

# 大葉大學英語學系碩士班論文書寫到畢業之重要流程

## Standard Operating Procedure of Graduation for Graduate Students

<p>碩士論文(一) Master Thesis I</p>	<p>*3 學分 0 時數之課程 * Course with 3 credits and 0 lecture hours. * 需於學期末完成&lt;申報指導老師&gt;(http://sis.dyu.edu.tw/RWD/) *Must complete &lt;declaring advisor&gt; by the end of the semester (http://sis.dyu.edu.tw/RWD/)</p>
<p>碩士論文(二) Master Thesis II</p>	<p>*3 學分 0 時數之課程 * Course with 3 credits and 0 lecture hours. * 完成&lt;學位考試&gt;，且該學期修完所有學分 * Must complete&lt; Final Defense &gt;, and gain all the credits by the end of the semester * 修習「學術研究倫理教育」課程且課程總測驗成績達及格標準，並提出學術倫理相關附件(https://ethics.moe.edu.tw/) * Must complete and pass &lt;Academic Research Ethics Education &gt;, and hand in the relevant documents of academic ethics (https://ethics.moe.edu.tw/)</p>
<p>計畫口試 Proposal Defense</p>	<p>*修習碩士論文(一)或碩士論文(二)時皆可提出 *You can declare proposal defense when you are taking Master Thesis I or Master Thesis II *4+1 的同學，在碩一時，碩一下可以提計畫口試及學位考試，但是前提是要課程均修習完畢。 Students in 4+1 program are eligible for proposal hearing and final defense during the second semester of year-1 graduate program; prerequisites go to the credits required all taken. *於開學第五週~第六週填寫表單(附件一)&amp;(附件二)&amp;(附件三)向系辦提出申請 *Fill out the annex 1, 2 and 3 and submit to the department office from the fifth week to the sixth week of the semester *計畫口試前須自行準備相關表單(評分表 http://sis.dyu.edu.tw/RWD/) *Prepare all the forms yourself for your proposal defense (Evaluation sheet http://sis.dyu.edu.tw/RWD/) *計畫口試前需準備 A4 小海報於發表前一星期公告在系辦外面以及碩士班群組。 *Before the proposal defense, the A4 poster must be prepared for announcement outside the department and the master students' line group a week ago.</p>
<p>學位考試 Final Defense</p>	<p>*修習碩士論文(二)時提出 *You can declare final defense when you are taking Master Thesis II *大學非英語相關科系之研究生，需要符合系上規定，修習兩門課六學分之文學及教學課程，並在提出學位考試時呈現相關證明。 * Those whose major is not English for bachelor degree should take two undergraduate courses regarding language teaching or literature to fulfill the internal requirement of the graduate program. Proof must be offered when applying for final defense. * 大學英語相關科系之研究生，需提供系辦畢業證書影本做為相關證明。 * Those whose major is English for bachelor degree should hand in the diploma printout to the department office for proof when applying for final defense. *於學期間第九週~第十週填寫表單(附件四)向系辦提出申請，並提交論文比對結果(不得高於 25%) *Fill out the annex 4 and submit to the department office from the ninth week to the tenth week of the semester, and hand in plagiarism detection result (cannot be higher than 25%) from Turnitin: http://www.turnitin.com/ *學位考試前須自行準備相關表單(評分表 http://sis.dyu.edu.tw/RWD/) *Prepare all the forms yourself before your final defense (Evaluation sheet http://sis.dyu.edu.tw/RWD/) *學位口試前需準備 A4 小海報於發表前一星期公告在系辦外面以及碩士班群組。 *Before the final defense, the A4 poster must be prepared for announcement outside the department and the master students' line group a week ago.</p>
<p>修改論文 revising</p>	<p>學位考試後，依委員建議修改內容完成後，論文經指導教授同意後，才可送出進行格式審查。 After final defense, revise the thesis according to the suggestions of the committees. The paper can be sent for format review after it has been approved by your advisor.</p>
<p>論文比對 Plagiarism Detection</p>	<p>論文比對系統 Turnitin https://www.turnitin.com/ Plagiarism Detection Software Turnitin https://www.turnitin.com/ 1. 論文送印時需再做一次論文比對； Do the plagiarism detection again before printing out your thesis 2. 申請帳號後，將論文存成 PDF 檔，並於指導教授開設的欄位中上傳，比對時間需 3~4 天等候；完成比對後會取得『論文原創性比對系統檢測報告』，根據報告填寫『論文原創性比對結果說明表』(附件五) After applying for an Turnitin account, save the paper in PDF file and upload it in the field opened by the advisor. It will take 3~4 days to wait for the result of the plagiarism detection. After the plagiarism detection is completed, you will get the feedback of plagiarism detection. According to the report, fill out annex 5: " Plagiarism Detection for Thesis Originality "</p>

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<p>格式審查 Format Review</p>	<p>填寫：論文格式審查表(附件六)                  研究生論文文責自負聲明書(附件七)                  Fill out: Thesis Form of Format Review (Annex 6) &amp; The Responsibility Statement of Thesis (Annex 7)</p> <ol style="list-style-type: none"> <li>「研究生、指導老師簽名欄」需親自簽名； Columns of Signature of Graduate Student and the Advisor need to be signed in person</li> <li>論文完稿，應按格式編排完成，用長尾夾夾好後，送系辦公室初審、複審，通過才能送印刷。 The final draft of the paper should be arranged according to the format. Have the thesis print out and clamped by a long tail clip, sent it to the office for preliminary examination and review. When approved, you can print out the hardcopies.</li> </ol>
<p>上傳國圖 Filling the Data</p>	<p>國家圖書館論文摘要建檔                  Filing the abstract to the National Library  <a href="https://cloud.ncl.edu.tw/theme/theme01_tpl/index_login.php?error_userid=">https://cloud.ncl.edu.tw/theme/theme01_tpl/index_login.php?error_userid=</a></p> <p>*請學位考試完畢後告知系助理，再由系助理於國圖系統建檔完畢，系統將自動發《帳號與密碼》E-mail 給您，屆時請上網建檔。                  After the final defense, inform the department assistant, and then he or she will set up the file in the system of National Library. The system will automatically send you the "Account and Password" via E-mail to you. Please go online to fill the data.</p> <p>*每位研究生提供中英摘要、目錄、圖表目錄、參考文獻等。                  *You need to key in your Chinese and English abstract, Table of Contents and References</p> <p>*論文電子檔案授權書：依同學個人選擇輸入後，印出親自簽名與論文一同繳交。                  Thesis electronic file authorization: After you fill the data, print out the authorization file and sign your name, and sent it to the department office with the hardcopies of thesis.</p>
<p>論文送印 Printing</p>	<p>系辦：1 本精裝 &amp; 電子檔案光碟 1 份                  Department: 1 hardcover &amp; CD with word file</p> <p>國圖：1 本精裝 &amp; 電子檔案光碟 1 份 &amp; 博碩士論文電子檔案上網授權書                  +論文清冊(系辦) → 交給教務處註冊組                  National Library: 1 hardcover, CD with word file and the thesis electronic file authorization</p> <p>大葉圖書館：2 本精裝。(b)全文電子檔案光碟 1 份。                  Da-YEH Library: 2 hardcovers &amp; CD with word file of the complete thesis</p> <p>指導教授(口試委員)                  Advisor and Oral test committees</p> <p>各 1 本精裝                  1 hardcover for each one</p> <p>**請將封面、簽名頁、目錄等及論文全文存成以學號、姓名為檔名之一個檔案，不可存成不同的很多檔。範例：論文全文電子檔名→學號姓名論文名稱(F0250099 王小明-論文名稱). doc。                  Please save all your files in to a word file, and file title →ID your name and thesis title (eg. F15062589 Light Wang- Thesis Title)</p> <p>用 WORD2003 以上之版本。內文之編排依現行論文格式製作。檔案以原格式儲存，切勿使用壓縮程式。光碟內含論文全文及論文投稿內容。                  Use the version of Word above WORD2003. The layout of the text is based on the current paper format. The file is stored in its original format. Do not use a compression program. The CD contains the full text of the paper and the content of the paper submission.</p>
<p>離校手續 Formalities of Graduation</p>	<p>畢業資格審查(領取畢業證書前檢核完成)                  Qualification review of the graduation</p> <p>領取畢業證書須攜帶下列文件，資料不齊者恕不發放。                  The following documents must be carried to receive the diploma. Those who do not have the information will not be issued.</p> <p>(一) 辦理完成之「畢業離校手續申請表」。(108 年已電子化)                  1. fill out and conduct "application form of graduation" (<a href="http://sis.dyu.edu.tw/RWD/">http://sis.dyu.edu.tw/RWD/</a>)</p> <p>(二) 無法親自領證者，須將「離校手續申請表」交予受託人代領，並須出具畢業離校手續申請表上之「委託書」以利代領。                  2. If you are unable to obtain the certificate in person, you must submit the "application form of graduation" to the trustee and issue an attorney on the application form for graduation.</p> <p>(三) 繳交精裝本論文手續完成後，三個工作天後領取畢業證書。                  3. Hand in all the hardcover printouts and finish all the formalities, and you will receive your diploma after three working days.</p> <p>註 1：學位證書繕印日期：第一學期為一月、第二學期為六月。                  P.S.1. Print date of the degree certificate: the first semester is January, the second semester is June.</p> <p>註 2：研究生若已修畢規定科目與學分，於預計畢業當學期末修習論文外之專業科目者，</p>

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得於完成論文繳交及離校手續後次日起 3 個工作天後即可提早領取學位證書。論文繳交最後期限以教務處公佈資料為依據

P.S.2. If you have completed the required subjects and credits, you may be required to obtain a degree certificate for three days after the completion of the thesis submission and formalities of graduation. The deadline for submission of papers is based on the information published by the Academic Affairs Office.