

亞洲大學碩士班暨碩士在職專班論文時程表

Schedule of Theses for Master Programs & On-job Master Programs in Asia University

93.04.12 製表

項次 Item	申請項目 Application Item	申請時程 Application Schedule	應備表單及資料 Forms and Data to be Prepared	研究生注意事項 Notice for Graduate Student
一	申報指導教授 Report the advisor	依各系所規定辦理 Process this according to the institute's regulations	指導教授同意書 Advisor Consent Form	向各系所辦理 Process this in the institute
二	變更指導教授申請 Apply for changing the advisor	依各系所規定辦理 Process this according to the institute's regulations	1.變更指導教授申請表 1. Application Form for Changing the Advisor 2.新指導教授之同意書 2. New advisor's Consent Form	向各系所辦理 Process this in the institute
三	變更論文題目申請 Apply for changing the thesis topic	依各系所規定辦理 Process this according to the institute's regulations	變更論文題目申請表 Application Form for Changing the Thesis Topic	向各系所辦理 Process this in the institute
四	論文考試申請 Apply for Degree Exam	1.本學期預計可完成該系所規定所有應修課程 1. All the required courses stipulated by the institute are expected to be finished in this semester. 2.上學期於 12/31 前提出申請，下學期於 6/30 前提出申請 2. In first semester, the application should be made before Dec. 31. In second semester, the application should be made before Jun. 30. 3.論文口試依各系所規定，向該系所提出申請 3. The application for oral defense should be made to the institute, according to the institute's regulations.	1.學位考試時間申請表 1. Application Form for Degree Exam Schedule 2.完稿論文乙本 2. One copy of the finished thesis script	1.備齊資料向各所申請進行論文口試 1. Prepare all the data to apply for oral defense in the institute 2.各系所如另有碩士學位考核規定，必須先通過該項規定。 2. If the institute has other master degree assessment regulations, the student should pass the regulations first. 3.論文考試須在本校舉行 3. The Degree Exam must be held within our school.
五	論文考試 Degree Exam	1.各所承辦人請先彙集口試資料，將口試委員資料表、聘書簽呈送校長核准（先會註冊組），秘書室蓋學校章即可發聘。 1. The undertaker in the institute should collect the data about oral defense first, to present the Oral Defense Commissioner Information Form and the Appointment Petition to the president (notify the Registry Section first). The appointment can be issued after the Secretariat Office has stamped the	1.口試費一覽表 1. List of Oral Defense Fees 2.論文口試總評表 2. General Comments Form for Oral Defense 3.論文口試評分表 3. Oral Defense Grading Form 4.考試費印領單據	1.成績以出席委員評分平均計算，評分並以一次為限；論文口試以 70 分為及格，重考以一次為限（二次不及格應令退學）。 1. The score is calculated according to the average of the scores given by the attending commissioners. The score will be given once. The qualified score in oral defense is 70. The re-exam

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	<p>school's official seal on it.</p> <p>2. 請依口試委員名單，事先向會計室預支口試費與車馬費，於當日口試完成後，請口試委員簽收，再歸墊預支款。</p> <p>2. Please draw the oral defense fee and the transportation allowance from Accounting Office in advance, according to the name list of the oral defense commissioners. On that day when the oral defense is over, the commissioners should sign their names after receiving these. Then, return the remaining prepaid money.</p> <p>3. 論文考試完畢當天，由論文考試召集人繳交成績到該所，該所承辦人輸入題目及成績，再以書面送到教務處註冊組備查。</p> <p>3. On that day when the Degree Exam is over, the exam convener should submit the scores to the institute. The undertaker in the institute should input the topic and the scores, and send the written data to the Registry Section at Academic Affairs Division for reference.</p>	4. Exam Fee Printed Receipt	<p>will take place once only (Anyone who fails twice will be dropped out).</p> <p>2. 成績須密封，請考試召集人於口試當日送各所辦公室。</p> <p>2. The scores should be sealed up, which will be sent by the exam convener to the institute's office on that day when the oral defense is over.</p>	
六	<p>辦理離校手續</p> <p>Process the procedures for</p>	<p>離校手續完成 → 領取學位證書時間</p> <p>Complete the procedures for leaving school → Time for receiving the diploma</p>	<p>1. 論文摘要線上建檔完成</p> <p>1. Complete the online filing of the thesis abstract</p>	<p>1. 論文繳交冊數</p> <p>圖書館：三本平裝論文 該系所：自行規定冊數或論文光碟</p>

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<p>leaving school 論文摘要線上建檔 File the thesis abstract online 繳交論文 Submit the thesis</p>	<p>請依本校註冊組每學期所發，學生離校程序與學位證書領取規定辦理。可個人或全班由同學代為辦理離校手續。 Please process this according to the procedure for leaving school and the stipulations for receiving diploma, issued by our school's Registry Section in every semester. A student can be on behalf of another person or the whole class to process the procedure for leaving school.</p>	<p>2.論文格式審查表（各所自定） 2. Thesis Format Review Form (set up by the institute) 3.精裝、平裝論文數本 3. Several hardcover and paperback copies of the thesis</p>	<p>1. The volumes of the thesis submitted: Library: Three paperback copies of the thesis The institute: The volumes stipulated by the institute, or a CD of the thesis 2.離校流程另行訂定公告之，流程單需繳交教務處方視為離校手續完成。 2. The procedure for leaving school will be enacted and announced otherwise. The procedure for leaving school will not be completed until the Procedure Sheets have been submitted to the Academic Affairs Division.</p>
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