

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	至「學生資訊系統」完成申請 Apply online from Student Information System
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	至「學生資訊系統」完成申請 Apply online from Student Information System
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	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	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）。

		<p>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 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>	<p>Oral Defense</p> <p>3.論文口試評分表</p> <p>3. Oral Defense Grading Form</p> <p>4.考試費印領單據</p> <p>4. Exam Fee Printed Receipt</p>	<p>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 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>
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六	辦理離校手續 Process the procedures for leaving school 論文摘要線上建檔 File the thesis abstract online 繳交論文 Submit the thesis	<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>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。</p> <p>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>	1.論文摘要線上建檔完成 1. Complete the online filing of the thesis abstract 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>1.論文繳交冊數 圖書館：二本平裝論文 該系所：二本平裝論文</p> <p>1. The volumes of the thesis submitted: Library: Two paperback copies of the thesis The institute: Two paperback copies of the thesis</p> <p>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。</p> <p>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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— Confirmation of paper-review members and Exam Commissioner

Exam Commissioner: ☐ **Advisor + School Professor + Off-Campus professor**

1. Three people are required to attend, and four if associate professor are allowed, the co-advisor can serve as school representatives.
2. If there are two advisors, one can be present or two (if two share the guidance fee).
3. Commissioner must be professor above the assistant professor level.

Paper-Review Commissioner: ☐ **Two Commissioner required**

1. Two paper-review commissioner are required, one of whom must be from the school, but both can be from the school.
2. Paper-Review commissioner must not be advisors.
3. Commissioner must be professor above the assistant professor level.

☐ **Submit Application Form of Commissioner to department office**

(Both commissioner are required)

二 Submit an online application for an oral test in the Student Information System

Student Information System → All Applications

application/change for
advising professor of
graduate student

application for graduate
student's thesis proposal

graduate student degree
exam

The oral examination can only be applied for two months after the thesis proposal is approved.

In first semester, the application should be made before Dec. 31. In second semester, the application should be made before Jun. 30.

Application/change for advising professor of graduate student

1. Submit the advisor and wait for the approval. The advisor and the department office need to approve. For co-advisor, please add two professors.
2. For off-campus advisor, please go to the mailbox to receive the link, and enter the system sign-off screen, the link is valid for seven days

單號:		申請日期:	
姓名:		學號:	
學制:		學院:	
系所:		班級:	
預計研究領域/題目:			

關卡	職稱	審核者	動作	批示意見	審核日期
學生申請	學生		通過	請鑒核	2022/3/9 下午 02:10:16
原指導教授會簽流程					
原指導教授簽核					
指導教授會簽流程					
指導教授簽核	陳				
學系助理審核					
系主任簽核					
完成通知	學生				

亞洲大學校園入口網站/線上表單簽核系統/外

[點此簽核](#)

校外委員可至信箱連結進入簽核頁面
連結七天有效

Application for graduate student's thesis proposal

- 1.Fill in the thesisTopic(CH+EN)
- 2.Upload the files(File name: xxx thesis proposal)

☐ Thesis Proposal (Chapter1-3 include Reference)

3. Fill in 簽辦意見:請鑒核(copy and paste)
4. Cheack and [Submit](#)

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表單內容

單號:		申請日期:	1120517
姓名:		學號:	
學制:		學院:	
系所:		班級:	
論文題目:			
論文題目(英文):			
主要指導教授:			

請同學附上「論文計畫書」(檔案名稱請以此命名後上傳)。
 附件: 論文計畫書

審核要點:

一、審核題目是否與學系專業領域相符，結果如下:

1. 符合 (核可):
2. 不符合 (核可，但於簽辦意見說明):

二、論文計畫書(如附件)審查，結果如下:

1. 通過 (核可):
2. 通過，題目酌修 (核可，但於簽辦意見說明):
3. 不通過，重擬題目及計畫書 (退件):

委員分派要點:

一、需兩位委員以上，至少有一位需為校內教師。

個人化資訊

簽辦意見

請鑒核

系統記錄

5. Creaking review record

☐ 符合 meet the requirement/通過 Approve →Go next step

1 SA9F03 <

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

申請資料
application information

姓名 name	
學制 educational system	
系所 department	
論文題目 thesis topic	
論文題目(英文) thesis topic(english)	

線上申請狀態
status of online application:

符合 meet the requirement/不通過 not pass→退件 revise

不符合 not meet the requirement /不通過 not pass→退件 revise

The oral examination can only be applied for two months after the thesis proposal is approved.

Application for graduate student

1. Fill in thesis type 、thesis topic 、thesis similarity rate 、oral defense location 、oral defense time.
2. The Degree Exam must be held within our school., Please confirm the classroom schedule with the department assistant.
3. Upload the files , **Please use the same title before () for the file name.**

☐ 論文初稿

(Thesis proposal : Chapter 1-3 include Reference)

☐ 比對報告

(The results of the Turnitin originality check system.

Asking Advisor for help and **the paper need to autograph by advisor before upload**)

☐ 學術倫理課程證明書

(Certificate of 6 hours of academic research ethics courses the above information must be attached for (109) <https://ethics.moe.edu.tw>)

☐ 歷年成績單

(A copy of school transcripts of past years)

☐ 原創性比對聲明書

(Statement of Academic Ethics and Originality Comparison, the advisor and Chair of the Department of Degree program need to autograph thw paper)

The results of the Turnitin ↓

Thesis_Dania_108141028

ORIGINALITY REPORT

13 %	11 %	6 %	8 %
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	studentjournal.petra.ac.id	1 %
	Internet Source	
2	www.tandfonline.com	<1 %
	Internet Source	
3	Submitted to University of California, Los Angeles	<1 %
	Student Paper	
4	G. Gerbner. "Television Violence, Victimization, and Power", American Behavioral Scientist, 05/01/1980	<1 %
	Publication	
5	www.thejakartapost.com	<1 %
	Internet Source	
6	www.cambridge.org	<1 %
	Internet Source	
7	cinemapoetica.com	<1 %
	Internet Source	
8	Submitted to fh-muenster	<1 %
	Student Paper	

4. 個人化資訊→Fill in the advisor.
5. Wait for department office approve.
6. Wait for Academic office approve.
7. Pass→ Ready for oral defense paper

Oral Defense document

1. Oral location recommend chose M202・M203・ Please confirm the classroom schedule with the department assistant.

☐ **Confirm the classroom schedule**

2. Off campus professor, if professor drive by themselves, please register their license plate number with the department assistant, if professor take public transportation, please keep the ticket for reimbursement of transportation expenses

☐ **Confirm how the professor arrive**

3. Please send the finished thesis to the Exam Commissioner by yourself

☐ **Send the finished thesis**

The document need to hand over department office after oral defense

(All the paper need to autograph by professor)

☐ Graduate Degree Exam Commissioner's Household Records Form

Each committee member needs one, must sign at the signature, and must fill in the account information.

☐ Degree Exam Grading Form for Graduate Student of Master Program or On-job Master Program

Each committee member needs one, must sign at the signature.

☐General Comments Form of Oral Defense For Graduate Student of Master Program or On-job Master

A total of one, all committee members are required to sign in person at the Exam Commissioner, the convener must be the Off campus professor.

☐The document of fulfillment of the Requirements one

Need CH+EN two vision, all committee members are required to sign in person,and please pay attention to the date below.

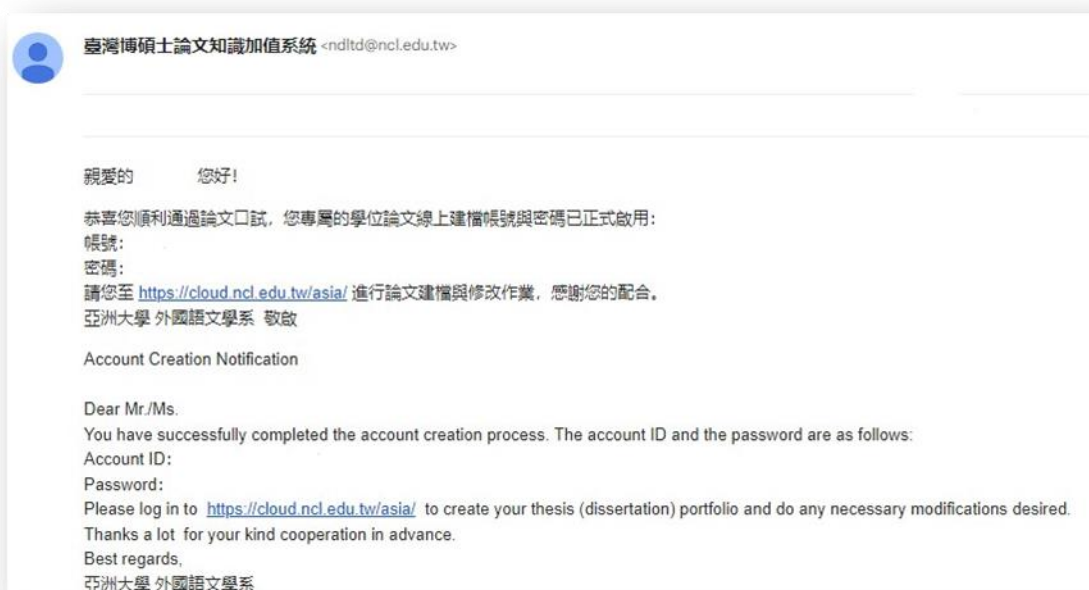
EN vision of Student name: 姓, 名-名 例:王小明 Wang, Xiao-Ming

EN vision of Professor name: 名-名 姓 例:王小明, Xiao-Ming Wang

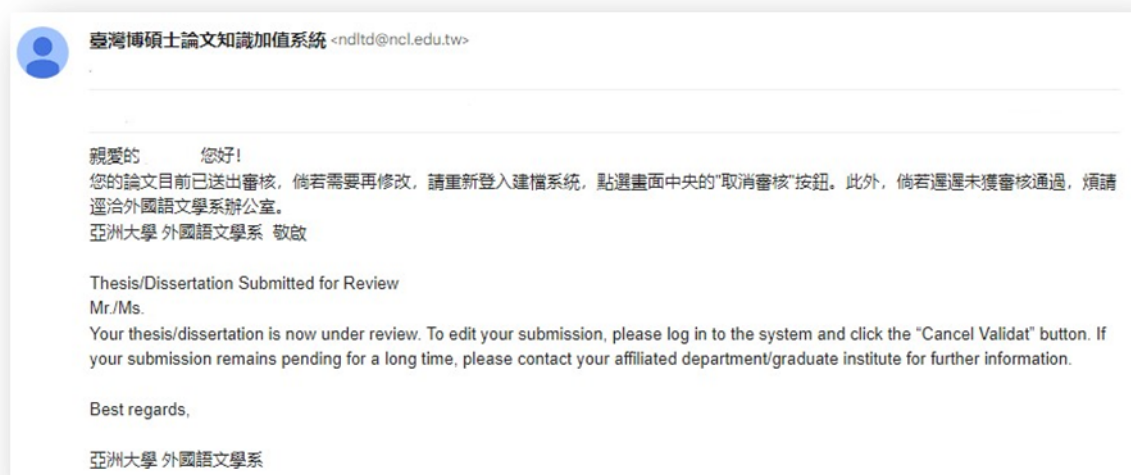
Upload thesis

1. Go to mailbox to receive mail

National Digital Library of Theses and Dissertations in Taiwan→Receive the account and password by mail (If you didn't receive the mail, you have to ask office assistant)



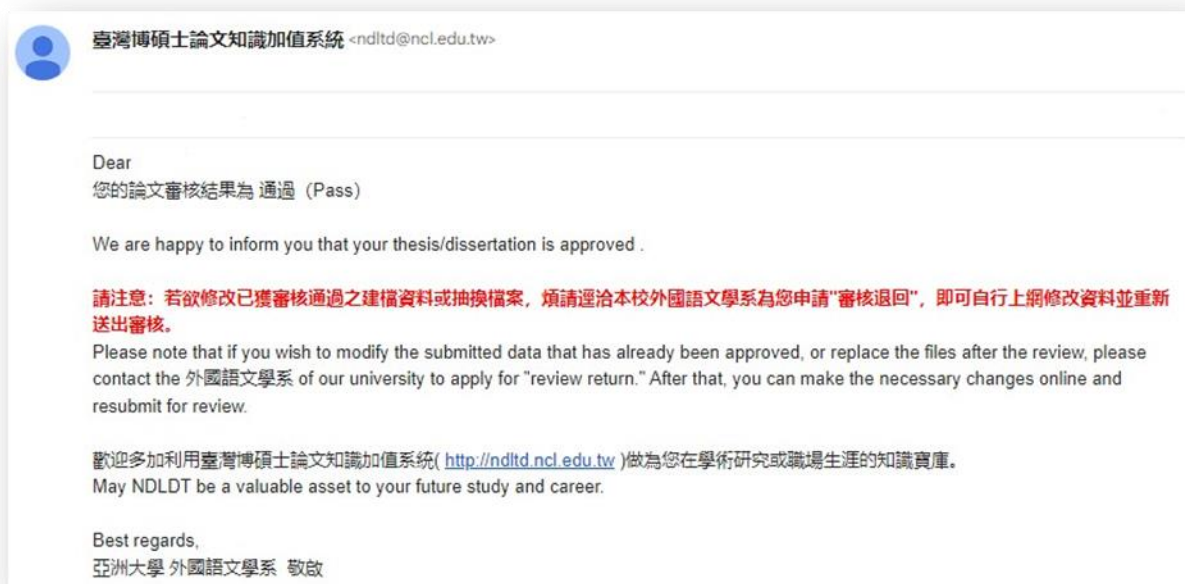
2. Upload the thesis according to the contents of the letter and the steps on the web



page

3. Wait for the result after

uploading



4. Thesis/Dissertation submission check list

Please sign in person after check, and please go to the department office for stamping before sending to the library

5. Send to the library

Thesis/Dissertation submission check list + Two paperback copies of the thesis

Please must to check the library regulations and time when you send it.

6. The library confirms and approves

After library approve , apply for leaving school, and send two paperback copies of the thesis to the department office for retention

亞洲大學 學年度第 學期
Asia University, school year, semester

書審及口試委員申請表

Application Form of Commissioner

研究生姓名 Student Name		學號 Student ID			
系(所)別/ 學位學程 department		班別 Degree	<input type="checkbox"/> 碩士班 Master Program <input type="checkbox"/> 碩士在職專班 In-service master program <input type="checkbox"/> 博士班 Ph.D. Program		
口試日期/時間 Oral Test	年 月 日 午 時 分至 時 分 Date/ Time of Day	口試地點 Oral Test Location	本校 大樓 室 Building/ Classroom		
論文題目 Thesis/Dissertation Title	(中) (CH) (英) (EN)				
學位考試委員	姓名 Name	職稱 Career Titles	服務單位 Service Unit	詳細地址及電話 Address and phone number	證書字號 Certificate Number
	(指導教授)				

Paper-review commissioner:

書審委員					

Off Campus Mentor's Email :



Asia University

Statement of Academic Ethics and Originality Comparison

1. As the author of this thesis/dissertation, I (Name : _____ , Student ID number : _____ , Department : _____)adhere to the principles of academic ethics. I confirm that I have checked my thesis/dissertation and there is no violation of academic ethics. I will be responsible for any falsification, alteration, plagiarism, thesis or dissertation written by someone else , or any other violation of copyright and academic ethics, as well as any related civil or criminal liability.
2. I confirm that I have submitted my thesis/dissertation to the originality comparison system of the university and receive a similarity score of _____%(Enclose first draft of paper and original report signed by advisor), which is in accordance with the standard set by the respective department, graduate institute, or degree program.

Student Name (Please Print Clearly):

Student Number:_____

Date: _____Y_____M_____D

Signature of Advisor of Thesis/Dissertation:_____

Signature of Co-advisor of Thesis/Dissertation (if any):_____

Signature of Chair of the Department or Degree program:_____

Note: From the fall semester of the academic year 2022, students must submit the statement of academic ethics and originality comparison with the signature of the advisor(s) and the chair of the department or degree program to the department for future reference.

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		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 Bank	銀行 分行 【限本人戶名帳號】				
銀行帳號 Account number	【必填】				
備 註 Remarks	※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

研究生學位考試口試費發給標準

項 目	金 額
論文指導費（限每位研究生，如係共同指導，則平分此筆指導費）	碩士生 3000 元
	博士生 5000 元
論文口試委員費(碩士論文 3 名 ^{註三} 、博士論文 5 名，如係共同指導，則平分此筆口試費)	每名 1000 元
校外口試委員交通費	
<input type="checkbox"/> 汽車、火車、捷運等—覈實報支 <input type="checkbox"/> 自用汽（機）車—按同路段公民營客運汽車最高等級之票價報支 <input type="checkbox"/> 飛機、高鐵、船舶—檢據覈實報支	

註：1.論文指導費核給標準係依據「亞洲大學教師授課時數暨鐘點費核計要點」。

2.校外考試委員交通費係依考試日期申請，每位考試委員每一考試日期僅發給一份交通費，校外指導教授亦發給交通費，而本校專任教師擔任口試委員無交通費。

3.如校外共同指導教授亦參加口試，得放寬為四人（論文口試委員費）。

**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.	
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%)		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	

<p>評語 Comments</p>	<p>考試委員：_____ 簽章</p> <p>Exam Commissioner: _____(Signature)</p>	<p>總成績 Total Score (100%)</p>	<p>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.</p> <p>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。</p> <p>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.</p>
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亞洲大學 年度第 學期碩士班研究生學位考試評分總表

General Comments Form of Oral Defense 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					
考 試 日 期 Date for Oral Defense	年 月 日 時 分 Year Month Day Time		考 試 地 點 Location For Oral Defense	本 校 教 室 Room _____ Building_____ at our School	
總平均成績 Average Score			評 語 Comments	<input type="checkbox"/> 通過 <input type="checkbox"/> Pass. <input type="checkbox"/> 修正後通過 <input type="checkbox"/> Pass. The thesis must be modified using the comments of the Commissioner.	
指 導 教 授 (簽 章) Advisor(Signature)					

召 集 人 (簽 章) Convener(Signature)			<input type="checkbox"/> 不通過 <input type="checkbox"/> Fail.
考 試 委 員 (簽 章) Exam Commissioner (Signature)			

備註：

Notice:

- 一、指導教授不得擔任召集人。
- 二、請召集人務必於學位考試當天，將考試成績親自交至各系所辦公室。

[illegible]

本論文業經審查及口試合格特此證明

系 主 任： ○○○博士 日期：

中華民國〇〇〇年七月

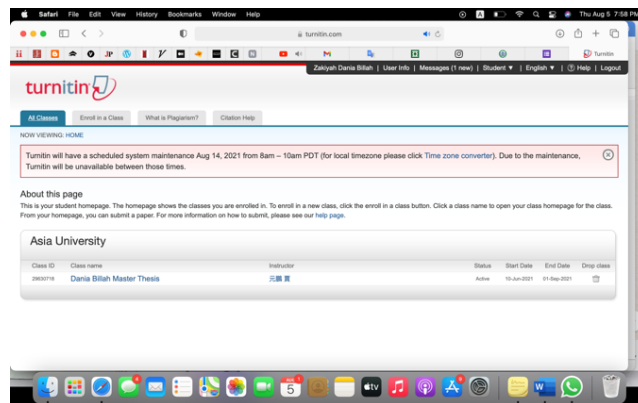
[illegible]

學術論文比對系統 Turnitin

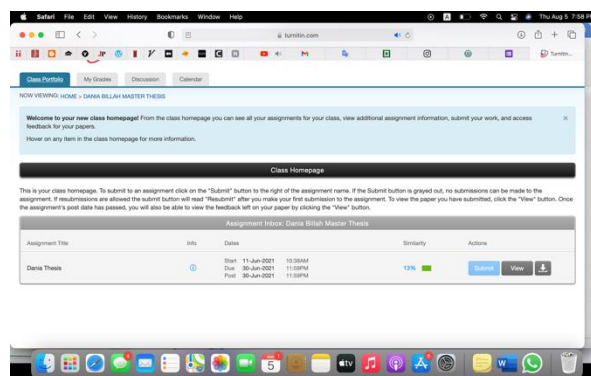
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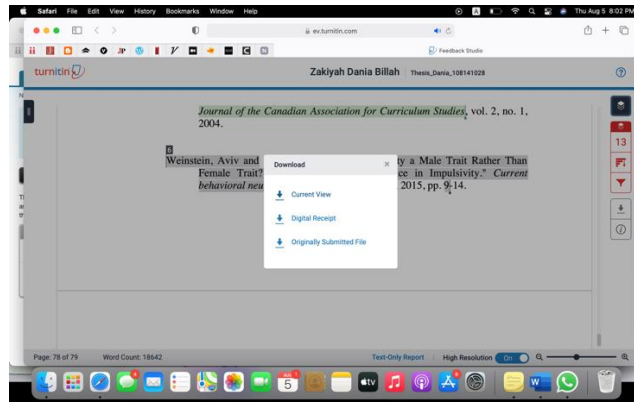
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Note 1: The defaulted No. of lines for Chinese title plus English title is 7 lines (not including spaces). If two titles together exceed 7 lines, the space between the English title and the directing professor's name shall be adjusted to one line; if still not enough, the space between the student's name and the publishing year and month shall be adjusted to one line.

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