

朝陽科技大學資訊工程系碩士修業參考時程

Suggested Study Timeline for the Master's Program

①指導碩士論文同意書 Consent Form for Thesis Instruction

| Deadline | Remarks |
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| 第一學年開學日起一個月內填妥，經指導教授及系主任同意後送系辦公室彙整造冊 Complete within one month from the start of the first academic year. After obtaining approval from the advisor and the department chair, submit to the department office for compilation and record-keeping. | Form 3 |

②修習學術研究倫理教育課程 Completion of Academic Research Ethics Education Course

| Deadline | Remarks |
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| 碩士班學生應於入學後， 最遲須於申請學位考試前 ，透過「臺灣學術倫理教育資源中心」網路教學平台自行修習課程，完成課程並通過總測驗，即可於網站申請下載修課證明。 Master's students are required, after enrollment and at the latest before applying for the degree examination , to complete the course on their own via the online platform of the Taiwan Academic Ethics Education Resource Center. Upon finishing the course and passing the final assessment, students may apply on the website to download the certificate of completion. | https://ethics.moe.edu.tw/ |

碩士論文審查與口試程序 Master's Thesis Review and Oral Defense Procedure

③ 碩士論文題目(含摘要)審查 Review of Master's Thesis Title (Including Abstract)

| Deadline | Remarks |
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| <p>1. 學生資訊系統之「博、碩士學位考試系統」提出題目申請。</p> <p>2. 填寫本系「碩士論文題目(含摘要)審查申請表」(表 6-1 乙份、表 6-2 兩份、表 6-3 乙份)，提出碩士論文題目審查。</p> <p>3. 依本系規定需於【口試申請】前 2 個月提出。</p> <p>1. Students submit their thesis title application through the “Master's/Doctoral Degree Examination System” in the student information system.</p> <p>2. Students complete the department's Master's Thesis Title (Including Abstract) Review Application Form (one copy of Form 6-1, two copies of Form 6-2, one copy of Form 6-3) to request the thesis title review.</p> <p>3. According to department regulations, the application must be submitted at least two months before the oral defense application.</p> | <p>Related departmental forms can be downloaded from the department's website.</p> |

④ 碩士論文計畫書(初稿或前三章)審查 Review of Master's Thesis Proposal (First Draft or First Three Chapters)

| Deadline | Remarks |
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| <p>1. 填寫本系「碩士論文計畫書審查申請表」(表 6-1 乙份、表 6-2 至少兩份、表 6-3 乙份)· 並檢附相關資料及經審查通過之「碩士論文題目(含摘要)審查結果表」· 提出計畫書審查。</p> <p>2. 依本系規定需於【口試申請】前提出。</p> <p>1. Students complete the department's Master's Thesis Proposal Review Application Form (one copy of Form 6-1, at least two copies of Form 6-2, one copy of Form 6-3) and attach relevant materials along with the Master's Thesis Title (Including Abstract) Review Result Form that has been approved, to request the proposal review.</p> <p>2. According to department regulations, the application must be submitted before applying for the oral defense.</p> | <p>Related departmental forms can be downloaded from the department's website.</p> |

⑤ 口試前 Before the Oral Defense

| Deadline | Remarks |
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| <p>【口試申請】階段：</p> <p>1. 填寫「朝陽科技大學碩士學位考試申請書」乙份。</p> <p>2. 依學校規定需於【碩士學位口試】前 1 個月提出· 否則不受理。</p> <p>3. 填寫本系「碩士學位考試申請表」乙份(表 5)。</p> <p>4. 填寫本系「碩士班論文考試委員會成立申請表」乙份(表 7)。</p> <p>5. 完成修習「學術研究倫理教育」證明乙份。</p> <p>6. 完成「論文相似度比對結果」乙份。(≤ 30%)</p> <p>● 口試前 2 週· 「碩士論文初稿」及其「論文相似度比對結果」送交口試委員。</p> <p>Stage: Application for Oral Defense:</p> | <p>Related departmental forms can be downloaded from the department's website.</p> |

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| <ol style="list-style-type: none"> 1. Complete "Application Form for Degree Examination of Graduate Students" (one copy). 2. According to university regulations, the application must be submitted at least one month before the Master's Degree Oral Defense; late applications will not be accepted. 3. Complete the department's "Master's Thesis Defense Application Form" (one copy, Form 5). 4. Complete the department's "Application Form for Establishment of the Master's Thesis Examination Committee" (one copy, Form 7). 5. Submit proof of completion of the "Academic Research Ethics Education Course" (one copy). 6. Submit the "Thesis Similarity Check Report" (one copy; ≤30%). ● Two weeks before the oral defense: Submit the "First Draft of Master's Thesis" along with the "Thesis Similarity Check Report" to all members of the examination committee. | |
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⑥ 口試當日 On the Day of the Oral Defense

| Deadline | Remarks |
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| <ol style="list-style-type: none"> 1. 依據口試委員人數準備「碩士班學位考試成績單」(表 8)。 2. 準備「碩士班學位考試結果通知書」乙份。 3. 準備「碩士班論文口試委員會審定書」中英文版本各乙份。 4. 其他建議：場地佈置及點心、報告講義、準備個人簡介，資料如專長、學經歷、所修過的課程及發表過的文章等，提供給口試委員參考。 <ol style="list-style-type: none"> 1. Prepare the department's "Master's Degree Examination Transcript" (Form 8) according to the number of oral defense committee members. 2. Prepare one copy of the "Results of Oral Defense of Thesis / Dissertation" . | <p style="text-align: center;">Related departmental forms can be downloaded from the department's website.</p> |

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| <p>3. Prepare one copy each of the "Verification Letter from the Oral Examination Committee" in both Chinese and English.</p> <p>4. Other recommendations: Arrange the venue and refreshments, prepare presentation handouts, and provide a personal profile including expertise, educational and professional background, completed courses, and published articles for the committee members' reference.</p> | |
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7 口試後 After the Oral Defense

| Deadline | Remarks |
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| <p>1. 1 個月內將修正之碩士論文 2 冊(含摘要)繳送教務處彙轉圖書館暨教育部指定單位收藏。</p> <p>2. 至圖書館上傳碩士論文電子檔。(詳如註冊組最新公告)</p> <p>3. 繳交本校「無違反學術倫理聲明書」正本繳送至註冊組(指導教授要簽名)。</p> <p>4. 辦理離校手續(學校、系:儀器設備及鑰匙歸還)。其他建議：場地佈置及點心、報告講義、準備個人簡介，資料如專長、學經歷、所修過的課程及發表過的文章等，提供給口試委員參考。</p> <p>1. Submit two copies of the revised Master's Thesis (including abstract) to the Office of Academic Affairs within one month for forwarding to the library and the designated units by the Ministry of Education.</p> <p>2. Upload the electronic version of the Master's Thesis to the library system (For details, please refer to the latest announcement from the Registration Office).</p> <p>3. Submit the original "Declaration of No Violation of Academic Ethics" to the Registration Section (Advisor's signature required).</p> <p>4. Complete the clearance procedures for leaving the university, including returning instruments, equipment, and keys to the department and university.</p> | <p>Related departmental forms can be downloaded from the department's website.</p> |

- 博碩士學位論文格式規範 (參註冊組網頁公告) Master's and Doctoral Thesis Formatting Guidelines (refer to the Registration Section website announcement) Web : <https://acad.cyut.edu.tw/p/412-1002-2474.php?Lang=zh-tw>

- 學位考試申請時程 Degree Examination Application Schedule

| 辦理事項 | 第一學期 | 第二學期 |
|--|--|-----------------------------------|
| 碩士論文題目(含摘要)審查申請 Master's Thesis Title and Abstract Review Application | 參考下圖 Refer to the figure below | 參考下圖 Refer to the figure below |
| Master's Thesis Proposal (First Draft or First Three Chapters) Review Application | 參考下圖 Refer to the figure below | 參考下圖 Refer to the figure below |
| 學位考試申請 Degree Examination Application | 12月31日前 By December 31 | 6月30日前 By June 30 |
| 學位考試日期 Degree Examination Date | 次年1月31日前 By January 31 of the following year | 7月31日前 By July 31 |
| 論文繳送截止日 Thesis Submission Deadline (含電子論文上傳) (Including Electronic Thesis Upload) | 次年2月28日前 By February 28 of the following year | 8月31日前 By August 31 |

- 學位考試時程與規定 Degree Examination Schedule and Regulations

未於上述時程完成離校手續者，視同未畢業，並依本校學則於下一學期辦理註冊或休學。

Students who fail to complete the clearance procedures within the specified schedule will be considered as not having graduated, and

according to university regulations, they must register or apply for a leave of absence in the following semester.

- 通過學位考試，但無法於規定期限內完成論文或報告修正及繳交者，將視為**延修生**，並將學位考試成績保留於系（所）辦公室，俟論文或報告修正完成並繳交後，始符合畢業資格，且視為繳交論文或報告該學期之畢業生，論文或報告之修正期間，不需再提學位考試申請，次學期仍須完成註冊程序。論文或報告之修正如未能於學位考試次學期行事曆第 15 週內完成者，其學位考試成績不予採認，以 1 次不及格論，惟交換生、雙聯學制學生及修習教育學程者不在此限。

Students who pass the degree examination but fail to complete the thesis or report revisions and submission within the specified deadline will be considered extended-term students. Their degree examination results will be retained in the department office. Once the thesis or report revisions are completed and submitted, they will meet the graduation requirements and will be considered graduates for that semester. During the revision period, reapplication for the degree examination is not required; however, registration for the following semester is still necessary. If the thesis or report revisions are not completed by Week 15 of the semester following the degree examination, the degree examination results will be invalidated and counted as one failure.

- 延修生之口試每年有二次核報期限，分別為 1 月 15 日前或 7 月 15 日前。

Oral defense for extended-term students is permitted twice per year, with deadlines of January 15 or July 15.

