元智大學 應用外語學系碩士班
畢業資格審查表
Yuan Ze University
Department of Foreign Languages and Applied Linguistics
Graduate Program Checklist

事項 Item	時間 Time	Requirement		備註 Remarks
畢業學分確認 Graduate Credits Confirmation	第三學期末/第四學期初 End of the third semester/ beginning of the fourth semester	英文組 (English program)	必修：9 學分 / Required: 9 credits 選修：18 學分 / Elective: 18 credits (27 credits for total)	檢附成績單 Requirement: transcripts
		日文組 (Japanese program)	必修：6 學分 / Required: 6 credits 選修：21 學分 / Elective: 21 credits (27 credits for total)	
外語能力認證 Foreign Language Proficiency	學位考試申請前 Before applying for final thesis defense	英文組: Toeic 750 (English program)		See departmental policy for foreign language requirements.
指導教授申請開始 Application for thesis Advisor	第一學年第二學期結束前（6-8 月間） Before the end of the second semester in first year (June-August)	論文指導教授申請表(1) Application form		1. 次學期第一次系務會議審查 2. 最晚第二學年結束前提出 1. The application will be discussed at the first departmental meeting of the next academic year. 2. In case the candidate is not able to locate an advisor for his/her thesis, the application can be postponed until the end of the fourth semester
論文指導教授變更 Change of Thesis Advisor	隨到隨審 Anytime	指導教授變更申請表(2) Application form with signatures by the advisors		送系務會議審查 To be approved by the departmental meeting
論文/專業實務報告 計畫書審查	需與學位考試申請間隔三個月 Submit thesis proposal at least	1.計畫書審查申請表(3) Thesis/Professional Practice Report proposal		採書面資料審查 審查委員名額：2-3 名

Thesis/Professional Practice Report Proposal Review	three months before the Degree Examination Application	review application form 2.計畫書審查意見評分表(4) Thesis / Professional Practice Report proposal comment sheet	Review is done on paper. If the advisor considers it necessary, an oral interview will be held. Number of committee members: 2-3
學位考試申請 Degree Examination Application	依校曆所訂研究生畢業論文申請截止日期前 According to the University Calendar.	1.論文/專業實務報告指導教授推薦函(5) Advisor's recommendation letter 2.學位考試申請 (線上申請) Apply for oral defense online.	1.論文初稿 90%完成 2.口試委員人數： 三至五人，且校外不得低於 1/3 90% of the first draft of the thesis finished The number of committee members should be from three to five, and the external members (outside YZU) should be no less than one third of the committee.
口試申請撤銷 Canceling the thesis defense	依學校行事曆規定 Date according to University Calendar	線上申請撤銷口試 Canceling the thesis/Professional Practice Report defense online.	
口試委員聘書發放 Committee member invitation	口試前一個月 One month before the defense	學生至系辦領取 The student obtains the official certificates for committee members from the department and sends them off.	
完成論文/專業實務報告初稿 First Draft of thesis /Professional Practice Report completed 口試日期安排 Thesis/Professional Practice Report defense date arrangement	上學期（11-12 月間） November- December 下學期（5-6 月間） May- June	1.論文初稿 2.論文提要 3.口試申請表(6) 1. First draft of thesis/Professional Practice Report 2. Abstract of thesis/Professional Practice Report 3. Thesis/Professional Practice Report defense application form	1.口試前二週須將完成的初稿，連同論文原創性比對作業(不得高於 25%)交至口試委員手中 2.論文口試須在本校舉行 3.口試前三個禮拜至系辦將口試日期登記於白板。 1. Hand in the first draft and The originality comparison assignment of the thesis (not higher than 25%) to committee members at least two weeks before the defense. 2. Thesis defense should be held on YZU campus. 3. Write down the oral examination day on the white board in Department Office three weeks before the exam.
口試當天 Thesis/Professional Practice Report defense		1.口試費及收據 2.口試評分表(7)(*口試委員人數) 3.審定書(8)。 1. Honorarium for committee members and receipt 2. *Oral Defense Score Sheet* (based on the number of committee members) 3. *Thesis Verification Form*	口試費及收據請於前 2 天至系辦登記領取。 Obtain the honorarium and receipt from the department office two days before the defense.
口試結束		1.論文口試委員審定書	1.依據本校研究生學位考試細則規定，口試兩次

After the defense		(正本二份。一份交由系辦統一送教務處、一份學生留存印製論文用) 2.口試評分表 1. Thesis Verification Form signed by the committee members. 2. Score sheets	沒過，應令退學 1. In accordance with the University regulations, a student will be discontinued of the program if he/she fails to pass the thesis defense two times. 2.口試不通過回前一步驟，並重新提交口試申請表、論文初稿及論文提要 2. Return to the previous step in case the student fails to pass the defense. Resubmit the defense application form, first draft of thesis and thesis abstract.
修改論文 Revise Thesis 完成線上建檔 Filing thesis online 成績送教務處 Delivering the grades to Administration's Office	依校曆所訂研究生畢業論文、口試成績繳交教務處截止日 Deadline according to University Calendar	1. 論文審查同意書(9) 2. 論文上傳博碩士論文系統 (電子論文審查通過後) 3. 繳交授權書 4.論文一式四份 （教務處二本、系辦二本） 1. Handing in the ***Thesis proofing agreement from*** 2. Filing thesis online on the website of NDLTD in Taiwan. ----After Accepted---- 3. ***Authorization Statement form*** 4. Hard copies of thesis (4 copies: two for the Office of Academic Affairs, and two for the department office. Thesis Authorization Statement form should be included in the thesis.)	1.學生需繳交所需資料後方可開始辦理離校並領取畢業證書 2.逾期視同下學期畢業 1. Diploma will be awarded at the time when all graduation procedures are completed. 2. If the deadline is not met, the student will be considered as graduating in the next semester.
畢業離校 Graduation Qualification	完成論文口試後 After finishing thesis defense	1.系辦確認該生是否具畢業資格 2.完成線上離校流程(個人 portal) 1.Department Office confirms the graduation qualification. ***2.*** Complete the procedures of termination on your Personal Portal.	完成線上離校流程。 Students must finish all necessary documents for status termination online.

附註：

1 論文進程：

申請指導教授 → 論文計劃書審查→（間隔至少三個月）→ 論文初稿 90%完成 → 指導教授推薦函→ 學位考試申請→ 口試委員聘書發放 → 交論文初稿 → 口試日期確定 →（間隔至少兩個星期） → 口試 → 修改論文 → 論文審查 → 論文上傳至元智大學博碩士論文系統 (上學期一月底前、下學期七月底前) → 繳交論文紙本 → 系辦公室將論文成績交到教務處

➢ Applying for advisor → Thesis proposal review→(at least three months) →90% thesis first draft finished→ Advisor's recommendation letter→ Degree Examination Application→ Official certificate for committee members sent off→ Hand in thesis first draft →Confirmation of oral examination date→(at least two weeks) →Oral examination→ Revising thesis → Thesis Defense→ Uploading thesis on NDLTD System →Hand in hard copies of thesis →Department Office submits thesis results to the Office of Academic Affairs

2. 元智大學博碩士論文系統 網址: https://cloud.ncl.edu.tw/yzu/

➢ Filing thesis online on the website of NDLTD system: https://cloud.ncl.edu.tw/yzu/

3. 元智大學碩、博士研究生學位考試細則: https://www.yzu.edu.tw/admin/so/files/regulations/c/1-17.pdf

YZU Doctor and Master's degree examination rules: https://www.yzu.edu.tw/admin/so/files/regulations/c/1-17.pdf

➢ 元智大學學位論文格式規範網址：https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-01-14-06-58-46/2017-04-13-06-25-12/98-2016-03-23-06-06-30

➢ Dissertation form : https://www.yzu.edu.tw/admin/aa/index.php/tw/2016-01-14-06-58-46/2017-04-13-06-25-12/98-2016-03-23-06-06-30

5.相關截止日期規定，依照校曆規定。

➢ Due days are according to school schedule.