

檔 號：

保存年限：

## 中原大學 函

機關地址：32023桃園市中壢區中北路  
200號

聯絡人：陳秋萍

聯絡電話：03-2652028

傳真：03-2658888

受文者：如行文單位

發文日期：中華民國109年3月13日

發文字號：原教字第1090000782號

速別：普通件

密等及解密條件或保密期限：

附件：如文

主旨：檢送本校108學年度第2學期研究生「學位考試進度通知」及「論文撰寫格式及離校注意事項」各1份，請查照並惠予公告周知。

說明：

- 一、申請日期：博士學位自109年3月17日至7月15日止，碩士學位自109年4月13日至5月6日止。
- 二、申請路徑：本校首頁/在校學生/登入I-Touch(輸入帳號密碼)/進修/升學留學/學位考試申請。
- 三、指導教授應落實學位論文品質管控，學位論文不應偏離系所專業領域；研究生提出學位考試申請前，須檢附本校張靜愚紀念圖書館提供的論文比對系統之比對報告，並經指導教授認可為合理範圍，始可送出學位考試申請書。
- 四、論文紙本以公開利用為原則，延後公開陳列，須填寫延後公開申請表單，並檢附證明文件，裝訂於紙本論文；申請表單至本校首頁/圖書資源/論文提交下載。
- 五、有關「學位考試進度通知」及「論文撰寫格式及離校注意事項」可至本校首頁/行政單位/教務處/單位公告/行政公告下載。
- 六、因「嚴重特殊傳染性肺炎」疫情，無法如期返校就讀之陸港澳學生，學位考試申請截止日期為6月16日，口試方式得採視訊方式，並應全程錄影存檔。
- 七、本學期學位考試截止日為109年7月31日。

正本：本校含碩博士班之各學系所

副本：課務與註冊組、系統資訊組

# 學位考試進度通知(108 學年度第 2 學期)

## Notice of Degree examination Schedule (2<sup>nd</sup> semester, 2020)

學位考試線上申請作業請登入 I-touch→教務處→課註組→學位考試系統

Login to i-touch→ Office of Academic Affairs→ Curriculum and Registration Division

→ Degree Exam System

(論文撰寫格式及離校注意事項，可至[學位考試申請系統/最新消息](#)下載)

(Format of Thesis and Information of Departure Procedure, you can download from

[Degree examination application system / latest news](#))

日期(Date)	辦理事項(Item to Do)	補充說明(Additional Instructions)
109 年 3 月 17 日至 7 月 15 日 From Mar. 17 ~ July. 15, 2020	<p>※博士學位候選人資格考試 Qualification Exam for Ph.D. candidates</p> <p>※博士學位考試申請(彈性申請及舉行) Application for PhD Exam (flexible application &amp; scheduling)</p>	<p>※依本校「博士學位候選人資格考核實施要點」辦理。 It is conducted in accordance with the “PhD candidate qualification assessment standard.”</p> <p>※博士學位候選人得於註冊後，自 3 月 17 日起於學期內擇期舉行學位考試，但須於學位考試二星期前提出申請及口試委員名單。 Starting in Mar. 17, 2020 after registration, Ph.D. Candidates can select a day during the semester to hold their degree exam. The list of oral exam committees and application must be submitted 2 weeks prior to thesis oral defense.</p> <p>※博士學位候選人至學位考試系統提出申請，申請書連同論文比對報告由指導教授簽核後，將申請書送至系辦簽核。(比對報告由指導教授存查)。 Ph.D. Candidates can go online and fill in degree examination application form. <b>After the application and the paper comparison report (from CYCU Chang Ching Yu Memorial Library) are signed to the advisor, the application will be sent to the department office to signing.</b> (The comparison report is retained by the advisor)</p>

日期(Date)	辦理事項(Item to Do)	補充說明(Additional Instructions)
<p>109 年 4 月 13 日至 5 月 6 日 From Apr. 13 ~ May. 6, 2020</p>	<p>碩士學位考試申請開始及截止日。 Master's degree examination application begins and ends</p>	<p>※系統操作至學位考試系統「下載使用說明書」 Path can be accessed at: →I-touch→Office of Academic Affairs /Curriculum &amp; Registrar Section / Degree Exam/Degree Exam Application</p> <p>※本學期符合學科應屆畢業資格者，得至學位考試系統提出申請，申請書連同論文比對報告由指導教授簽核後，將申請書送至系辦簽核。(比對報告由指導教授存查)。</p> <p>Only those who meet the graduation requirements can go online and fill in degree examination application form. After the application and the paper comparison report (from CYCU Chang Ching Yu Memorial Library) are signed to the advisor, the application will be sent to the department office to signing. (The comparison report is retained by the advisor)</p> <p>※未於期限內申請另以報告書個案核准。 Applicants who miss the application period can submit a written report which will be reviewed case by case.</p> <p>※本學期提出學位考試申請而未舉行者，應於 109 年 7 月 31 日前線上申請撤銷，並列印撤銷申請書經指導老師簽核後，送至系辦簽核。 Those who have already submitted their application for degree examination application this semester but fail to have their exam must go online to apply for a withdrawal, print it out, and get advisor's signature, the application will be sent to the department office to signing before Jul. 31, 2020.</p>
<p>109 年 3 月 17 日至 5 月 13 日 From Mar. 17 ~ May 13, 2020</p>	<p>應屆畢業生資格審核開始及截止日。 The selection of graduation qualification begins and ends</p>	<p>各學系(所、學位學程)承辦人依本校「應屆畢業資格審核辦法」辦理 Each department undertaker (program or degree program) according to “The selection of graduation qualification”</p>

日期(Date)	辦理事項(Item to Do)	補充說明(Additional Instructions)
<p>109 年 7 月 15 日以前完成 At the latest completed before Jul. 15, 2020</p>	<p>各學系研究生完成上網填寫博、碩士學位考試委員名單，經指導老師簽核後送至系辦公室，以利課註組製發校外委員聘函。 Postgraduate students of each department (college or degree program) must fill in online Master/Ph.D. Degree Examination Committee Member List and must obtain signature from thesis advisor and then submit to department office. It is to allow the Curriculum &amp; Registration Division to produce the letter of appointment for off-campus committee members.</p>	<p>※委員名單內應填記預訂考試日期。 Committee member list must include expected date for examination. ※應註明指導教授姓名，如為二人共同指導，應載明論文指導費之支付比例。 The list must provide thesis advisor's full name. If the student is instructed by two advisors jointly, the list must clearly indicate the advisory ratio for allocating fee. ※得隨時上網修改資料，但名單已送系辦者，須知會學系及課註組承辦人員。 Students can adjust any data online at any time, but the amended list of committee members must be submitted to the department office and the department undertaker in Curriculum &amp; Registration Division. ※學位考試委員名單請最遲於學位考試前二週送至系辦，以利製發聘函。 Please make sure to submit the list of degree examination committee no later than two weeks before the degree examination so that a letter of appointment may be issued.</p>
<p>依各學系規定時間辦理，108 學年度第 2 學期學位考試截止日：109 年 7 月 31 日 In accordance with the rules of each department, the last Degree Examination date of the 2<sup>nd</sup> semester of 2020: Jul. 31, 2020.</p>	<p>各學系(所、學位學程)研究生舉行學位考試 Degree Examination for each department (program or degree program)</p>	<p>※審定書內容一律不得塗改，且論文中、英文名稱須與紙本論文封面相同。 Content of the Degree Approval must not be altered. Chinese and English thesis titles must match the ones on the cover of the hard-copy thesis. ※學位考試成績及審定書正本應於 109 年 8 月 17 日前送達課註組，以利畢業資格審核及證書領取。 Both the last Degree Examination scores and the Degree Approval Form of this semester must be turn in to the Academic Affairs Office on Aug. 17, 2020.</p>

日期(Date)	辦理事項(Item to Do)	補充說明(Additional Instructions)
<p>領取畢業證書 Receive diploma</p> <p>※ 109 年 4 月起至 109 年 6 月 12 日：每月 20 日前辦妥離校手續者，於當月 30 日起，每週三 14:00~16:00 至維澈 408 室課註組領取畢業證書。 For those who have completed leaving school procedures before the 20<sup>th</sup> of each month, please receive your degree certificate after 30<sup>th</sup> of the same month according to the following instruction. <b>Time:</b> 14:00~ 16:00 of each Wednesday, Apr. , 2020~ Jun. 12, 2020 <b>Location:</b> Academic Affairs Office 408( Dickson Lee Hall)</p> <p>※ 109 年 6 月 13 日(畢業典禮) 9:00~13:30 至維澈 1 樓聯合服務中心領取畢業證書。 <b>Time:</b> Jun. 13, 2020 (commencement) <b>Location:</b> Administration and services center ( Dickson Lee Hall 1F)</p> <p>※ 109 年 6 月 15 日至 7 月 10 日：每週一三、四 14:00~16:00 至維澈 408 室課註組領取畢業證書。 <b>Time:</b> 14:00~ 16:00 of each Monday, Wednesday &amp; Thursday, Jun.15,2020~Jul.10, 2020 <b>Location:</b> Academic Affairs Office 408( Dickson Lee Hall)</p> <p>※ 109 年 7 月 13 日至 8 月 31 日：每週一、二、三、四 14:00~16:00 至維澈 1 樓聯合服務中心領取畢業證書。 <b>Time:</b> 14:00~ 16:00 of each Monday, Tuesday, Wednesday&amp;</p>	<p>※108 學年度第 2 學期離校截止日為 109 年 9 月 16 日</p> <p>Expiry date of school leaving procedure for the second semester of 108 academic year is on <b>Sep. 16, 2020.</b></p>	<p>※99 學年度前入學者：除學科未通過或發表論文點數未達標準或修習教育學程者外，於學位考試成績及論文審定書送交教務處時視為畢業。畢業學生應依本校規定辦理離校手續，未依規定繳交畢業論文者，不得領取畢業證書，亦不得作為延緩畢業之理由。 Before 100 academic years, apart from those who have failed in their academic achievements, or substandard SCI/EI/SSCI, or who taking educational courses, the academic status will be regarded as graduate when they have completed the degree examination results and turn in the Degree Approval to the Curriculum &amp; Registration Division. Graduates shall go through the procedures for leaving school in accordance with the provisions of the school, and those who fail to comply with the provisions shall not receive their diplomas or be used as reasons for delaying graduation.</p> <p>※100 學年度起入學者：於學位考試成績、審定書及辦妥離校手續至教務處領到畢業證書時視為畢業。如未能於次學期補註冊日前辦妥離校手續(含繳交畢業論文至教務處)及領到畢業證書者，必須於次學期辦理註冊。 100 academic years and above, the academic status will be regarded as graduate when they have completed the degree examination results, the Degree Approval and the completion of the school leaving procedures to obtain their diplomas at Office Of Academic Affairs. Postgraduate students who passed the degree examination have to register in the next semester if they fail to complete the school leaving procedures (including turn in the Thesis/Dissertation) before the next semester's supplementary registration.</p>

日期(Date)	辦理事項(Item to Do)	補充說明(Additional Instructions)
<p>Thursday, Jul.13,2020~ Aug.31,2020</p> <p><b>Location:</b> Administration and services center ( Dickson Lee Hall 1F)</p> <p>※ 109 年 9 月 1 日至 9 月 16 日： 每週三 14:00~16:00 至 維澈 408 室課註組領取畢業證書。</p> <p><b>Time:</b> 14:00~ 16:00 of each Wednesday , Sep.1,2020~Sep. 16, 2020</p> <p><b>Location:</b> Academic Affairs Office 408 ( Dickson Lee Hall )</p>		

# 論文撰寫格式及離校注意事項 (108 學年度第 2 學期)

## Format of Thesis and Information of Departure Procedure (2<sup>nd</sup> semester, 2020)

### 📖 論文裝訂次序：Thesis Binding Order

- |   |   |
|---|---|
| 1. 封面(含書背)，系所名稱全名。Front Cover(including spine), Full name of the department     | 5. 序言或謝辭。Preface or Acknowledgement       |
| 2. 博碩士論文各類授權書。Power of Attorney Regarding Theses or Academic Dissertations      | 6. 目次、圖表目錄。Tables of Contents and Figures |
| 3. 學位考試委員審定書影本。Copy of the Degree Approval Form signed by the Committee Members | 7. 論文正文。Body of the Paper                 |
| 4. 摘要。Abstracts   | 8. 參考文獻。Reference                         |
|   | 9. 附錄。Appendix                            |
|   | 10. 封底。Back Cover                         |

### 📖 論文裝訂注意事項：Binding Precautions

- 一、封面：包括中英文題目、論文別、學系別、姓名、指導教授姓名及提出年月，一律須加印書背（請參照樣本一）；如以「技術報告」代替碩士論文之碩士或碩專班，請加「技術報告」字樣（請參照樣本二）。以上建議中文字體為標楷體 24 點置中，英文字體 Times New Roman 12 點置中，行距為最小行高，行高為 18pt。

Front Cover: Write on the cover as well as the book spine both the Chinese and English titles, the type of thesis, the name of the department, the names of the student and the advisor, and the date of proposal (Refer Sample 1). If you replace the thesis (master or in-service master) with a "Technical Report", please add the words "Technical Report." (Refer Sample 2) It is suggested that font of Chinese characters should be 標楷體 of 24pt and align to the center, and that English letters should be Times New Roman of 12pt, with the line space at least 18pt.

- 二、博碩士論文授權書：每本論文均須裝訂，請自行列印並親筆簽名影印裝訂於論文，為促進學術傳播及研究，請以公開利用為原則。

Power of Attorney: Each copy of the thesis should include the attorney that shows the author's autograph so that the Thesis can be publicized or applied by others for academic studies or reference.

1. 送存中原大學張靜愚紀念圖書館：

Turn in the CYCU Chang Ching Yu Memorial Library

- (1) 論文電子檔應填具「中原大學博碩士論文授權書」。

Soft copy should be filled with "The Authorization of the Master's Thesis of Chung Yuan Christian University."



(2) 論文紙本若需申請延後公開者，應另填「中原大學博碩士論文紙本延後公開申請書」。若是立即公開者，則無需附此申請書。

If the hard copy needs to apply for a delayed disclosure, please apply “Application for Delayed Public Release of Thesis/Dissertation of Chung Yuan Christian University”. This application is not required, if the Thesis/Dissertation is released immediately.

## 2. 送存國家圖書館：

Turn in the National Central Library

論文電子檔及紙本若需申請延後公開者，應另填「國家圖書館學位論文延後公開申請書」（請參照樣本三）**(務必於申請書後附證明文件)**。若是立即公開者，則無需附此申請書。

If the soft copy and hard copy need to apply for a delayed disclosure, please apply “Application for Delayed Public Release of Thesis/Dissertation of the National Central Library” (Refer Sample 3) (Make sure to attach supporting documents.) This application is not required, if the Thesis/Dissertation is released immediately.

三、學位考試委員審定書：一律登入 itouch->教務處->課註組->學位考試作業系統填報後列印，再請學位考試委員簽名。論文題目以審定書版本為主，且紙本論文封面中英文題目要與審定書一致。題目因故有修正之必要時，於口試且系統未取號前，可登入學位考試系統修正重印；如審定書中委員已簽名，則請另附指導教授簽名之論文名稱更正申請書(格式請至教務處課務與註冊組之網頁表單下載 download)，始可剪貼修正，並與正本併繳。審定書正本繳交至課註組截止日為 109 年 8 月 17 日，以利審核畢業資格，影本則自行裝訂於論文。

Degree Approval Form: Login to i-touch system and go to the Academic Affairs Office online. Then click on the Curriculum and Registration Division to find the Degree Exam an Assignment System, fill out the Degree Approval Form and then print it out. Finally, request the committee members to sign their names on the form. The title of the thesis is mainly based on the Degree Approval, and the English and Chinese titles on the cover should be consistent with the Degree Approval. If there is a need for revision, log in the Degree Examination System to revise it and print out a new form before the Committee Members sign their names. In case the committee members have already signed, ask for a permission note from the advisor with his/her signature on, then cut and paste the correction on and turn it in along with the formal form. The formal form should be sent to the Curriculum and Registration Section in the Academic Affairs Office by Aug. 17 2020 for verification. Copies of the form should be made and bound with the Thesis/Dissertation.

四、摘要：論文摘要內容，宜說明研究目的、文獻、研究方法、研究內容及研究結果，以一頁為原則。必須有中文摘要及英文摘要分頁書寫。

Abstract: State clearly the purpose of the study, reference used, study methods, study process and results. The length of the abstract should not be more than one pages. The Chinese and English abstracts should be printed on separate pages.



- 五、序言或謝辭：須另頁書寫，謝辭自由選擇裝訂與否。  
Preface and Acknowledgement: Both should be written on separate pages. Acknowledgement is optional.
- 六、目次：包括中英文摘要、目次、圖表目錄、各章節項目、參考文獻、附錄之順序編排，篇節分明。  
Table of Content: All the content should be clearly presented in the correct order, including the Chinese and English abstracts, tables of content and figures, chapters and sections, references and appendix.
- 七、編排：內容概要以章節項目之順序編排，篇節分明。  
Arrangement: Put everything exactly in order stated in the table of content.
- 八、頁碼：封面不加頁碼，中英文摘要、序言或誌謝辭、目次、圖表目錄頁碼為羅馬數字I、II、III、IV，論文正文、參考文獻及附錄為阿拉伯數字1、2、3、4。  
Page Numbering: No page numbering is needed on the cover. Number the abstracts, preface or acknowledgement, tables of content and figures with Roman numerals I, II, III, IV, etc. Number the body of the thesis, reference and appendix with Arabic numerals 1, 2, 3, 4 etc.
- 九、紙張：論文除封面封底外，均採用 70 磅之白色模造紙。論文裝訂後應為 A4 直式，如樣本。  
Paper: Except for the front and the back covers, white printing paper of A4 size weighing 70 pounds is required, as shown in the sample.
- 十、字體：文字大小及行距不拘，一律電腦打字或鉛印、油印，全文加註標點，不得塗污刪節且以中文或英文撰寫為原則，撰寫方式一律由左至右橫寫。如以英文撰寫者，須附中文摘要。  
Font and Format: The author is free to choose the character size and spacing. Punctuation is required, and the Thesis should be typed by the computer and printed out. Keep the papers clean without any crossing out or other ways of correction on them. Thesis should be written in Chinese from left to right. If the thesis is written in English, a version of abstract written in Chinese must be included.
- 十一、版面：紙張上邊界為 2 公分，下邊界為 2 公分，右邊界 2 公分，左邊界 3 公分。  
Page Setup: Set the margin to the left 3 cm and 2 cm those to the others.
- 十二、文獻：參考文獻包括作者姓名、文獻名稱卷數、頁數、出版年份、出版者。  
Reference: Reference should include the full name of the author, the title and its volume, page numbers referred, publishing date and company.
- 十三、裝訂：論文應裝訂成冊，封面及封底之紙樣及顏色依繳交紙本論文之學院分色或由各學系(所)決定並告知研究生。基於環保，建議雙面印刷以節省紙張。  
Binding: Each Thesis should be bound, with the color and style of its front and back covers decided by each department office. For the sake of environmental protection, Thesis should be printed double-side to save paper.

## 📁線上建檔：Online Filing

- 一、論文摘要線上建檔及繳交論文全文電子檔：線上填寫論文摘要及相關欄位，並將預先轉為 PDF 檔的論文全文電子檔上傳(<http://ethesis.lib.cycu.edu.tw/>)。

### Online Uploading of Abstracts and Electronic Files of Full text:

Go to the website of CYCU Chang Ching Yu Memorial library and find the link of “System of the Full Text of Dissertations or Theses.” Upload the abstract and all related sections online and convert the full text of the papers into PDF in advance.

(<https://ethesis.lib.cycu.edu.tw/en/etdsystem/submit/submitLogin>)

各項說明請參考：論文提交作業流程圖、論文上傳須知、電子轉檔與上傳說明之相關說明，以免遭退件。

Please follow the examples below or it will be rejected.

<https://ethesis.lib.cycu.edu.tw/files/2016070008.pdf>

<https://ethesis.lib.cycu.edu.tw/files/2016070007.pdf>

<http://ethesis.lib.cycu.edu.tw/files/2016070006.pdf>

- 二、關於學年期：與辦理離校手續及領取畢業證書之學年期相同。

About the academic year: the academic year of departure procedure and receiving diploma are the same.

## 📁繳交授權書：Power of Attorney

- 一、關於授權書 About the Power of Attorney

1. 研究生將學位論文紙本，無償授權中原大學張靜愚紀念圖書館及國家圖書館之讀者，為學術、研究之目的，於圖書館內重製部分或全部著作。

Graduate students should authorize the CYCU Chang Ching Yu Memorial Library and the National Central Library without asking for pay to use their Thesis or academic dissertations for academic studies, allowing partial or complete duplication inside the libraries.

2. 研究生必須同意無償授權中原大學張靜愚紀念圖書館將其論文全文之數位檔案作為數位典藏之用，不提供其他營利服務。

Graduate students should authorize the CYCU Chang Ching Yu Memorial Library without asking for pay to store the digital files of their Thesis or academic dissertations without making any profit of them.

3. 研究生可以選擇同意有償授權或不同意授權中原大學張靜愚紀念圖書館，將其論文全文資料進行微縮、光碟或數位化加值後收錄於廠商資料庫。(有償授權指有權利金回饋，研究生可以選擇本人領取或捐贈學校校務發展基金指定用於圖書館館務使用。)

Graduate students can choose to authorize the CYCU Chang Ching Yu Memorial Library with pay or not to authorize the CYCU Library to miniaturize the Thesis or academic dissertations, make CD of them or store them after digitalization into the database of buyers. (Authorization with pay means the students themselves can get paid

for the use of their Thesis and academic dissertations or donate the pay to the School Development Fund for the CYCU library to use.)

4. 如有共同指導教授，則授權書上指導教授皆需簽名。

In case there are co-advisors, all of the co-advisors have to sign their names on the power of attorney in person.

二、繳交本校博碩士論文授權書：於辦理離校手續時，授權書正本連同論文精裝本紙本繳交至張靜愚紀念圖書館諮詢服務台。

Collection of the power of attorney of the thesis: When leaving school, turn in the formal power of the attorney as well as the hardcover copy of the thesis to the consulting service table of the CYCU Chang Ching Yu Memorial library to finish departure procedure.

三、國家圖書館學位論文延後公開申請書：

送存國家圖書館之論文電子檔及紙本若需申請延後公開者，應另填「國家圖書館學位論文延後公開申請書」（請參照樣本三）**(務必於申請書後附證明文件)**。若是立即公開者，則無需附此申請書。

Turn in the National Central Library, if the soft copy and hard copy need to apply for a delayed disclosure, please apply “Application for Delayed Public Release of Thesis/Dissertation of the National Central Library” (Refer Sample 3) (Make sure to attach supporting documents.) This application is not required, if the Thesis/Dissertation is released immediately.

## 📖 論文封面日期、電子論文上傳之學年期呈現：

### **The date showed on the cover of the thesis depends on uploading the academic year of the electronic thesis**

一、99 學年度(含)前入學者，除學科成績未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，學籍即視為畢業，但電子論文上傳之學年期需以辦理離校手續及領取畢業證書之學年期做為判定基準。論文封面日期呈現，請參照【附件一對照表】。

Before 100 academic years, in addition to those whose subject achievements have not passed and the study of Educational program, when the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs, the academic status shall be regarded as graduation. But the academic period for the soft copy upload shall be based on the period of school departure procedures and the academic period for which the diploma is obtained. The cover date of the paper is presented, please refer to **Annex I**.

二、100 學年度起入學者，於學位考試成績、審定書及辦妥離校手續，並領到畢業證書時，學籍始視為畢業。論文封面日期呈現，請參照【附件一對照表】

100 academic year and above, when the degree examination results, the validation of the book and the completion of the school departure procedures, and the completion of the diploma, the academic origin is considered to be graduated. The cover date of the Thesis is presented, please refer to **Annex I**.

附件一對照表 Annex 1

離校手續日期 School leaving procedures date		論文封面 呈現 The cover of the thesis	論文上傳 學年期 the uploaded academic year	領取畢業證書 Receive diploma	
109年3月17日-4月20日 (Mar. 17, 2020~ Apr. 20, 2020)	每週三 14:00~ 16:00 前送達 維澈樓 408 室課 註組 Time: 14:00~ 16:00 of each Wednesday  Location: Academic Affairs Office 408 (Dickson Lee Hall)	109年4月 (Apr. 2020)	108 學年度 第 2 學期 (the 2 <sup>nd</sup> semester, 2020)	❖4-5 月適用:每月 20 日前辦妥離校手續 者,於當月 30 日起, 每週三 14:00-16:00 至 維澈樓 408 室課註組 領取畢業證書 For those who have completed leaving school procedures before the 20 <sup>th</sup> of each month, please receive your degree certificate after 30 <sup>th</sup> of the same month according to the following instruction.  Time: 14:00~ 16:00 of each Wednesday  Location: Academic Affairs Office 408 ( Dickson Lee Hall )	
109年4月21日-5月20日 (Apr. 21, 2020~ May. 20, 2020)		109年5月 (May. 2020)			
109年5月21日-6月12日 (May.21, 2020~ Jun.12, 2020)		109年6月 (Jun. 2020)			
109年6月13日(畢業典禮) Jun.13, 2020(commencement)	09:00~13:30 前至 維澈 1 樓聯合服 務中心 Time:09:00~ 13:00 Location: Administration and services center ( Dickson Lee Hall 1F )	109年6月 (Jun. 2020)			至維澈 1 樓聯合服務 中心領取畢業證書 Please receive your degree certificate on Administration and services center ( Dickson Lee Hall 1F )
109年6月15日-7月10日 (Jun.15,2020~Jul.10, 2020)	每週一、三、四 14:00~16:00前送 達維澈樓408室 課註組 Time: 14:00~ 16:00 of each Monday,				❖每週一、三、四 14:00- 16:00至維澈 樓408室課註組領取 畢業證書 Time: 14:00~ 16:00 of each Monday, Wednesday &

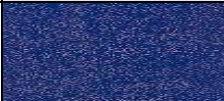

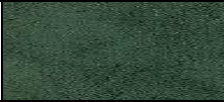




離校手續日期 School leaving procedures date		論文封面 呈現 The cover of the thesis	論文上傳 學年期 the uploaded academic year	領取畢業證書 Receive diploma
	Wednesday & Thursday  Location: Academic Affairs Office 408 (Dickson Lee Hall)			Thursday  Location: Academic Affairs Office 408 (Dickson Lee Hall)
109 年 7 月 13 日-8 月 31 日 (Jul.13,2020~Aug.31,2020)	每週一、二、三、 四 14:00~16:00 前 送達維澈 1 樓聯 合服務中心 Time: 14:00~ 16:00 of each Monday, Tuesday, Wednesday & Thursday  Location:Adminis tration and services center (Dickson Lee Hall 1F)	109 年 6 月 (Jun. 2020)	108 學年度 第 2 學期 (the 2 <sup>nd</sup> semester, 2020)	❖7 月 13 日起至 8 月 適用：每週一、二、 三、四 14:00-16:00 至維澈 1 樓聯合服 務中心領取畢業證 書 Time: 14:00~ 16:00 of each Monday, Tuesday, Wednesday & Thursday  Location:Administrati on and services center (Dickson Lee Hall 1F)
109 年 9 月 1 日-9 月 16 日 (Sep.1,2020~Sep.16,2020)	每週三 14:00~ 16:00 前送達維澈 樓 408 室課註組 Time: 14:00~ 16:00 of each Wednesday  Location: Academic Affairs Office 408 (Dickson Lee Hall)			❖9 月起適用：每週三 14:00-16:00 至維澈 樓 408 室課註組領 取畢業證書 Time: 14:00~ 16:00 of each Wednesday  Location: Academic Affairs Office 408 (Dickson Lee Hall)
<b>108 學年度第 2 學期離校截止日為 109 年 9 月 16 日</b> <b>Expiry date of school leaving procedure for the second semester of 108 academic year is on Sep. 16, 2020</b>				

## 📁 繳交紙本論文：Turn in Paperback/Hard Copy Version of Thesis

繳交論文份數，應提繳畢業論文予下列單位：

Numbers of Copies: Identical copies of the thesis should be turned in to the following offices:

1. 繳予課註組博、碩士論文一本(平裝本)，以便彙轉教育部規定之國家圖書館。  
Academic Affairs Office: Turn in one paperback copy of the master degree thesis or the doctoral dissertation for the office to collect and send to the National Library where is limited by the Ministry of Education.
2. 自行送至本校張靜愚紀念圖書館一本(精裝本)，封面膠裝顏色請依學院分色。  
CYCU Chang Ching Yu Memorial Library: A hardback copy is required. Make the cover of the thesis in according to the college.

各院名稱 College of Name	精裝論文顏色 Color (tooled in gold font)	顏色參考
理學院 College of science	藍色 (燙金字體) Blue(tooled in gold font)	
工學院 College of Engineering	黑色 (燙金字體) Black(tooled in gold font)	
商學院 College of Business	綠色 (燙金字體) Green (tooled in gold font)	
設計學院 College of Design	咖啡色 (燙金字體) Brown(tooled in gold font)	
人育學院 College of Humanities and Education	紅色 (燙金字體) Red(tooled in gold font)	
電資學院 College of Electrical Engineering and Computer Science	淺銀灰藍色 (燙金字體) Silver gray blue(tooled in gold font)	
法學院 School of Law	暗紅色 (燙金字體) dark red (tooled in gold font)	

3. 所屬系所另行規定繳交份數。

Department Office: Turn in as many copies as required by your department office.

## 📁 辦理離校手續：Finish and Summit the Graduation Clearance Form

- 一、 提繳期限：依學位考試進度通知辦理。凡學位考試通過者，論文限於當學期繳交。本學期學位考試截止日為 109 年 7 月 31 日，學位考試成績繳交至課註組截止日為 109 年 8 月 17 日，審定書正本繳交至課註組截止日為 109 年 8 月 17 日。

Deadline for Thesis: It varies with the date set for the Degree Examination of the year. Those who have passed the Degree Examination should turn in their theses in that very semester. The last Degree Examination day of this semester is on Jul. 31, 2020. Both the last Degree Examination scores and the Degree Approval Form of this semester must be turn in to the Academic Affairs Office on Aug. 17, 2020.



☞ 99 學年度(含)前入學者，除學科成績未通過及修習教育學程者外，於學位考試成績及論文審定書送交教務處時，學籍即視為畢業。畢業生應依本校規定辦理離校手續，未依規定者，不得領取畢業證書，亦不得作為延緩畢業之理由。

Before 100 academic years, apart from those who have failed in their academic achievements and who are taking the course of education, the academic status will be regarded as graduate upon the time the degree examination results and the thesis validation papers are sent to the Office of Academic Affairs. Graduates shall go through the procedures for leaving school in accordance with the provisions of the school, and those who fail to comply with the provisions shall not receive their diplomas or be used as reasons for delaying graduation.

☞ 100 學年度起入學者，除學科成績未通過及修習教育學程者外，於學位考試成績、審定書及辦妥離校手續至教務處領取畢業證書時，學籍始視為畢業。通過學位考試研究生如未能於次學期補註冊日前辦妥離校手續，必須於次學期辦理註冊。

100 academic years and above, apart from those who have failed in their academic achievements and who are taking their educational courses, the academic status will be regarded as graduate when they have completed the degree examination results, the Degree Approval and the completion of the school leaving procedures to obtain their diplomas at Office Of Academic Affairs. Postgraduate students who passed the degree examination have to register in the next semester if they fail to complete the school leaving procedures before the next semester's supplementary registration.

二、辦理離校手續要件：完成離校手續單程序、精裝畢業論文一本(張靜愚紀念圖書館)、平裝論文一本(課註組彙轉教育部規定之國家圖書館)、學生證、操行成績(生輔組)

The most important procedures for leaving school: Finish the Graduation Clearance Form, one hardback copy (the CYCU Chang Ching Yu Memorial library), one paperback copy (the Curriculum and Registration Division 408 to collect and send to the National Library where is limited by the Ministry of Education.), Student card, Conduct Grade (the Student Advising Division)

三、領取畢業證書地點&時間：Receive diploma place & time

日期 Date	地點 Place	時間 Time	離校手續單及平裝本論文繳交 Turn in School leaving processes form & one paperback copy
109 年 4 月至 109 年 6 月 12 日 (Apr., 2020~Jun. 12,2020)	維澈樓 408 室課註組 Academic Affairs Office 408 (Dickson Lee Hall)	週三 14:00~16:00 Wednesday 14:00~16:00	請參照附件一對照表 Please see the Annex 1
109 年 6 月 13 日(畢業典禮) Jun.13, 2020 (commencement)	維澈 1 樓聯合服務中心 Administration and services center ( Dickson Lee Hall 1F)	09:00~13:30	併同領取畢業證書同時辦理 For receiving diploma at the same time

日期 Date	地點 Place	時間 Time	離校手續單及平裝本論文繳交 Turn in School leaving processes form & one paperback copy
109年6月15日-7月10日 (Jun.15,2020~Jul.10, 2020)	維澈樓 408 室課註組 Academic Affairs Office 408 (Dickson Lee Hall)	每週一、三、四 14:00~16:00 Time: 14:00~ 16:00 of each Monday, Wednesday & Thursday	併同領取畢業證書同時辦理 For receiving diploma at the same time
109年7月13日-8月31日 (Jul.13,2020~Aug.31,2020)	維澈 1 樓聯合服務中心 Administration and services center ( Dickson Lee Hall 1F)	每週一、二、三、四 14:00~16:00 14:00~ 16:00 of each Monday, Tuesday, Wednesday & Thursday	
109年9月1日-9月16日 (Sep.1,2020~Sep.16,2020)	維澈樓 408 室課註組 Academic Affairs Office 408 (Dickson Lee Hall)	週三 14:00~16:00 Wednesday 14:00~16:00	

☺如果您仍有疑問：If any inquiry, please contact us.

問題類別 Inquiry type	洽詢單位 Contact Office	連絡分機 Telephone Extension
畢業論文撰寫格式 Thesis Format	課註組各系承辦人或 各學系(所)助理 Department Undertaker in Curriculum & Registration Division or Department Assistant(s)	課註組各系承辦人或 各學系(所)助理分機 Ext. number of Department Undertaker in Curriculum & Registration Division or Ext. number of Department Assistant(s)
離校程序 Graduation Procedure		
本校論文摘要線上建檔 Thesis Abstract Online Filing	張靜愚紀念圖書館系統組 CYCU Chang Ching Yu Memorial Library—System Development Division	校內分機 2851 Ext. 2851
繳交論文全文電子檔 Thesis Electronic Full Text Submission		
論文轉 PDF 檔 Thesis Conversion to PDF		

書背(spine)

中原大學  
室內設計學系  
碩士學位論文

樣本一

空間構成形式對高齡者居住行為及意識之影響  
—以台北市福德、安康兩平價住宅社區為例—

The influence of Arrangements on Elderly People's Behavior and Consciousness Fu-Deh and An-Kong Low Cost Low Rent Public Housing Communities as Examples

中英文論文名稱務  
必要與審定書一致

指導教授：聶○○

研究生：鄭○○

同封面之月份

依【附件一對照表】呈現

中華民國109年 月

# 國家圖書館學位論文延後公開申請書

## Application for Embargo of Thesis/Dissertation

樣  
本  
三

申請日期：民國\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日  
 Application Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_(YYYY/MM/DD)

繳交國家圖書館論文，  
若需延後公開，申請書  
請裝訂於紙本論文中。

申請人姓名 Applicant Name		學位類別 Master	畢業年月	民國_____年_____月_____日
學校名稱 University		申請論文延後公開須檢附之證明文件： (1)申請專利：填寫專利申請案號，或提供申請專利單位回復之影本。 (2)投稿：若已投稿，提供投稿單位之回復影本，若尚未投稿，填寫擬投稿之期刊、會議或研討會名稱，不限一種。 <b>(★★未有固定格式，請自行撰稿，證明內容請經由本人及指導教授簽名，並請系所核章)</b> (3)涉及國家機密：提供相關單位開立該論文內容涉及國家機密之證明影本。 (4)依法不得提供：填寫原因並檢附證明文件，例如論文之研究與公司或研究機構簽訂保密合約，提供保密合約的影本。 (5)其他符合以上四項原因，並由學校認定或審議單位核可之證明文件。		
論文名稱 Thesis / Dissertation Title				
延後公開原因 Reason for embargo	<input type="checkbox"/> 申請專利並檢附證明，專利申請案號： Filing for patent registration. Registration number: <input type="checkbox"/> 準備以上列論文投稿 Submission for publication. <input type="checkbox"/> 涉及國家機密 Contains information pertaining to the national secret. <input type="checkbox"/> 依法不得提供，請說明： Withheld according to the law. Please specify.	公開日期 Delayed Until	民國_____年_____月_____日 _____/_____/_____ (YYYY/MM/DD)	

申請人簽名：  
Applicant Signature: \_\_\_\_\_

指導教授簽名：  
Advisor Signature: \_\_\_\_\_

學校認定/審議單位章戳：  
Seal of the Authorization Institute: \_\_\_\_\_

證明文件請檢附於此申請書後頁

**【說明】**

1. 以上所有欄位請據實填寫並檢附證明文件，經由學校向本館提出申請，缺項或簽章不全，恕不受理。
2. 論文尚未送交國家圖書館，請於提送論文時，夾附親筆簽名申請書1份。
3. 論文已送達國家圖書館，請將親筆簽名申請書一式2份掛號郵寄10001臺北市中山南路20號國家圖書館館藏發展及書目管理組，並於信封註明「學位論文延後公開申請書」。

**【Notes】**

1. Please fill in all blanks and deliver to your university. The application form will not be accepted for processing until all information, signatures, and stamps are included.
2. If the thesis or dissertation is not yet submitted to the NCL, please attach the signed application form to the thesis or dissertation.
3. If the thesis or dissertation has been submitted to the NCL, please send a registered letter with 2 copies of the signed application form attached. The letter should be addressed to "Collection Development Division", National Central Library with a note in the envelope indicating "Application for delay of public release" to the following address. No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.)

(以下由國圖填寫 For Internal Use)

承辦單位\_館藏組：\_\_\_\_\_ 日期/處理狀況：\_\_\_\_\_

典藏地：\_\_\_\_\_ 登錄號：\_\_\_\_\_ 索書號：\_\_\_\_\_

會辦單位\_知服組：\_\_\_\_\_ 日期：\_\_\_\_\_ 移送並註記，原上架日期：\_\_\_\_\_

論文系統：\_\_\_\_\_ 日期：\_\_\_\_\_