

亞洲大學研究生論文時程表

Schedule of Theses for postgraduate in Asia University

114.06.06 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	於入學第一學期內完成 Process in the first semester	採線上申請。(如學系有其他規範請依學系規範辦理) Apply online. (If the department has other regulations, please follow them.)	向各系所辦理，如未能在第一學期結束前完成申請，需填寫「未找指導教授切結書」後繳交給所屬學系。 Apply to each department. If you fail to complete the application before the end of the first semester, you need to fill out the "Statement of Not Finding a Supervisor" and submit it to the department.
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	採線上申請。(如學系有其他規範請依學系規範辦理) Apply online. (If the department has other regulations, please follow them.)	1.研究生在學期間，申請變更指導教授以一次為原則，且至遲應於學位考試前一個學期提出。 During the period of study, the postgraduate students can change their supervisor only once in principle, and the change should be made at least one month before the degree examination. 2.指導教授因故無法繼續指導，或指導教授主動提出終止指導關係時，應請學系協調指導教授變更事宜，並檢附相關會議記錄。此項變更指導教授非研究生因素，為不影響研究生權益，請學系於協調變更指導教授會議中。釐清論文著作權後，得不受本項次注意事項 1 之規範。 If the supervisor is unable to continue the supervision for some reason, or the supervisor takes the initiative to terminate the supervision relationship, the department will be asked to coordinate the subsequent supervision matters and check the relevant meeting minutes. This change of supervisor is not included in item 1

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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	採線上申請。(如學系有其他規範請依學系規範辦理) Apply online. (If the department has other regulations, please follow them.).	向各系所辦理 Process this in the institute
四	計畫書審查 Apply Proposal review	依各系所規定辦理 Process this according to the institute's regulations	採線上申請。(如學系有其他規範請依學系規範辦理) 採線上申請。(如學系有其他規範請依學系規範辦理) Apply online. (If the department has other regulations, please follow them.)	1. 審查委員至少兩位 At least two reviewers 2. 論文計畫書採線上申請為原則，如有特殊狀況須檢具相關會議記錄以及說明緣由並簽請同意後使得辦理。 Thesis proposals are generally submitted online. If there are special circumstances, relevant meeting minutes and explanations must be submitted and signed for approval before processing.
五	論文考試 Apply for Degree Exam	1 請於計畫書通過審查後兩個月辦理 Please apply two months after the plan is reviewed 2 口試截止日依行事曆辦理 The deadline for oral examination shall be based on the calendar.	1. 論文初稿 Thesis 2. 比對報告(指導教授簽名) Plagiarism report 3. 學術倫理課程證明書 Certificate of completion for academic ethics course 4. 原創比對聲明書 Declaration	1. 請參照本校研究生學位考試辦法。 Please refer to the graduate degree examination procedures of our school. 2. 學位考試時間至少需在計畫書審查通過後兩個月使得辦理。 The degree examination must be conducted at least two months after the plan is reviewed and approved. 3. 論文需延後公開者，需填寫申請表及提供佐證資料，並由口試委員審查後再經相關會議同意。 If the paper needs to be published later, an application form and supporting materials must be filled out, and the application will be reviewed by the oral examination committee and approved by the relevant meeting.

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六	<p>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>	<p>離校手續完成 —————> 領取學位證書時間 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。 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>1.論文摘要線上建檔完成 1. Complete the online filing of the thesis abstract</p> <p>2.論文格式審查表（各所自定） 2. Thesis Format Review Form (set up by the institute)</p> <p>3.精裝、平裝論文數本 3. Several hardcover and paperback copies of the thesis</p>	<p>1.論文繳交冊數 圖書館：三本平裝論文 該系所：自行規定冊數或論文光碟</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</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。 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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