

# 國立臺中科技大學

## 商學院智慧營運與經營管理外國學生碩士專班修業要點

### Academic Regulations for the International Master of Business Administration in Intelligent Operations Program, College of Business, NUTC

- 113.3.14 112 學年度第 2 學期第 1 次商學院課程委員會議通過
- 113.4.16 112 學年度第 2 學期校課程委員會議審議通過
- 113.4.30 112 學年度第 2 學期日間部教務會議通過
- 114.3.13 113 學年度第 2 學期第 1 次商學院課程委員會議通過
- 114.4.24 113 學年度第 2 學期校課程委員會議審議通過
- 114.5.22 113 學年度第 2 學期日間部教務會議通過
- 114.10.2 114 學年度第 1 學期第 1 次商學院課程委員會議通過
- 114.10.28 114 學年度第 1 學期校課程委員會議審議通過
- 114.11.11 114 學年度第 1 學期日間部教務會議通過

#### 一、依據

為培育智慧營運與經營管理領域之國際專業人才，國立臺中科技大學（以下簡稱本校）商學院（以下簡稱本院）設置「智慧營運與經營管理外國學生碩士專班」（以下簡稱本專班），並訂定本修業要點。本修業要點依據「國立臺中科技大學學則」、「抵免科目學分作業要點」及「國立臺中科技大學碩士班研究生延聘指導教授及學位考試等相關作業要點」辦理。

#### I. Basis of Regulations

To cultivate international professionals in the field of intelligent operations and business management, the College of Business (hereinafter referred to as "the College") at National Taichung University of Science and Technology (hereinafter referred to as "the University") has established the "International Master of Business Administration in Intelligent Operations Program" (hereinafter referred to as "the Program") and has formulated these academic regulations. These academic regulations are established in accordance with the "Academic Regulations of National Taichung University of Science and Technology," the "Guidelines for Course Credit Transfer," and the "Guidelines for Appointment of Graduate Advisors and Conducting Degree Examinations in Master's Programs."

#### 二、畢業規定

- (一) 本專班研究生應修得 30 學分(含碩士論文 6 學分)方可畢業。
- (二) 本專班研究生應於修業期間達到全民英檢中級複試或新制多益測驗550分(含)以上方可畢業。
- (三) 本專班研究生須提出論文、通過碩士學位考試，方可取得碩士學位。

#### II. Graduation Requirements

1. Master's students of the Program must complete 30 credits, including 6 credits for the master's thesis, to graduate.
2. Master's students of the Program must achieve a minimum score of 550 on the TOEIC test or pass the GEPT Intermediate Level Speaking and Writing Test during their study period to graduate.
3. Master's students of the Program must complete their thesis and pass the master's degree examination to obtain the degree.

#### 三、修業期限

- (一) 本專班研究生經招生錄取，其身分不得轉換。
- (二) 本專班修業期限以一至四年為限(係指連續開班前提下最多可延至四年)。
- (三) 本專班之休學申請依循「本校學則」辦理。

#### III. Duration of Study

1. Master's students of the Program cannot change their student status after admission.
2. The duration of the master's program ranges from 1 to 4 years (assuming continuous enrollment, extendable up to 4 years).
3. Leave of absence applications from the master's program shall follow the University's academic regulations.

#### 四、修課規定

- (一) 為提升論文品質，論文題目與內容應與本專班教育目標及專業領域相符。
- (二) 本專班研究生於入學開始就讀後，第一學年每學期之修習學分數不得少於6學分且不可超過9學分（不含補修學分）。

(三) 修課超出學分上限者，須提交超修申請書，並檢附修課計畫與相關證明文件，經審核通過後始得辦理選課。每人  
在學期間僅限申請一次，以超修3學分為上限。

(四) 超修申請須於開學加退選兩週內提出，若超過期限，超修學分將不列入畢業學分計算。

#### IV. Coursework Requirements

1. To ensure thesis quality, the thesis topic and content must align with the program's educational objectives and professional fields.
2. Master's students must enroll in at least 6 but no more than 9 credits per semester in their first academic year (excluding remedial courses).
3. If students wish to exceed the credit limit, they must submit an application for excess credits, along with a study plan and supporting documents, for approval. Each student may apply for excess credits only once during their study period, with a maximum of 3 additional credits.
4. Applications for excess credits must be submitted within the first two weeks of the semester. Late applications will not be counted toward graduation credits.

五、學分抵免：碩士班本專班選修他系之碩士班課程，須為本專班未開授且與研究領域相關之課程為原則，且修課前須經論文指導教授同意，總修課學分以3學分為限。

V. Credit Transfer：Elective courses offered by other departments must be relevant to the student's research field and not offered by the program. Prior approval from the thesis advisor is required, and a maximum of 3 transfer credits is allowed.

#### 六、延聘論文指導教授

- (一) 指導教授應以本院專任(專案)助理教授(含)以上為原則，並應符合學位考試委員之資格；共同指導者，得邀請本校專、兼任教師或校外教師擔任，但每位研究生指導教授以不超過兩位為原則。
- (二) 若指導教授因故離職(含退休)時，得改列為共同指導教授，並應另聘校內專任教師為指導教授，如有特殊需求，須簽請校長同意後，始得為之。
- (三) 碩士生須於入學第一學年第二學期開學兩週內填妥「指導教授提報單」(如表1)，並經指導教授及本專班主管同意後送院辦公室彙整造冊，本專班於每學期結束後五天內彙整完畢送交課務組存查。
- (四) 因特殊原因須更換指導教授時，須填具「更換指導教授提報單」(如表2)，並經原任指導教授、新任指導教授同意後，送請本專班主管核定後予以更換。凡與本專班研究生有三親等內之關係或配偶(含前配偶)者，不得擔任其學位指導教授及學位考試委員。
- (五) 依法修業期滿，修滿應修學分，符合畢業條件並提出論文，經碩士學位考試委員會考試通過者，方可取得碩士學位。

#### VI. Appointment of Thesis Advisors

1. The thesis advisor shall, in principle, be a full-time (or project-based) assistant professor or above in the College and must meet the qualifications of a degree examination committee member. Co-advisors may be invited from full-time or part-time faculty members of the University or external faculty members. However, each master's students shall have no more than two thesis advisors.
2. If a thesis advisor resigns or retires, they may continue serving as a co-advisor. However, a full-time faculty member from the University must be appointed as the primary advisor. In special cases, approval from the University President is required.
3. Master's students must submit the "[Master's Program Research Advisor Submission Form](#)" (as in Table 1) within two weeks of the second semester of their first academic year. After approval by the thesis advisor and program director, the form is submitted to the office for recordkeeping. The program compiles and submits these records to the Academic Affairs Office within five days after each semester's end.
4. If a student needs to change their thesis advisor due to special circumstances, they must complete the "[Master's Program Research Advisor Change Request Submission Form](#)" (as in Table 2). The form must be approved by both the current and new advisors and submitted to the program director for approval before the change is made. Faculty members who are within three degrees of kinship or are the spouse (including former spouses) of the graduate student are not eligible to serve as their thesis advisor or as a member of their degree examination committee.
5. Upon completion of the required study period, fulfillment of all required credits, and meeting graduation requirements, students must submit a thesis and pass the master's degree examination conducted by the Thesis Examination Committee to obtain a master's degree.

#### 七、學位考試辦法

~~(一) 須於畢業當學期開學一週內繳交研究計畫書。~~

- (一) ~~口試申請學位考試~~須依規定時間提出，每學期以一次為限，在第一學期畢業者，必須在元月卅一日前考試完畢；在第二學期畢業者，必須在七月卅一日前考試完畢。
- (二) 為維護學術倫理，原則上指導教授得自訂論文相似度標準比例，要求學生於學位考試前完成論文原創性比對報告，提供指導教授與口試委員審閱。
- (三) 申請資格：
1. 已符合或當學期可符合本專班應修課程及畢業條件。
  2. 完成本校學術倫理教育課程實施要點規定(須出示學術倫理課程修課證明)，或免修或相關替代措施等證明。須於申請學位口試考試前，至「臺灣學術倫理教育資源中心」線上平台修習指定之學術倫理課程，並於課程總測驗成績達及格標準，即可線上取得修課證明。
  3. 操行成績及格。
  4. 論文初稿已完成並經指導教授同意。
  5. 更換指導教授者，必須在新指導教授指導下至少再修讀1學期，方得提學位考試申請。
- (四) 研究生應於提出學位考試申請三個月前填具「學位論文主題專業領域相符審核表」(如表3)，經院務會議審核通過。~~。是否相符有疑義時，應提院務會議討論~~
- (五) 研究生提出學位考試前一月應填具「研究生參加學位考試申請書」(如表4)，並出具「歷年成績表、當學期修課資料、學術倫理修課證明及無違反學術倫理聲明書(如表5)」。
- (六) 碩士學位考試委員會置委員三人至五人為原則，其中校外委員人數不少於三分之一。由本專班主管遴選資格者，並報請校長同意後聘任之，由本專班主管指定委員一人為召集人，指導教授不得擔任召集人。  
前項委員，應對修讀碩士學位學生之研究領域有專門研究，並具有下列資格之一：
1. 現任或曾任教授、副教授、助理教授。
  2. 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。
  3. 獲有博士學位，且在學術上著有成就。
  4. 研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就。
- 前項第三款、第四款資格之認定基準，由辦理本院務會議或學位學程事務會議定之。
- (七) 學位考試委員應親自出席學位考試，不得委託他人代理；必要時經相關院務會議同意得以同步視訊方式進行，並應全程錄影存檔備查。凡與碩士班研究生有三親等內之關係或配偶(含前配偶)者，不得擔任其學位指導教授及學位考試委員。
- (八) 學位考試成績以學位考試出席委員評定分數之平均決定之，學位考試成績以七十分為及格，一百分為滿分。如有出席委員二分之一(含)以上評定不及格，即視為不及格；不予平均。
- (九) 經碩士學位考試委員會考試通過，於一學年內完成論文或報告修正及繳交者，授予碩士學位。未能於碩士學位考試通過一學年內完成論文或報告修正及繳交者，其學位考試不予採認，並以一次不及格論。
- (十) 學位考試舉行後，如未能於該學期完成應修課程及畢業條件之研究生，其考試成績不予採認，亦不計入學位考試之次數。
- (十一) 已申請學位考試，如因故無法於學位考試，應於學位考試日前，填具「研究生取消學位考試通知單」(如表6)報請學校撤銷該學期學位考試之申請，否則以學位考試一次不及格論。
- (十二) 學位考試成績不及格或未能於碩士學位考試通過一學年內完成論文或報告修正及繳交者，如其修業年限尚未屆滿，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，應予退學。
- (十三) 學位論文以公開為原則，不公開為例外；除涉及機密、專利事項或依法不公開者外，均以公開為原則。若碩士生擬延後公開，須提具「國立臺中科技大學學位論文延後公開申請書」(如表7)，並於學位考試時，由指導教授及口試委員進行確認與審查。

## VII. Degree Examination

### ~~a. Students must submit their research proposal within the first week of the graduation semester.~~

1. The application for the degree examination must be submitted within the designated timeframe and is limited to once per semester. Students graduating in the first semester must complete the examination by January 31, while those graduating in the second semester must complete it by July 31.
2. To uphold academic integrity, thesis advisors may set their own standards for thesis similarity ratios and require students to complete a plagiarism check report before the degree examination. The report must be reviewed by the advisor and the oral examination committee members.
3. Eligibility for Application:
  - A. Students must have completed or be able to complete the program's required coursework and graduation requirements within the semester of graduation.

- B. Students must have completed the University's academic ethics course as per the guidelines (proof required) or provide proof of exemption or related alternative measures. **Before applying for the oral examination, students must complete the designated academic ethics course on the " Center for Taiwan Academic Research Ethics Education, AREE " online platform and obtain a passing score on the final assessment to receive the course certificate.**
- C. Students must have received a passing grade in conduct.
- D. The initial draft of the thesis must be completed and approved by the thesis advisor.
- E. Students who change thesis advisors must study under their new advisor for at least one semester before applying for the degree examination.
4. **Master's students should complete the ["Thesis Topic Professional Field Alignment Review Form"](#) (as in Table 3) three months before applying for the degree examination. The form must be approved by the College Affairs Meeting.**
5. One month before the degree examination, students must **complete the ["Graduate Student Degree Examination Application Form"](#) (as in Table 4) and submit the following documents:**
- **Transcript of all academic records**
  - **Current semester course enrollment record**
  - **Academic ethics course completion certificate**
  - **[Declaration of compliance with academic ethics \(as in Table 5\)](#)**
6. The **Degree Examination** committee should consist of three to five members, with at least one-third being external members. The program director nominates qualified members, subject to the approval of the University president. The program director appoints one member as the convener, and the thesis advisor cannot serve as the convener. The committee members must have expertise in the research field of the master's degree student and meet at least one of the following qualifications:
- A. Current or former professor, associate professor, or assistant professor.
- B. Academician of Academia Sinica, or current or former researcher, associate researcher, or assistant researcher of Academia Sinica.
- C. Holder of a doctoral degree with significant academic achievements.
- D. Expert in a rare or specialized academic field or professional practice, with recognized academic or professional achievements.
- The criteria for evaluating qualifications under items C and D shall be determined by the College Affairs Meeting or the Degree Program Affairs Meeting.
7. **Degree Examination** Committee members must attend the degree examination in person and cannot delegate this responsibility. If necessary, **and** the examination may be conducted via synchronous video conferencing with the approval of the **college affairs meeting**, wherein the entire process must be recorded for archival purposes. **Faculty members who are within three degrees of kinship or are the spouse (including former spouses) of the graduate student are not eligible to serve as their thesis advisor or as a member of the Degree Examination Committee.**
8. The degree examination grade is determined by the average of the scores given by the attending committee members. The passing grade is 70 out of 100. If more than half (inclusive) of the attending members give a failing grade, the student fails the examination regardless of the averaged score.
9. Students who pass the degree examination, complete the thesis or report revisions, and submit these revisions within one academic year will be awarded a master's degree. Those who fail to do so within one year of passing the degree examination will have their examination results invalidated and will be considered to have failed once.
10. If a student is unable to complete the required coursework and graduation requirements within the same semester as the degree examination, the examination results will not be recognized and will not count toward the number of degree examination attempts.
11. **If a student applies for the degree examination but is unable to attend, they must submit a ["Graduate Degree Examination Cancellation Notice"](#) (as in Table 6) before the scheduled examination date to withdraw their application. Failure to do so will result in the examination being considered a failed attempt.**
12. Students who fail the degree examination or do not complete the thesis or report revisions to be submitted within one year of passing the degree examination may reapply for the examination in the following semester or academic year, provided their study period has not expired. This reexamination is limited to one attempt. Students who fail the reexamination must withdraw from the University.
13. In principle, master's theses should be publicly accessible. Exceptions apply only in cases involving confidentiality, patent matters, or other legal restrictions. If a master's student wishes to delay the public release of their thesis, they must submit a

[“Application Form for Delayed Publication of Thesis/Dissertation”](#) (as in Table 7), which must be reviewed and approved by the thesis advisor and the oral examination committee during the degree examination.

#### 八、碩士論文口試試場程序

- (一) 口試委員推選召集人（指導教授不得為召集人）。
- (二) 簡報、口試。
- (三) 無記名表決該生是否通過論文口試。
- (四) 出席委員逾三分之二(含)以上通過，且各委員在「[學位論文口試評分表](#)」(如表8)上記名評分及格者，始通過口試（七十分為及格分數）。
- (五) 召集人收回各口試委員評分表，核算平均成績後，並請於「[研究生論文考試結果通知書](#)」(如表9)簽名。

#### VIII. Procedures for the Master's Thesis Oral Examination

1. The oral examination committee members shall elect a chairperson (the thesis advisor may not serve as the chairperson).
2. Presentation and oral examination.
3. Anonymous voting on whether the student passes the thesis oral examination.
4. The oral examination is considered passed only if more than two-thirds (including) of the attending committee members approve, and each member assigns a passing score on the [“Thesis Oral Examination Scoring Sheet”](#) (as in Table 8). The passing score is 70.
5. The chairperson shall collect the evaluation forms from all oral examination committee members, calculate the average score, and sign the [“Graduate Thesis Examination Result Notification”](#) (as in Table 9).

#### 九、碩士論文撰寫須知

依學校規定辦理。

#### IX. Guidelines for Writing the Master's Thesis

The thesis must be written in accordance with the university's regulations.

#### 十、畢業及其相關規定：

- (一) 學位考試成績登錄：學位考試完畢後五日內將口試委員簽字之「[研究生論文考試結果通知書](#)」(如表9)送註冊組登錄，副本影本送院辦公室存查。
- (二) 學位證書發放：研究生最遲應在次學期開學日一周前，檢具修定完成之論文裝訂及電子檔交至院辦及圖書館，並將畢業資格審核明細表送達註冊組審核通過後，始得辦理離校手續，領取學位證書。
- (三) 逾期未完成畢業程序且未達修業年限者，次學期仍應辦理註冊(繳交學雜費基數)；修業年限屆滿，仍未完成畢業程序者，該學位考試不予採認，並依規定退學。

#### X. Graduation and Related Regulations

1. **Recording of Degree Examination Results:** Within five days after the degree examination, the signed [“Graduate Thesis Examination Result Notification”](#) (as in Table 9) must be submitted to the Registration Office for record-keeping, with a copy retained at the college office.
2. **Issuance of the Degree Certificate:** Master's students must submit the final revised and bound thesis along with an electronic version to the college office and library no later than one week before the start of the next semester. Additionally, they must submit the graduation qualification review form to the Registration Office for approval before completing the clearance procedures and obtaining the degree certificate.
3. **Failure to Complete Graduation Procedures:**
  - If a student does not complete the graduation process within the deadline but has not yet reached the maximum study period, they must still register and pay the base tuition fee for the following semester.
  - If the maximum study period has expired and the student has not completed the graduation process, the degree examination will be invalidated, and the student will be dismissed according to regulations.

#### 十一、已授予之學位，有下列情事之一者，應予撤銷，並公告註銷其已頒給之學位證書；有違反其他法令規定者，並依相關法令規定處理：

- (一) 入學資格或修業情形有不實或舞弊情事。
- (二) 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。

依前項規定撤銷學位後，應通知當事人繳還該學位證書，並將撤銷與註銷事項，通知其他大專校院及相關機關(構)。

#### XI. Revocation of Conferred Degrees

A conferred degree shall be revoked, and the issued degree certificate shall be publicly annulled under any of the following circumstances. If other laws and regulations are violated, further action shall be taken in accordance with relevant legal provisions:

1. False or fraudulent information regarding admission qualifications or academic records.
2. Fabrication, falsification, plagiarism, ghostwriting, or any other form of academic dishonesty in the thesis, work, achievement certificate, written report, technical report, or professional practice report.

Upon revocation of the degree, the individual shall be notified to return the degree certificate, and the annulment shall be reported to other universities and relevant institutions.

## 十二、其他

(一) 本要點若有未盡事宜，悉依教育部及本校相關規定辦理。

(二) 本要點經院課程委員會通過，報校課程會議及校教務會議核備後公布實施，修正時亦同。

## XII. Miscellaneous

1. Any matters not covered in these guidelines shall be handled in accordance with the regulations of the Ministry of Education and the university.
2. These guidelines shall take effect upon approval by the College Curriculum Committee, the University Curriculum Committee, and the Academic Affairs Meeting. The same procedure applies to any amendments.

**國立臺中科技大學 碩士班研究生指導教授提報單**  
**National Taichung University of Science and Technology**  
**Master's Program Research Advisor Submission Form**

主旨：檢送本專班研究生之指導教授名單，請查照。

Subject：Submission of the List of Supervising Professors for the Graduate Students in our Program – Kindly Review.

一、 研究生基本資料 Graduate Student Basic Information：

姓名 Name	學校 Student ID	性別 Gender	身分證字號 ID Number	出生年月日 Birthdate	備註 Remarks
現在住址 Current Address				住家電話 Home Phone Number	
永久地址 Permanent Address				行動電話 Mobile Phone Number	
				E-mail 信箱	

二、 指導教授名單 List of Dissertation Advisors：

服務單位 Service Unit	級職 Rank	姓名 Name	電話 Phone Number	通訊地址 Contact Address	備註 Remarks
					主要指導教授 Primary Dissertation Advisor

備註：

- 依本校『研究生指導教授及學位考試辦法』規定：研究生應於入學第一學年第二學期開學兩週內填妥「指導教授提報單」，並經指導教授及系所主管同意後送系所辦公室彙整造冊，各系所應於每學期結束後五天內彙整完畢送交課務組存查。
- 研究生因特殊原因需更換指導教授時，應填具「[更換指導教授提報單](#)」(如表 2)，原則上經新任指導教授同意後，送請系所主管核定。更換指導教授者，必須在新指導教授指導下至少再修讀 1 學期，方得提學位考試申請。

Remarks：

- According to the university's "Regulations for Advising Professors and Degree Examinations for Master's Programs and Master's In-Service Programs," newly admitted graduate students are required to submit the "[Master's Program Research Advisor Change Request Submission Form](#)"(as in Table 2) within the first two weeks of the second semester of their first academic year. The completed form must be approved by both the supervising professor and the department head before being submitted to the Academic Affairs Office for record.
- If a graduate student needs to change their supervising professor due to special circumstances, they should fill out the "Change of Supervising Professor Submission Form." Adding or removing supervising professors is considered a change of supervising professors.

此通知  
教務處課務組

This notification is to be forwarded to the Academic Affairs Office Curriculum Division for record.

系所主管 Department Chairman

(Signature)

Date:

課務組收登記錄 Academic Affairs Office Registration Records	
日期 Date	
承辦人 Person in Chare	

國立臺中科技大學 研究生更換指導教授提報單  
**National Taichung University of Science and Technology**  
**Master's Program Research Advisor Change Request Submission Form**

主旨：檢送本專班研究生之指導教授名單，請查照。

Subject：Submission of the List of Dissertation Advisors for the Graduate Students in our Program – Kindly Review.

三、研究生基本資料 Graduate Student Basic Information：

系所班別 Course Offering Department		申請日期 Application Date	
姓名 Name		學號 Student ID	

姓名 Name	級職 Rank	服務單位 Service Unit	電話 Phone Number

二、新任指導教授 New Dissertation Advisor：

此通知 教務處課務組 This notification is to be forwarded to the Academic Affairs Office Curriculum Division for record.

新任指導教授簽名 Signature of New Dissertation Advisor		原任指導教授簽章 Signature of Original Advisor		系所主管簽章 Signature of Department Chairman	
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備註：

1. 研究生因特殊原因更換指導教授時應填具本單。
2. 本單經原任指導教授、新任指導教授及系所主管簽可後送課務組彙整備查。
3. 研究生因特殊原因需更換指導教授時，應填具「更換指導教授提報單」；指導教授不變，增加或減少指導教授者，請另填寫「新增或減少指導教授提報單」(如表 2-1)。

4. Notes:

1. Graduate students who need to change their advisor for special reasons should fill out this form.
2. After obtaining signatures from the original advisor, new advisor, and department head, this form should be submitted to the Academic Affairs Office for review and consolidation.
3. If a graduate student needs to change their advisor due to special reasons, they should fill out the "Advisor Change Submission Form"; if the advisor remains the same but additional or fewer advisors are required, please complete the "[Master's Program Graduate Student Add or Remove Advisor Submission Form](#)((as in Table 2-1)" instead.

國立臺中科技大學  
 碩士班研究生新增或減少指導教授提報單  
 National Taichung University of Science and Technology  
 Master's Program Graduate Student  
Add or Remove Advisor Submission Form

提報申請  新增共同指導教授 Add Co-Advisor  
 Submission Application  減少共同指導教授 Remove Co-Advisor

一、研究生基本資料 Graduate Student Basic Information :

系所班別 Course Offering Department		申請日期 Application Date	
姓名 Name		學號 Student ID	

二、新增或減少指導教授 Add or Remove Dissertation Advisor :

姓名 Name	級職 Rank	服務單位 Service Unit	電話 Phone Number	原任/新增/減少說 明 Original/Added/ Removed Description

此通知 教務處課務組 This notification is to be forwarded to the Academic Affairs Office Curriculum Division for record.

原任指導(含 共同指導)教授 簽章 Signature of Original Advisor (including Co- Advisors)		新增或減少指導 (含共同指導) 教授簽章 Signature of Added or Removed Advisor (including Co- Advisors)		系所主管 簽章 Signature of Departme nt Chairman	
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備註：

1. 研究生因特殊原因新增或減少指導教授時應填具本單。
2. 本單經原任指導教授、新增指導教授及系所主管簽可後送課務組彙整備查。
3. 研究生因特殊原因需更換指導教授時，請另填「[更換指導教授提報單](#)」(如表 2)。

Notes:

1. Graduate students who need to add or remove their advisor for special reasons should fill out this form.
2. After obtaining signatures from the original advisor, new advisor, and department head, this form should be submitted to the Academic Affairs Office for review and consolidation.
3. If a graduate student needs to change their advisor due to special reasons, please fill out a separate "[Master's Program Research Advisor Change Request Submission Form](#)"(as in Table 2).

**國立臺中科技大學學位論文主題專業領域相符審核表**  
**National Taichung University of Science and Technology**  
**Thesis Topic Professional Field Alignment Review Form**

姓名 Name		就讀學院 College of Enrollment	<input type="checkbox"/> 商學院 College of Business <input type="checkbox"/> 設計學院 College of Design <input type="checkbox"/> 語文學院 College of Languages <input type="checkbox"/> 資訊與流通學院 College of Information and Logistics <input type="checkbox"/> 中護健康學院 College of Nursing and Health
學號 Student ID		就讀系所 Department of Enrollment	
連絡電話 Phone Number		學位考試 預定 Scheduled Degree Examination	_____academic year  <input type="checkbox"/> 1st <input type="checkbox"/> 2nd semester
論文題目 (暫定) Thesis Title (Tentative)	中文 Chinese :  英文 English :		
論文主題與 內容符合專 業程度說明 Explanation of the Professional Relevance of the Thesis Topic and Content	指導教授(請正楷簽名) Dissertation Advisor(Please provide a signature in block letters.) :		
<b>審核機制</b> Review Mechanism			
系審核 Departmental Review	經 Reviewed by the department on _____年(Year)____月 (Month)____日(Day) _____學年(Academic Year) ____學期 (Semester)第____次(No )_____系(所)務會議審查所屬系(所)教 育目標與專業領域 in relation to the educational objectives and professional field of the department (or institute). <input type="checkbox"/> 符合 Meets the criteria <input type="checkbox"/> 不符合 Does not meet the criteria 不台合理由說明 Explanation for not meeting the criteria :		
◆請檢附系(所)務會議紀錄相關佐證資料 ◆ Please attach relevant supporting documents from the departmental (or institute) meeting minutes.			

<p>學院覆核 (研究生申訴) College Review (Graduate Student Appeal)</p>	<p>經 Reviewed by the College on ____年(Year)____月(Month)____日(Day) ____學年 (Academic Year) ____學期(Semester)第 ____次(No)____院務會議(審查 委員會)覆核系(所)教育目標與專業領域 Faculty Meeting (Examination Committee) Review of the Department's (or Program's) Educational Objectives and Professional Fields:</p> <p><input type="checkbox"/> 符合 Meets the criteria</p> <p><input type="checkbox"/> 不符合 Does not meet the criteria</p> <p>不台合理由說明 Reasons for not meeting the criteria: :</p> <p>◆請檢附院務會議紀錄相關佐證資料</p> <p>◆Please attach minutes of the faculty meeting and relevant supporting documents for verification.</p>	
<p>系(所)主任 Department Chairman</p>	<p>院長 Dean</p>	<p>教務處 Academic Affairs Office</p>

**國立臺中科技大學**  
**National Taichung University of Science and Technology**  
 \_\_\_\_\_學年度 Academic Year 第\_\_\_\_\_學期 Semester  
**研究生參加學位考試申請書**  
**Graduate Student Degree Examination Application Form**

姓名 Name	學號 Student ID	就讀所別 Course Offering Department	指導教授 Dissertation Advisor	論文題目 Thesis Title 中文 / 英文(Chinese/English)	備註 Remarks

1. 依據本校研究生延聘指導教授及學位考試等相關作業要點規定，當學期尚有必修科目及學分數不足之情況，需俟成績送達，合於畢業學分數，方得辦理學位考試，若有成績未送達，先行辦理學位考試者，屆時任一科目成績未通過，其學位考試成績不予採計，畢業前應重新申請學位考試。
- I. In accordance with the university's regulations on the appointment of advisors and the conduct of degree examinations, if the student has any remaining required courses or insufficient credits for graduation, the degree examination can only be conducted after the grades are submitted and the graduation credit requirements are met. If the student proceeds with the degree examination before the grades are submitted, and fails in any subject, the results of the degree examination will not be recognized. The student must reapply for the degree examination before graduation.
2. 依據本校學術倫理教育課程實施要點規定，學生須出示學術倫理課程修課證明，或免修或相關替代措施等證明，方得申請學位考試。
- II. According to the university's guidelines on the implementation of academic ethics education, students must present proof of having completed the academic ethics course, or proof of exemption or equivalent measures, before applying for the degree examination.
3. 該生已修畢規定課程與學分(含當學期)，並已完成研究論文初稿，請同意參加論文考試。(請檢具歷年成績表、當學期修課資料、學術倫理修課證明、無違反學術倫理聲明書及學位論文題目專業領域相符審核表以供查核)。
- III. The student has completed the required courses and credits (including this semester) and has finished the first draft of the research thesis. Please approve the student's application to take the thesis examination. (Please attach transcripts for all years, current semester course information, proof of academic ethics course completion, a declaration of no violations of academic ethics, and a review form verifying the match between the thesis title and professional field for verification.)

敬陳 Respectfully submitted,

申請人 Applicant : \_\_\_\_\_ (Signature)      日期 Date : \_\_\_\_\_年(Year)\_\_\_\_月(Month)\_\_\_\_日(Day)

指導教授 Advisor : \_\_\_\_\_ (Signature)       本指導之該生，其學位論文與專業領域相符。  
I confirm that this student's thesis aligns with their professional field.

所辦承辦人 Department Officer : \_\_\_\_\_  已符合上述規定，並已查核相關修課資料。  
The above requirements have been met, and relevant course information has been verified.

系所主管 Department Chairman : \_\_\_\_\_

主旨：學生已完成研究論文初稿，並已修畢規定課程與學分及完成學術倫理課程，請同意參加論文考試。茲推薦口試委員人選如下，請惠予同意並發聘。

**Subject:** The student has completed the first draft of their thesis, fulfilled the required courses and credits, and completed the academic ethics course. Please approve their application to take the thesis examination. The following oral examination committee members are recommended for approval and appointment.

一、考試委員 Examination Committee Members：

姓名 Name	服務單位 Service Unit	職稱 Rank	學歷 Education	校內外別 Internal/External	e-mail 信箱	聯絡電話 Phone Number	備註 Remarks

備註：口試委員須與學生無配偶或三等親內之血親、姻親關係。

Note：Oral examination committee members must not be related to the student within the third degree of kinship or by marriage.

二、考試地點 Examination Location：本校 \_\_\_\_\_ 教室 Classroom \_\_\_\_\_, National Taichung University of Science and Technology.

三、考試時間 Examination Date：\_\_\_\_\_年(Year) \_\_\_\_\_月(Month) \_\_\_\_\_日(Day) (星期 Day of the week )  
from \_\_\_\_\_時(Hour) \_\_\_\_\_分(Minute)至 \_\_\_\_\_時(Hour) \_\_\_\_\_分(Minute) 止。

敬陳 Respectfully submitted,

系所主管簽章  
Signature of Department  
Chairman

註冊組 Registrar

教務長  
Dean of Academic Affairs

校長  
president

課務組  
Academic Affairs Office



**國立臺中科技大學**  
**National Taichung University of Science and Technology**  
 學年度 Academic Year 第 \_\_\_\_\_ 學期 Semester

**研究生取消學位考試通知單**  
**Graduate Degree Examination Cancellation Notice**

申請日期 Application Date :    年(Year)    月(Month)    日(Day)

學制 Program	<input type="checkbox"/> 博士 PhD <input type="checkbox"/> 碩士 Master's <input type="checkbox"/> 碩專 In-service Master's	所(組)別 Department/Ins titute	
學生姓名 Name		學號 Student ID	
論文題目 Thesis Title			
原訂口試日期 Original Oral Examination Date			
取消考試原因 Reason for Cancellation			
學生簽章 Student Signature		課務組核章 Academic Affairs Office Seal	
指導教授 簽章 Advisor's Signature		註冊組核章 Registration Office Seal	
系所主管 簽章 Department Chairman Signature		教務長核章 Dean of Academic Affairs Seal	

說明：申請學位考試之研究生因故未能如期舉行考試且其修業年限未屆滿者，應指導教授及系所主管核章後送課務組並按時辦理註冊。

**Notes:**

Graduate students who are unable to hold their degree examinations as scheduled, provided their study period has not expired, should have this form signed by their advisor and department chairman, and then submit it to the Academic Affairs Office and complete the registration process on time.

**國立臺中科技大學**  
**National Taichung University of Science and Technology**  
**學位論文延後公開申請書**  
**Application Form for Delayed Publication of Thesis/Dissertation**

申請日期 Application Date : 年(Year) 月(Month) 日(Day)

姓名 Name	學號 Student ID	就讀系所(組)別 Department/Institute	
		系所(組) Department/Institute	
畢業學年度 Graduation Academic Year		學期 Semester	
論文題目 Thesis Title	中文 Chinese :  英文 English :		
延後公開原因 Reason for Delayed Disclosure	<input type="checkbox"/> 涉及機密，請密件說明 Involvement of Confidential Information, Please Provide an Explanation as a Confidential Document : <input type="checkbox"/> 專利事項，申請案號 Patent Matters, Application Number : <input type="checkbox"/> 依法不得提供，請說明 Legally Prohibited from Providing, Please Explain :		
申請項目 Application Items	<input type="checkbox"/> 紙本論文延後公開 Postponed Public Disclosure of Printed Thesis		<input type="checkbox"/> 書目資料延後公開 Delayed Public Disclosure of Bibliographic Data
公開日期 Date of Disclosure	Date : ____年(Year)____月(Month)____日(Day)		<input type="checkbox"/> 不公開 Non-disclosure
延後公開原因 之理由說明 (說明至少 150 字) Explanation of the Reason for Delayed Disclosure (Please provide an explanation of at least 150 words)			

說明：依學位授予法第 16 條規定，學位論文以公開為原則，不公開為例外。

取得博士、碩士學位者，應將其取得學位之論文、書面報告、技術報告或專業實務報告，經由學校以文件、錄影帶、錄音帶、光碟或其他方式，連同電子檔送國家圖書館及所屬學校圖書館保存之。

國家圖書館保存之博士、碩士論文、書面報告、技術報告或專業實務報告，應提供公眾於館內閱覽紙本，或透過獨立設備讀取電子資料檔；經依著作權法規定授權，得為重製、透過網路於館內或館外公開傳輸，或其他涉及著作權之行為。但涉及機密、專利事項或依法不得提供，並經學校認定者，得不予提供或於一定期間內不為提供。

前二項圖書館之保存或提供，對各該博士、碩士論文、書面報告、技術報告或專業實務報告之著作權不生影響。

**Explanation:** According to Article 16 of the Degree Conferral Act, the principle is that theses should be made public, with non-disclosure being the exception.

Individuals who have obtained a doctoral or master's degree are required to submit their theses, written reports, technical reports, or professional practice reports through their respective institutions, in formats such as documents, videotapes, audiotapes, CDs, or other media, along with electronic files, to be preserved by the National Library and the university library.

Doctoral and master's theses, written reports, technical reports, or professional practice reports preserved by the National Library should be made available to the public for reading in paper form within the library or accessed electronically through independent devices. With authorization under the Copyright Act, these materials may be reproduced, publicly transmitted via the internet within or outside the library, or engaged in other copyright-related activities. However, if the materials involve confidentiality, patent matters, or are legally prohibited from being provided, and have been recognized as such by the institution, they may not be provided or may be withheld for a certain period.

The preservation or provision of these materials by the libraries, as mentioned in the previous two paragraphs, does not affect the copyright of the respective doctoral and master's theses, written reports, technical reports, or professional practice reports.

指導教授及口試委員 Advising Professor and Oral Defense Committee (Signature) :

單位主管(簽章) Unit Supervisor (Signature) :

系所主管 Department Chairman :                      院長 Dean :

**國立臺中科技大學**  
**National Taichung University of Science and Technology**  
 學年度 Academic Year 第 \_\_\_\_\_ 學期 Semester  
 學位論文口試評分表 Thesis Oral Examination Scoring Sheet

應試人資料 Candidate Information		成績(請以正楷書寫) Grades (Please write in block letters)
姓名 Name		
學號 Student ID		
所別 Department/Institute		
考試日期 Examination Date	__年(Year)_月(Month)_日(Day)	
論文題目 Thesis Title		

- 一、論文考試，由口試委員以不記名方式評分，由召集人負責就各口試委員所評分數加總平均，作為口試成績。
- 二、論文考試以七十分為及格。
- 三、本評分單由各所自行存查。
1. The thesis examination is scored anonymously by the oral examination committee members. The chairperson is responsible for calculating the total and average of the scores given by each committee member, which will serve as the final oral examination grade.
  2. A score of 70 is required to pass the thesis examination.
  3. This scoring sheet is to be retained and filed by each department.

**國立臺中科技大學**  
**National Taichung University of Science and Technology**  
 學年度 Academic Year 第 \_\_\_\_\_ 學期 Semester  
 學位論文口試評分表 Thesis Oral Examination Scoring Sheet

應試人資料 Candidate Information		成績(請以正楷書寫) Grades (Please write in block letters)
姓名 Name		
學號 Student ID		
所別 Department/Institute		
考試日期 Examination Date	__年(Year)_月(Month)_日(Day)	
論文題目 Thesis Title		

- 一、論文考試，由口試委員以不記名方式評分，由召集人負責就各口試委員所評分數加總平均，作為口試成績。
- 二、論文考試以七十分為及格。
- 三、本評分單由各所自行存查。
1. The thesis examination is scored anonymously by the oral examination committee members. The chairperson is responsible for calculating the total and average of the scores given by each committee member, which will serve as the final oral examination grade.
  2. A score of 70 is required to pass the thesis examination.
  3. This scoring sheet is to be retained and filed by each department.

## 國立臺中科技大學

## National Taichung University of Science and Technology

學年度 Academic Year 第 \_\_\_\_\_ 學期 Semester

## 研究生論文考試結果通知書

## Graduate Thesis Examination Result Notification

系所主管 Department/Institute Chair : (Signature)

指導教授 Dissertation Advisor : (Signature)

應考 研究生 Graduate Student Under Examina tion	姓名 Name	學號 Student ID	就讀系所班別 Course Offering Department	指導教授 Dissertation Advisor	備註 Remarks
				系所 Department/Institute 班 Class	
論文 題目 Thesis Title	中文 Chinese :				
	英文 English :				
考試結 果 Examina tion Result	上列研究生經本委員會於 年 月 日 午 時 於 舉行論文考試，評定結果如下，請 查 照。 The above-mentioned graduate student was evaluated by this committee on ____ (Year) ____ (Month) ____ (Day) at ____ (Hour) at ____ (Location), with the following result.			考試委員 簽名處 Examination Committee Signatures	
	是否與專業領 域相符 Consistency with Professional Field	及格 與否 Pass/Fa il	總平均分數 (請以整數計分，請 大寫) Overall Average Score (Please score in whole numbers, written in uppercase letters)		
以上通知 教務處註冊組 Notice above Registrar's Office					

注意事項 Notes	<p>一、依規定：學位考試委員會置委員三人至五人為原則，其中校外委員人數不少於三分之一。</p> <p>1. According to regulations, the thesis examination committee should consist of three to five members, with at least one-third being external members.</p> <p>二、學位考試成績以學位考試出席委員評定分數之平均決定之，學位考試成績以七十分為及格，一百分為滿分。如有出席委員二分之一(含)以上評定不及格，即視為不及格；不予平均，並以一次不及格論。</p> <p>2. The final grade of the thesis examination is determined by the average score given by the attending committee members. The passing score is 70 out of 100. If more than half of the attending members give a failing score, the student is considered to have failed the examination, without averaging the scores. The failure is considered as a single failure.</p> <p>三、學位考試成績不及格或未能於學位考試通過一學年內完成論文或報告修正及繳交者，如其修業年限尚未屆滿，得於次學期或次學年申請重考，重考以一次為限。</p> <p>3. If the student fails the examination or fails to complete the thesis or report revisions and submission within one academic year after passing the thesis examination, they may apply for a re-examination in the next semester or academic year, provided that their period of study has not expired. The re-examination is limited to one time.</p> <p>四、成績及格者，應附有考試委員簽字通過之論文三冊分送有關單位典藏。</p> <p>4. For students who pass the examination, three copies of the thesis signed by the committee members must be submitted to the relevant units for archiving.</p>
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