioner's Household Records Form

附件7－ 指導教授同意書 School Leaving Procedure Sheet Consultant agrees

附件8－ 離校程序單 School Leaving Procedure Sheet

操作流程 Operation Process:

(一)學生資訊系統各項申請中英文對照表

Chinese and English comparison table for various applications in the Student Information System

中文	英文
研究生申請/變更指導教授	Application/change for advising professor of graduate student
研究生學位論文申請書	Application for graduate student's thesis proposal
研究生學位考試	Graduate student degree exam
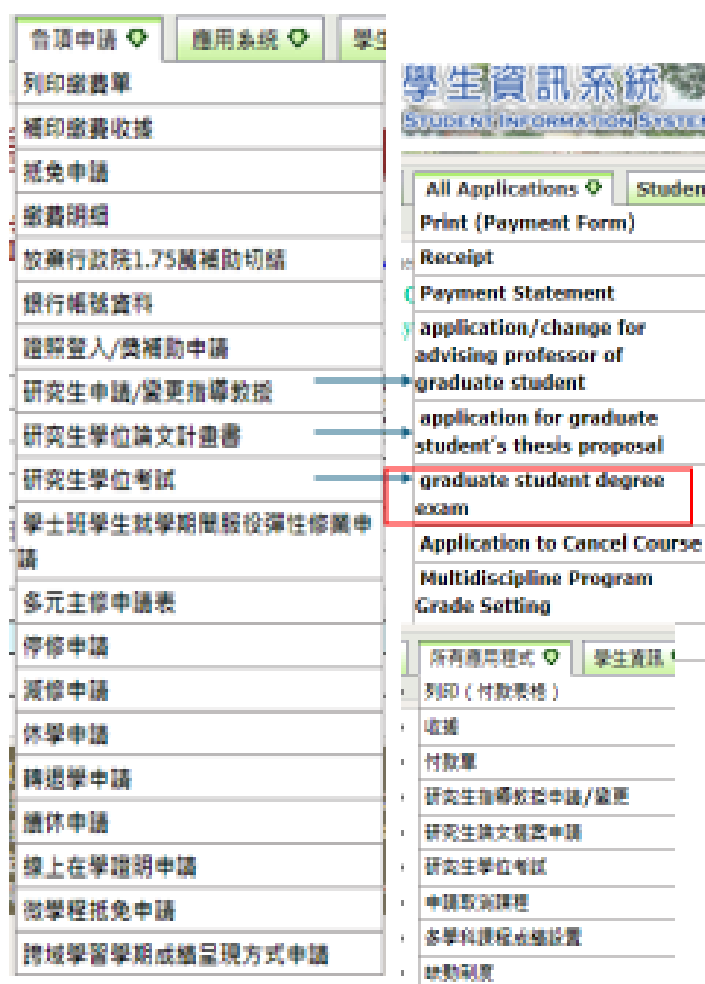
圖一　Figure 1

（二）研究生申請/變更指導教授 Graduate Student Application/Change of Advisor：

（1）請至「校園入口」→學生資訊系統→各項申請→點選研究生申請/變更指導教授進入申請（如圖二）。

Please go to "Campus Portal" → "Student Information System" → "Applications" → Click on "Graduate Student Application/Change of Advisor" to proceed with the application (as shown in Figure 2).

圖二　Figure 2

（2）研究生申請/變更指導教授之畫面（如圖三）　step1→ step2→ step3，　送出後可隨時登錄本系統查詢申請狀態。

The screen for Graduate Student Application/Change of Advisor (as shown in Figure 3):
Step 1 → Step 2 → Step 3
After submission, you can log into the system at any time to check the application status.

圖三　Figure 3

※若該教師該學年指導人數已滿，無法再指導研究生，系統將會顯示「教授指導人數已額滿」。
※If the professor has reached the maximum number of students they can advise for the academic year, the system will display "The professor's advising capacity has been reached."

(三) 研究生學位論文計畫書申請 application for graduate student's thesis proposal

圖四　Figure 4

(四) 研究生學位考試申請 application for graduate student degree exam

圖五　Figure 5

亞洲大學

資訊工程學系碩士班暨碩士在職專班

學年度第＿＿＿＿學期

碩士論文研究方向提送單

Submission form for research direction of master's thesis

研究生姓名 Name	
研究生學號 Student ID	
聯絡電話 phone number	
Email(此為聯絡全國碩博士論文資訊網使用)	
碩士論文研究方向 Master thesis research direction	

指導教授簽名：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ 日期：

請注意：

★研究生請務必於第一學年第二學期註冊後二週內將本『碩士論文研究方向提送單』交至系辦公室。

★若因故無法於時限內提出碩士論文研究方向，需事先以書面提出延緩理由，並經所長簽名同意。但延後時限最多為二個月，否則自動延長修業年限。

Please note:

★Graduate students must submit this "Master's Thesis Research Method" within two weeks of registration in the second semester of the first academic year.

Submit the file to the department office.

★If for some reason the research direction of the master's thesis cannot be proposed within the prescribed time limit, the reason for the extension must be submitted in advance in writing and the director signed and agreed. However, the delay time is up to two months, otherwise the learning time will be extended automatically.

亞洲大學

資訊工程學系碩士班暨碩士在職專班

＿＿＿＿學年度第＿＿＿＿學期

碩士論文題目提送單
Submission of Master Thesis Title

研究生姓名 **Name**	
研究生學號 Student ID	
聯絡電話 phone number	
Email(此為聯絡全國碩博士論文資訊網使用)	
碩士論文題目（中文） Master's Thesis Topics (CH)	
碩士論文題目（英文） Master's Thesis Topics (EN)	

指導教授簽名 Advisor's Signature：＿＿＿＿＿＿＿＿＿＿＿＿＿ 日期 Date：

請注意：★研究生請務必於第二學年第一學期註冊後二週內將本『碩士論文題目提送單』
　　　　　交至系辦公室。
　　　　★若因故無法於時限內提出碩士論文研究方向，需事先以書面提出延緩理由，並經所長簽名同
　　　　　意。但延後時限最多為二個月，否則自動延長修業年限。
　　　　Please note:
　　　　★ Graduate students must submit this "Master's Thesis Topic Submission Form" to the department
　　　　　office within two weeks after registering for the first semester of their second year.
　　　　★ If you are unable to submit the Master's Thesis research direction within the given deadline, a written
　　　　　request for an extension must be submitted in advance and approved by the department chair with
　　　　　their signature. However, the extension period can be no longer than two months, otherwise, the
　　　　　study duration will be automatically extended.

亞洲大學
Asia University
資訊工程學系
Department of Computer Science and Information Engineering
碩士論文考試委員會審定書
Verification Letter from the Master. Dissertation Examination Committee

論文題目-題目

Title of Discussion-English

碩士生Master Student: 中文名字 English name

本論文業經審查及口試合格特此證明

This dissertation had been examined and qualified by the Master. Dissertation Exam Committee.

論文考試委員：

Exam Commissioners

_____   _____

_____   _____

指導教授：

Advisor

所　　長：

Institute Director

民國 ** 年 ** 月

(Month, Year

亞洲大學　學年度第　學期碩士班暨碩士在職專班研究生學位考試評分表

Degree Exam Grading Form for Graduate Student of Master Program or On-job Master Program, _____Semester in the Year of_____, Asia University

系　所　別 Institute		研　究　生 Graduate Student		學　　號 Student Number	
論　文　題　目 Thesis Topic					

項目 Item	評　語　Comments	得分 Score	備註 Remarks	一、 學位考試成績評分以七十分為及格，一百分為滿分。考試成績以出席委員評定分數平均決定之。 1. As for the score in the Degree Exam, the qualified score is 70, and the perfect score is 100. The score will be determined by the average score of the scores graded by the attending commissioners. 二、 學位考試成績評定，博士班須有三分之一以上委員、碩士班須有二分之一以上委員評定為不及格者，以不及格論。評定以一次為限。 2. As for the score in the Degree Exam, a disqualified score will be determined, if it is graded to be disqualified by more than 1/3 of the commissioners in a Doctoral Degree Exam or by more than 1/2 of the commissioners in a Master Degree Exam. The score will be given once.
研究方法 Research Method		（20%）		
資料來源 Data Source		（20%）		
文字與結構 Words and Structure		（20%）		
心得創建或發明 Idea Creation or Invention		（40%）		
評語 Comments		總成績 Total Score （100%）		

亞洲大學　學年度第 學期碩士班暨碩士在職專班研究生學位考試評分表

Degree Exam Grading Form for Graduate Student of Master Program or On-job Master Program, _____Semester in the Year of_____, Asia University

評語 Comments				三、學位考試成績評定不及格，而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。 3. For anyone who fails the Degree Exam and whose terms of study are not due, he/she can apply for a re-exam in next semester or next year. The re-exam will take place once only. If he/she also fails the re-exam, he/she will be dropped out.
	考試委員：　　　　　　　簽章 Exam Commissioner:_____(Signature) 考試委員：　　　　　　　簽章 Exam Commissioner:_____(Signature) 考試委員：　　　　　　　簽章 Exam Commissioner:_____(Signature)			

亞洲大學　學年度第 學期碩士班暨碩士在職專班研究生學位考試評分表

Degree Exam Grading Form for Graduate Student of Master Program or On-job Master Program, _____Semester in the Year of_____, Asia University

| 延後公開論文

Embargo of Thesis/Dissertation | 是否同意延後公開論文?(請考試委員檢視相關附件)
If agree Embargo of Thesis/Dissertation?
延後至_____年_____月_____日公開(每次至多五年)
□涉及機密(Contains information pertaining to the secret)
適用法規或具體事實證據(Pease specify)_____
□涉及專利事項(Filing for patent registration)
申請專利案號或申請說明(Registration number)_____
□依法不得提供事項(Withheld according to the law)
適用法規或具體事實證據(Please specify)_____
□不通過(Not Approved)_____

說明:依學位授予法,學位論文應以立即公開為原則;若論文內容涉及機密、專利或依法於一定時間內不得立即公開者,得申請延後公開。
　　考試委員：　　　　　　　　　簽章

　　考試委員：　　　　　　　　　簽章

　　考試委員：　　　　　　　　　簽章

　　考試委員：　　　　　　　　　簽章

　　考試委員：　　　　　　　　　簽章 | | 備註

Remarks | 請事先自亞洲大學論文系統網頁下載論文延後公開申請書,請考試委員簽名,本申請書正本相關證明文件正本需於辦理離校作業時繳交至圖書館
Please download the application form for embargo of thesis/dissertation from Asia University's thesis system website in advance and have the examination committee sign it. The original copy of this application form and related supporting documents must be submitted to the library when completing the graduation assignment. |

亞洲大學
Asia *University*
研究生學位考試委員戶籍資料表
Graduate Degree Exam Commissioner's Household Records Form

系所別 Institute	資訊工程 學系	研究生 Graduate Student		學 號 Student Number	
考試委員 Exam Commissioner		身份證 字 號 ID Number			
詳 細 戶籍地址 Detailed Permanent *Address*					
電 話 TEL					
銀行名稱	銀行　　　　　　分行 【限本人戶名帳號】				
銀行帳號	【必填】				
備 註	※提供非國泰世華銀行帳戶者，匯款需自行負擔匯款手續費。				

亞洲大學研究生學位考試費印領單據
Asia *University* Graduate Degree Exam Fee Printed Receipt

項 目 Item	金 額 Amount of Money	簽 章 Signature
指導教授指導費 Advisor *Fee*		
論 文 考 試 費 Thesis/Dissertation Exam *Fee*		
考試委員交通費 Exam Commissioner Transportation *Fee*		
合 計 Total		

注意事項：1.每位考試委員，須各填寫一張（請詳填）。
　　　　　2.論文相關考試費用。請研究生逕至系所詢問。
　　　　　3.考試結束後，請立即將此表於交回各系所。

Notice: 1. Each exam commissioner should fill out one form (Please fill out in detail).
　　　　2. As for the fees related to Degree Exam, the graduate student should ask the institute by himself/herself.
　　　　3. After the exam is over, please return this form to the institute immediately.

亞洲大學

資訊工程學系碩士班/碩專班

＿＿學年度 研究生離校手續

指導教授同意書

School Leaving Procedure Sheet Consultant agrees

研究生姓名 name	
研究生學號 Number	
聯絡電話 phone Number	
聯絡 E-mail	
碩士論文/技術報告 題目（中文） Thesis/Dissertation Title(CN)	
碩士論文/技術報告 題目（英文） Thesis/Dissertation Title(EN)	

＊本人所指導研究生＿＿＿＿＿＿＿＿已完成所有碩士論文修改

工作，本人同意其辦理本所離校手續！

指 導 教 授 簽名：＿＿＿＿＿＿＿＿＿＿＿日期：

＊＊請注意：研究生於口試完畢後，必須依指導教授指示修改論文/技術報告，並將最終確定之
中英文論文題目填寫至表格內，待修改完畢，同時取得指導教授簽名同意後，方得
據以辦理本所離校手續。

亞洲大學

資訊工程學系碩士班/碩專班

離 校 程 序 單 School Leaving Procedure Sheet

項 目 project	系辦確認簽章
歸還圖書、儀器 Return books and instruments	
繳交碩士論文 1 本 Submit 1 books of master's thesis	
論文完成上傳 The paper is upload	
指導教授離校同意書 Guide the Professor's Leave Consent	
歸還實驗室鑰匙 Return the lab keys	

姓名 Name：

學號 Student No：

日期 Date：

總核 系助理簽章