

國立中央大學環境工程研究所碩士班研究生修業辦法

本辦法適用 107 學年度起入學學生

88.09.06 所務會議通過	97.12.01 所務會議通過	103.03.12 教務會議核備
92.06.16 所務會議通過	98.01.05 所務會議通過	103.09.15 所務會議通過
92.11.17 所務會議通過	98.03.25 教務會議核備	103.10.15 教務會議核備
93.09.06 所務會議通過	100.10.03 所務會議通過	104.04.13 所務會議通過
95.07.03 所務會議通過	100.10.12 教務會議核備	104.06.24 教務會議核備
96.01.08 所務會議通過	101.05.07 所務會議通過	106.05.08 所務會議通過
96.05.07 所務會議通過	101.06.20 教務會議核備	106.06.14 教務會議核備
96.06.13 教務會議通過	102.07.01 所務會議通過	106.10.02 所務會議通過
96.06.20 臨時所務會議通過	102.10.16 教務會議核備	107.01.08 所務會議通過
96.12.03 所務會議通過	103.01.06 所務會議通過	107.03.21 教務會議核備

- 第一條 本辦法依本校「學則」及「博士班、碩士班學生學位考試細則」規定訂定之。
- 第二條 新生報到完畢後必須參加本所舉辦之「新生訓練」，未完成新生訓練者須補足新生訓練課程。未通過實驗室安全衛生測驗者不得進入及使用實驗室。
- 第三條 修業年限為一至四年。
- 第四條 新生入學後在選課前，應即與指導教授按其研究方向及本所修課要求，排妥其就學期間之研修計劃，繳交「研修計劃書」。學生並須自二年級開始，於每學期初，依各人曾修過的課程填交「已修課程檢視表」。
- 第五條 課程修習
- 一、除了專題研究、大學部課程、教學實務課程及專題討論外，至少修滿 30 學分，且須含本所必修課程至少三門，始得畢業。
 - 二、學生在修業前二年內，每學年所修課程，除「專題研究」及「專題討論」外，至少應再選修一門課程，每學期不得多於 18 學分。
 - 三、外籍生除上述規定外，畢業前應至本校語言中心至少選修兩門華語課程或通過華語能力 TOCFL 測驗入門級檢定。
- 第六條 專題討論
- 一、在學期間每學期均應選修「專題討論」課程。
 - 二、學生於在學期間第五學期起至畢業前，每學期皆應至「專題討論」課程作乙次之專題研究報告。
 - 三、擬於期中考週前完成學位考試者，應於該學期開學日至少一週前，檢附「免修專題討論課程申請表」與「論文研究進度報告」及「指導教授同意書」，向所課程委員會提出申請免修，經審核通過者得免修該學期「專題討論」課程。
- 第七條 在學期間，須選修並通過二次 3 學分之「專題研究」課程。「專題研究」係在指導教授指導下，從事文獻、調查或實驗之研究，並於學期末提出研究報告，由指導教授予以評分。
- 第八條 學生除上課外，應每日到校在指定之研究室或實驗室從事研究工作，不得在校外任職，若有特殊情形者，應提出申請並經本所研究生輔導委員會議核准。
- 第九條 學生有義務協助教學及研究工作，並參加本所學生自治管理委員會擔任各項例行及維護工作。
- 第十條 學生申請學位考試前須通過英文畢業門檻：TOEIC 600 分或全民英檢中級通過或 TOEFL iBT 64 分，不限取得時間。未通過前述英文檢定者，可憑取得入學資格後參加 5 次英文檢定測驗之成績單(TOEIC 成績曾達 450 分以上或曾通過全民英檢初級或曾達 TOEFL iBT 48 分)，修習一門本所選定之本校語言中心課程，及格後通過。
- 第十一條 學生符合第五條之修課規定且所撰論文經指導教授認可後，得於學校規定之學位考試申請截止日前，檢具歷年成績表、論文初稿提要及指導教授推薦函各乙

份，並填具學位考試申請表，經所長同意，送請教務處核轉校長批准後，得參加學位考試。

第十二條 論文考試及格之論文，須經論文考試委員在審定書上簽名並裝訂於論文首頁上，除本校所須份數外，另備乙份（含電子檔）送所辦公室存查。畢業前並依本所規定格式製作「論文四頁摘要」並經指導教授在各頁簽名後，於離校前繳交（含電子檔）予所辦公室。

第十三條 離校前應清理研究室及實驗室所使用之空間及設備，歸還所借用之各項設備及物品。

第十四條 本辦法如有未盡事宜，依教育部及本校相關規定辦理。

第十五條 本辦法經所務會議通過，並送教務會議核備後實施，修正時亦同。

國立中央大學

環境工程研究所碩士班研究生修業辦法

Graduate Institute of Environmental Engineering (GIEE),

National Central University

Program Regulations and Requirements for the Master Students

These regulations are applicable to students enrolled from the academic year 2018-2019 onward.

第一條 本辦法依本校「學則」及「博士班、碩士班學生學位考試細則」規定訂定之。

Article One

These regulations and requirements are established in accordance with the *Study Regulations* and the *Regulations for the Conferment of Master's and Doctoral Degrees* by National Central University (hereafter referred to as the University).

第二條 新生報到完畢後必須參加本所舉辦之「新生訓練」，未完成新生訓練者須補足新生訓練課程。未通過實驗室安全衛生測驗者不得進入及使用實驗室。

Article Two

Newly admitted students are required to attend the Orientation held by the Graduate Institute of Environmental Engineering (hereafter referred to as the Institute). Those who have not completed the Orientation have to attend the make-up Orientation. Those who have not passed the Laboratory Safety and Hygiene test are prohibited from working in any laboratory.

第三條 修業年限為一至四年。

Article Three

The study period of the master's program ranges from one year to four years.

第四條 新生入學後在選課前，應即與指導教授按其研究方向及本所修課要求，排妥其就學期間之研修計劃，繳交「研修計劃書」。

Article Four

學生並須自二年級開始，於每學期初，依各人曾修過的課程填交「已修課程檢視表」。

第五條 課程修習

- 一、除了專題研究、大學部課程、教學實務課程及專題討論外，至少修滿 30 學分，且須含本所必修課程至少三門，始得畢業。
- 二、學生在修業前二年內，每學年所修課程，除「專題研究」及「專題討論」外，至少應再選修一門課程，每學期不得多於 18 學分。
- 三、外籍生除上述規定外，畢業前應至本校語言中心至少選修兩門華語課程或通過華語能力 TOCFL 測驗入門級檢定。

第六條 專題討論

- 一、在學期間每學期均應選修「專題討論」課程。
- 二、學生於在學期間第五學期起至畢業前，每學期皆應至「專題討論」課程作乙次之專題研究報告。
- 三、擬於期中考週前完成學位考試者，應於該學期開學日至少一週前，檢附「免修專題討論課程申請表」與「論文研究進度報告」及「指導教授同意書」，向所課程委員會提出申請免修，經審核通過者得免修該學期「專題討論」課程。

Prior to the course selection, newly admitted students shall discuss with their advisors to arrange and propose the “Study Plan” with regard to their research fields and the regulations of the Institute. Master students from their second year onward must submit the records of completed courses to the institute office at the beginning of each semester.

Article Five

Course Requirements:

- I. Apart from research courses, undergraduate courses, teaching practicums, and seminars, before graduation, students are required to earn at least thirty credits, which include no less than three required courses of the Institute.
- II. In addition to research courses and seminars, students must enroll in at least one more elective course during the first two years of their studies. Students shall take no more than eighteen credits each semester.
- III. Aside from the above-mentioned regulations, international students are required to take at least two Chinese courses offered by the Language Center at NCU or to pass the TOCFL Band A.

Article Six

Seminars

- i. Students are required to enroll in seminar courses every semester during their studies at the Institute.
- ii. Students on their fifth semester onward are required to give a research presentation in seminar courses every semester.
- iii. Students who plan to hold their oral defense in the middle of a

semester shall file a petition to the Course Committee for exemption from enrolling in Seminar at least one week prior to the beginning of the semester. Documents required for the petition include the *Seminar Exemption application form*, the *Report of Research Progress*, and *Thesis Advisor Approval Form*. If the committee accepts the petition, students will be exempted from taking the seminar of the semester.

第七條 在學期間，須選修並通過二次3學分之「專題研究」課程。「專題研究」係在指導教授指導下，從事文獻、調查或實驗之研究，並於學期末提出研究報告，由指導教授予以評分。

Article Seven

During their studies at the Institute, students are required to enroll and pass two three-credit research courses. In research courses, students are expected to follow the guidance of their advisor and to research on past literatures, investigations or experiments. At the end of the semester, students shall submit a final research report, which will be evaluated by their advisors.

第八條 學生除上課外，應每日到校在指定之研究室或實驗室從事研究工作，不得在校外任職，若有特殊情形者，應提出申請並經本所研究生輔導委員會議核准。

Article Eight

Except from the class hours, students are expected to come to their designated offices and/or laboratories for research on a daily basis and are prohibited from taking off-campus jobs. Those who have special reasons should apply for the permission from the Graduate Advisory Committee.

第九條 學生有義務協助教學及研究工作，並參加本所學生自治管理委員會擔任各項例行及維護工作。

Article Nine

Students are obligated to assist in teaching and research, and to maintain and participate in the *Student Association* of the Institute.

第十條 學生申請學位考試前須通過英文畢業門檻：TOEIC 600分或全民英檢中級通過或TOEFL iBT 64分，不限取得時間。未通過前述英文檢定者，可憑取得入學資格後參加5次英文檢定測驗之成績單(多益成績曾達450分以上或曾通過全民英檢初級或曾達TOEFL iBT 48分)，修習

Article Ten

Before applying for oral defense, students are required gain an English proficiency certificate of TOEIC 600 or GEPT Intermediate or TOEFL

一門本所選定之本校語言中心課程，及格後通過。

第十一條 學生符合第五條之修課規定且所撰論文經指導教授認可後，得於學校規定之學位考試申請截止日前，檢具歷年成績表、論文初稿提要及指導教授推薦函各乙份，並填具學位考試申請表，經所長同意，送請教務處核轉校長批准後，得參加學位考試。

第十二條 論文考試及格之論文，須經論文考試委員在審定書上簽名並裝訂於論文首頁上，除本校所須份數外，另備乙份（含電子檔）送所辦公室存查。畢業前並依本所規定格式製作「論文四頁摘要」並經指導教授在各頁簽名後，於離校前繳交（含電子檔）予所辦公室。

iBT 64, regardless of the date of issue. Those who fail to meet the above-mentioned requirements but have already taken English proficiency tests for 5 times (and meet TOEIC 450 or GEPT Elementary or TOEFL iBT 48) may pass one Institute-designated English course offered by the Language Center at the University as a substitution of English proficiency certificate.

Article Eleven

Students who meet the regulations stated in Article Five and earn the approval from their thesis advisors may apply for oral defense. Students shall submit the following documents to the Chair of the Institute and the Office of Academic Affairs within the deadline specified on the school calendar: a copy of the student's official transcript, a copy of the completed draft of the student's thesis along with a thesis abstract, a recommendation letter from the student's thesis advisor, as well as a thesis defense application form. After the application is approved, students may hold their oral defense.

Article Twelve

After passing the oral defense, a signature page of all committee members should be placed on the first page of the thesis in its final form. In addition to the number of hard copies required by the University, students should turn in one hard copy along with a soft copy of the thesis to the Institute office for archival purposes. Before the school-leaving procedure, students shall also submit a printed four-page thesis abstract based on the format appointed by the Institute (along with a soft copy) to the Institute office. Each page of the thesis abstract should be signed by the thesis advisor.

第十三條 離校前應清理研究室及實驗室所使用之空間及設備，歸還所借用之各項設備及物品。

第十四條 本辦法如有未盡事宜，依教育部及本校有關規定辦理。

第十五條 本辦法經所務會議通過，並報教務會議核備後實施，修正時亦同。

Article Thirteen

Before the school-leaving procedure, students shall clean the space and facilities they used in the offices and laboratories, and return all the items and equipment borrowed from the Institute.

Article Fourteen

Matters that are not fully described herein shall be dealt with according to relevant legislations issued by the Ministry of Education in Taiwan and the University.

Article Fifteen

These regulations shall be implemented and entered into force upon approval by the Institute and the Academic Affairs Committee of the University. The same procedure applies to any amendment of these regulations.