

國立中興大學圖書資訊學研究所學生學位論文規定

民國91年08月08日所務會議修正通過實施

94.01.19.所務會議修正通過實施（修正內容：第二項第一條）

101.03.08. 所務會議修正通過實施（修正內容：第二條第一項）

101.06.12. 所務會議修正通過實施（修正內容：第一條第四項）

一、學位論文指導教授敦聘辦法

- （一）學生入學後應於第一學年結束前商請指導教授，入學後第一年應以修課為主。
- （二）學位論文指導教授以本所專任教師為主，如有必要，得經所務會議同意後，延聘兼任教師或其他相關科系之教師擔任。
- （三）擬請本所專任教師擔任論文指導教授之學生，須填寫申請書（網頁表格：指導教授名單通知書及同意書及論文指導教授同意書），請同意指導之教授簽名後，繳回所辦公室。
- （四）非本所專任教師擔任論文指導教授採共同指導制，需有本所專任教師共同指導。
- （五）擬請非本所專任教師擔任論文指導教授之學生，須填寫申請書（網頁表格B2-2、B3），繳回所辦公室，提送所務會議審查。
- （六）學生選定論文指導教授後，應在指導教授協助下，提出學位論文計畫書。
- （七）學生選定指導教授撰寫論文期間，如有特殊原因需更換指導教授時，應填寫申請書並詳備理由，經前後任指導教授及所長簽章認可後，送所辦公室提報研教組辦理（網頁表格B18）。

二、學位論文計畫書審核辦法

- （一）94至100學年度入學學生須先通過資格考試，於徵得指導教授之同意後方得提出學位論文計畫書。
- （二）101學年度(含)以後入學學生須先修畢規定最低畢業總學分數(含必修學分數)五分之四，於徵得指導教授之同意後方得提出學位論文計畫書。
- （三）學位論文計畫書之審核，以公開口試方式舉行。
- （四）學位論文計畫書以中文撰寫為原則。
- （五）學位論文計畫書口試，經所長簽章認可後，由指導教授依學生論文計畫書撰寫進度，於各月份中安排計畫書口試，惟寒暑假不安排計畫書口試。
- （六）學位論文計畫書之口試委員，原則上由指導教授及本所專任教師所組成，人數以三或五人為宜，如有必要延聘所外委員，得由指導教授安排聯繫後通知所辦公室，由所方寄發正式口試通知。
- （七）經核准口試學生應於排定之口試日期前兩週，將學位論文計畫書送達所有口試委員。
- （八）學位論文計畫書口試結果以委員人數多數決，分為通過及不通過兩種，未通過者得於次學期規定時間內再提出申請，以一次為限。

三、學位論文考試辦法

- （一）學生在論文撰寫完成並經指導教授認可後，始得申請學位論文考試。
- （二）上學期碩士學位論文考試申請截止日期為11月30日，下學期碩士學位論文考試申請截止日期為5月30日。學生須於規定期限內至所辦公室填寫參加論文考試申請書一份（網頁表格B7），經指導教授及所長核准後，送教務處彙辦。

- (三) 學位論文考試以公開口試方式舉行，考試委員會由指導教授推薦三至五人，其中校外委員須佔三分之一以上，由所長報請校長遴聘之。考試委員會由所長指定一人為召集人，論文指導教授不得擔任召集人。
- (四) 學位考試成績以七十分為及格，一百分為滿分，並以出席委員評定分數平均決定之。論文有抄襲或舞弊情事，經考試委員會審查確定者，以不及格論。
- (五) 學位考試成績如不及格，其修業年限尚未屆滿者，得於次學期或次學年重考，重考以一次為限；重考成績仍不及格者，應令退學。
- (六) 學位論文（含提要）以中文撰寫為原則；前經取得他種學位之論文，不得再行提出。
- (七) 學位論文考試日期須符合本校行事曆之規定，論文應於考試二週前送交各考試委員，一份送所辦供學生參閱。
- (八) 學位考試通過後，學生須將論文修改完畢，經指導教授確認無誤後，始得請指導教授及所長在論文考試合格證明上簽名認可。
- (九) 其他未盡相關事宜，應依學校規定辦理。

本規定經所務會議通過後實施，修正時亦同。

National Chung Hsing University Institute of Library and Information Science

Regulations for Master's Thesis

Approved and implemented by the Institute Affairs Meeting on August 8, 2002.

Amended and approved by the Institute Affairs Meeting on January 19, 2005 (Amendment: Article 2, Clause 1).

Amended and approved by the Institute Affairs Meeting on March 8, 2012 (Amendment: Article 2, Clause 1).01.03.08.

Amended and approved by the Institute Affairs Meeting on June 12, 2012 (Amendment: Article 1, Clause 4).

1. Appointment of Thesis Advisors

- (1) Students must confirm a thesis advisor by the end of the first academic year. The first year should focus primarily on coursework.
- (2) Thesis advisors are primarily full-time faculty of the institute. If necessary, part-time faculty or faculty from related departments may be invited with approval from the Institute Affairs Meeting.
- (3) Students who wish to appoint a full-time faculty member as their thesis advisor must complete an application form (online forms: Notification of Thesis Advisor and Consent Form) and submit it to the institute office with the advisor's signature.
- (4) If a non-full-time faculty member is appointed, a co-advisor from the full-time faculty must be included.
- (5) Students seeking to appoint non-full-time faculty as advisors must submit an application form (online forms B2-2, B3) to the institute office for review by the Institute Affairs Meeting.
- (6) After confirming a thesis advisor, students must draft a thesis proposal with the advisor's guidance.
- (7) If a student needs to change their thesis advisor due to special circumstances, an application with reasons must be submitted, approved by both the current and new advisors, and signed by the institute director. The application must then be submitted to the institute office.

2. Review of Thesis Proposal

- (1) Students admitted between 2005 and 2010 must pass a qualifying exam before submitting a thesis proposal with their advisor's consent.
- (2) Students admitted in 2011 or later must complete at least four-fifths of the minimum total graduation credits, including required credits, before submitting a thesis proposal with their advisor's consent.
- (3) Thesis proposal reviews are conducted through public oral examinations.
- (4) Thesis proposals are generally written in Chinese.
- (5) The institute director must approve the oral examination for the thesis proposal. The advisor arranges the examination schedule based on the student's progress, excluding summer and winter breaks.
- (6) The examination committee typically includes the advisor and full-time faculty members. If external members are needed, the advisor arranges their participation and informs the institute office to issue formal notifications.

- (7) Students must distribute the thesis proposal to all committee members two weeks before the scheduled oral examination.
- (8) The committee decides the outcome by majority vote, classifying results as "pass" or "fail." Students who fail may reapply within the designated period of the following semester, but only once.

3. Master's Thesis Examination

- (1) Students may apply for the examination only after completing their thesis and obtaining their advisor's approval.
- (2) The application deadline is November 30 for the first semester and May 30 for the second semester. Applications must be submitted to the institute office, approved by the advisor and director, and forwarded to the Academic Affairs Office.
- (3) Thesis examinations are conducted as public oral defenses. The examination committee consists of three to five members, including at least one-third external members. Members are nominated by the advisor and appointed by the university president. The institute director designates one member as the committee chair, and the advisor cannot serve as the chair.
- (4) A passing grade for the thesis examination is 70 points, with a maximum of 100 points. The grade is the average of scores assigned by attending committee members. Plagiarism or misconduct results in an automatic failure.
- (5) Students who fail but are still within their program's time limit may retake the examination in the following semester or academic year. Only one retake is allowed. Failure in the retake results in dismissal.
- (6) Theses (including abstracts) are generally written in Chinese. Previously submitted theses for other degrees cannot be resubmitted.
- (7) The examination date must comply with the university calendar. Theses must be distributed to committee members two weeks before the examination, with one copy submitted to the institute for reference.
- (8) After passing the examination, students must revise their theses based on feedback. The advisor must confirm and approve the revisions before signing the examination certificate along with the institute director.
- (9) Other unaddressed matters are handled according to university regulations.

These regulations take effect upon approval by the Institute Affairs Meeting and are subject to the same procedure for amendments.