

# 國立中央大學環境工程研究所博士班研究生修業辦法

本辦法適用 107 學年度起入學之學生

89.09.18 所務會議通過	98.03.24 教務會議核備	103.06.11 教務會議核備
92.09.15 所務會議通過	99.05.05 臨時所務會議通過	105.07.04 所務會議通過
95.10.11 課程委員會通過	99.06.23 教務會議核備	105.10.12 教務會議核備
96.04.02 所務會議通過	101.05.07 所務會議通過	106.05.08 所務會議通過
96.06.13 教務會議通過	101.06.20 教務會議核備	106.06.14 教務會議核備
96.06.20 臨時所務會議通過	102.07.01 所務會議通過	106.10.02 所務會議通過
96.12.03 所務會議通過	102.10.16 教務會議核備	107.01.08 所務會議通過
97.02.18 所務會議核備通過	103.01.06 所務會議通過	107.03.21 教務會議核備
97.12.01 所務會議通過	103.03.12 教務會議核備	109.07.06 所務會議通過
98.01.05 所務會議通過	103.05.05 所務會議通過	

- 第一條 本辦法依「學位授予法」、「學位授予法施行細則」、本校「學則」及「博士班、碩士班研究生學位考試細則」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 修業年限以二至七年為限。逕修讀博士學位者，自入博士班起，則依博士班之規定。
- 第四條 學生應在指導教授督導下，經常在校內進行修課與研究等相關工作，並依據本所「博士班研修進度檢核辦法」之規定事項與時程，向研究生輔導委員會繳交相關資料備查。
- 第五條 學生入學後，應與指導教授共同擬定「研修計畫書」。
- 一、須於入學後第一學期結束前繳交至研究生輔導委員會，經審查通過後送所辦公室存查。
- 二、計畫書至少應包括主輔修課程、研究重點、研修進度、著作發表及各項考試資歷等資料。
- 三、計畫書得視實際需要修訂，並經研究生輔導委員會審查通過後，交所辦公室存查。
- 第六條 課程修習
- 一、除專題討論及教學實務課程外，學生至少須修滿 30 學分，逕修讀博士學位研究生則須修滿 46 學分。
- 二、修畢本所除「專題討論」與「專題研究」外之必修科目三門(含)以上，其餘可在本所或相關系所開設之課程中選修。
- 三、每學期均應選修「專題討論」課程。預訂於期中考週前完成學位考試之學生，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」、論文初稿以及「指導教授同意書」，向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。
- 四、應至少選修通過四次三學分之「專題研究」課程。「專題研究」係在指導教授指導下，從事與博士論文相關之研究，並於學期末繳交書面研究報告至所辦公室，再由指導教授予以評分。
- 五、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。
- 六、逕修讀博士學位研究生，自轉入博士班起，其修課依上述規定辦理。如於碩士生階段修習過本所訂定之核心科目或類似本科科目者，得向研究生輔導委員會申請免修。
- 七、全學期所修科目成績全部零分者，應出席退學相關會議。
- 第七條 學生資格考試包括學科考試與口試兩部份
- 一、學科考試於每學期開學前舉行一次，欲參加學科考試者，應於一月中或七月中以前向本所提出申請。

- 二、於入學一年後，修習本所課程(含抵免)之學分數達 18 (含)學分，且須含本所必修課程三門(含)以上(不含專題討論與專題研究)，經指導教授同意後得申請參加學科考試。
- 三、學科考試採筆試方式。考試科目共三科，其中一科為共同必考科目，由本所必修課程組合而成，其餘二科由應考學生之主輔修課程中各選一科，其中至少有一科為本所所開之科目並經研究生輔導委員會同意後，由各科授課老師負責命題。應考學生修習共同必考科目，各科成績排名均在修習名次二分之一(含)以前者，得免考共同必考科目。
- 四、共同必考科目中之各核心科目以相等權重命題，並以總平均分數評定通過與否。
- 五、未通過第一次學科考試者，應於一年內就未通過科目申請重考。
- 六、通過學科考試後，應於半年內向研究生輔導委員會提出論文研究計畫書，其審查由研究生輔導委員會擇期以口試方式進行，且指導教授必須列席。
- 七、論文研究計畫書未通過審查者，應於一年內重新提請審查。
- 八、學生未能於入學四年內(含休學時間)完成資格考試者，應予以退學。通過資格考核者，其成績自通過後保留八年。
- 九、學生通過資格考試並修滿規定學分者，經研究生輔導委員會同意，得為博士學位候選人。

第八條 學位考試

- 一、應於學位論文考試之前，在 EI、SCI 或 SSCI 所列之學刊中至少發表(含被正式接受者) 兩篇與博士論文研究有關之論文，且均須為第一作者(共同作者為指導教授不計排名)。
- 二、學生成為博士學位候選人半年以上，經指導教授同意，得向研究生輔導委員會申請學位考試。
- 三、學生應於正式學位考試一週前，在本所舉行博士論文公開發表會。

第九條 學生除上述課程修習、考試、以及研究工作外，畢業前必須完成下列工作：

- 一、應至少擔任本所學生自治管理委員會主任委員乙次，如遇特殊狀況，得經所務會議同意後免任。
- 二、應至少擔任以下類別課程(大學部課程、通識課程、核心課程)之助教共四次(在職生應至少擔任二次)，並經授課教師考核通過後始得列入擔任助教次數之計算。
- 三、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。

第十條 學生應遵循本辦法及學校有關規定進修，如有無法符合修業規定者，依本校學則相關規定辦理。

第十一條 畢業前應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。

第十二條 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。

第十三條 離校申請單須經指導教授、所辦公室及所長簽名確認後，始可向學校辦理離校手續。

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

環境工程研究所博士班研究生修業辦法

Graduate Institute of Environmental Engineering (GIEE), National Central University

Program Regulations and Requirements for Doctoral Degree Students

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

第一條 本辦法依「學位授予法」、「學位授予法施行細則」、本校「學則」及「博士班、碩士班研究生學位考試細則」規定訂定之。依各年度招生簡章、相關法令規定及本校招生委員會議辦理招生事宜。學生應於入學前選定指導教授，入學後由指導教授與研究生輔導委員會共同督導。

#### Article One

These regulations and requirements are established in accordance with the *Degree Conferral Law and Enforcement Rules for Degree Conferral Law* by the Ministry of Education in Taiwan, as well as the *Study Regulations* and the *Regulations for the Conferment of Master's and Doctoral Degrees* by National Central University. Students shall select their dissertation advisor before admission to the Graduate Institute of Environmental Engineering (hereafter referred to as the Institute). After admission, students will be under supervision by their respective advisor and the Graduate Advisory Committee.

第二條 新生報到完畢後必須參加本所舉辦之「新生訓練」，未完成新生訓練者需補足新生訓練課程。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 Institute. Those who have not completed the Orientation have to attend make-up Orientation. Those who have not passed the Laboratory Safety and Hygiene test are prohibited from working in any laboratory.

第三條 修業年限以二至七年為限。逕修讀博士學位者，自入博士班起，則依博士班之規定。

#### Article Three

Ph.D. students are expected to complete their studies within two to seven years. Direct-entry doctoral students must comply with the regulations governing the doctoral student's term of study once they have completed master-level courses and started their doctoral studies.

第四條 學生應在指導教授督導下，經常在校內進行修課與研究等相關工作，並依據本所「博士班研修進度檢核辦法」之規定事項

#### Article Four

Ph.D. students shall conduct research and attend courses under the supervision of

與時程，向研究生輔導委員會繳交相關資料備查。

第五條 學生入學後，應與指導教授共同擬定「研修計畫書」。

- 一、須於入學後第一學期結束前繳交至研究生輔導委員會，經審查通過後送所辦公室存查。
- 二、計畫書至少應包括主輔修課程、研究重點、研修進度、著作發表及各項考試資歷等資料。
- 三、計畫書得視實際需要修訂，並經研究生輔導委員會審查通過後，交所辦公室存查。

第六條 課程修習

- 一、除專題討論及教學實務課程外，學生須修滿 30 學分，逕修讀博士學位研究生則須修滿 46 學分。
- 二、修畢本所除「專題討論」與「專題研究」外之必修科目三門(含)以上，其餘可在本所或相關系所開設之課程中選修。
- 三、每學期均應選修「專題討論」課程。預訂於期中考週前完成學位考試之學生，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」、論文初稿以及「指導教授同意書」，向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。
- 四、應至少選修通過四次三學分之「專題研究」課程。「專題研究」係在指導教授指導下，從事與博士論文相關之研究，並於學期末繳交書面研究報告至所辦公室，再由指導教授予以評分。
- 五、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。

dissertation advisors and are required to submit related document to the Graduate Advisory Committee according to the schedule and *Ph.D. Research Progress Report Regulations* issued by the Institute.

Article Five

After enrollment, students shall propose the “Study Plan” under the guidance of dissertation advisors.

- I. The study plan must be submitted to the Graduate Advisory Committee for approval before the end of the first semester. The approved study plan will be put into file by the Institute office.
- II. The study plan should at least include major and minor subjects, research focus, study timetable, research publications and examination certificates.
- III. The study plan may be modified depending on actual situation. The modified study plan must be submitted to the Graduate Advisory Committee for examination and later to the Institute office for archival purposes.

Article Six

Course Requirements

- I. Apart from seminars and teaching practicums, before graduation, students are required to earn at least 30 credits. Direct-entry doctoral students are expected to earn at least 46 credits.
- II. Excluding seminar and research courses, students are expected to complete at least three required courses of the Institute. After the completion of at least three required courses of the Institute, students may start taking elective courses offered by the Institute or by other departments.
- III. Students must enroll in seminar courses every semester. Those 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 courses at least one week prior to the beginning of the semester. Documents required for the petition include the *Seminar Exemption application form*, the draft of the dissertation, and a *Dissertation Advisor Consent Form*. If the committee accepts the petition, students will be exempted from taking the seminar

- 六、逕修讀博士學位研究生，自轉入博士班起，其修課依上述規定辦理。如於碩士生階段修習過本所訂定之核心科目或類似本科目者，得向研究生輔導委員會申請免修。
- 七、全學期所修科目成績全部零分者，應出席退學相關會議。

第七條 學生資格考試包括學科考試與口試兩部份。

- 一、學科考試於每學期開學前舉行一次，欲參加學科考試者，應於一月中或七月中以前向本所提出申請。
- 二、於入學一年後，修習本所課程(含抵免)之學分數達 18 (含)學分，且須含本所必修課程三門(含)以上(不含專題討論與專題研究)，經指導教授同意後得申請參加學科考試。
- 三、學科考試採筆試方式。考試科目共三科，其中一科為共同必考科目，由本所必修課程組合而成，其餘二科由應考學生之主輔修課程中各選一科，其中至少有一科為本所所開之科目並經研究生輔導委員會同意後，由各科授課老師負責命題。應考學生修習共同必考科目，各科成績排名均在修習名次二分之一(含)以前者，得免考共同必考科目。
- 四、共同必考科目中之各核心科目以相等權重命題，並以總平均分數評定通過與否。

course of the semester.

- IV. Students must take and pass four three-credit research courses. In research courses, students are expected to follow the guidance of their advisor, to research on past literatures, investigations or experiments. At the end of the semester, students shall submit a final research report evaluated by their advisors to the Institute office.
- V. 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.
- VI. Direct-entry doctoral students shall also meet the requirements above after they are admitted to the doctoral program. Students who have already taken the Institute-decided core courses during their master studies may apply for course exemption to the Graduate Advisory Committee.
- VII. Students who have zero grades in all subjects taken during the semester should attend a drop-out related meeting.

Article Seven.

Qualification Exam and the Proposal Hearing.

- I. The Qualification Exam is held every semester before the school starts. Application should be submitted before mid-January or mid-July.
- II. Students who have earned 18 credits, in which at least 3 required courses of the Institute are included, may apply for the Qualification Exam under the permission of their dissertation advisor
- III. The Qualification Exam is a written exam. Three subjects will be tested. The first testing subject is the required subject, consisting of the required courses of the Institute. The other two testing subjects have to be respectively the test-taker's major and minor subjects, within these two chosen subjects, at least one subject has to be a course offered by the Institute. The Graduate Advisory Committee will have to approve the chosen subjects and professors of the chosen subjects will be asked to produce exam papers. Students whose average score for all the required subjects rank before 1/2 of

- 五、未通過第一次學科考試者，應於一年內就未通過科目申請重考。
- 六、通過學科考試後，應於半年內向研究生輔導委員會提出論文研究計畫書，其審查由研究生輔導委員會擇期以口試方式進行，且指導教授必須列席。
- 七、論文研究計畫書未通過審查者，應於一年內重新提請審查。
- 八、學生未能於入學四年內（含休學時間）完成資格考試者，應予以退學。通過資格考核者，其成績自通過後保留八年。
- 九、學生通過資格考試並修滿規定學分者，經研究生輔導委員會同意，得為博士學位候選人。

#### 第八條 學位考試

- 一、應於學位論文考試之前，在 EI、SCI 或 SSCI 所列之學刊中至少發表(含被正式接受者) 兩篇與博士論文研究有關之論文，且均須為第一作者(共同作者為指導教授不計排名)。
- 二、學生成為博士學位候選人半年以上，經指導教授同意，得向研究生輔導委員會申請學位考試。
- 三、學生應於正式學位考試一週前，在本所舉行博士論文公開發表會。

the class are exempted from taking the required subject exam.

- IV. Each required subject weights equally in the required subject exam and the average score will determine whether the test-taker pass or fail the exam.
- V. Student who fail the Qualification Exam shall apply for the second Qualification Exam within twelve months.
- VI. After passing the written exam, the student must submit the *Ph.D. Dissertation Proposal* to the Graduate Advisory Committee within six months. The dissertation proposal will be reviewed by the Graduate Advisory Committee through a scheduled Proposal Hearing and the dissertation advisor must be present.
- VII. Student who fail the Proposal Hearing shall re-apply for the second hearing within one year.
- VIII. Students who fail to pass the Qualification Exam and the Proposal Hearing within four years (including the years suspending studies) after admission shall be withdrawn from the University. After passing the qualification exam and the Proposal Hearing, the scores will be valid for eight years.
- IX. The student who pass the Qualification Exam, the Proposal Hearing and meet the course requirement may become the Ph.D. Candidate with the approval of Graduate Advisory Committee.

#### Article Eight

##### Degree Examination (Oral Defense)

- I. Students must be officially accepted and/ or publish two research papers related to their dissertations in the journals listed on EI, SCI, or SSCI. Students must be listed as the first author of the accepted and/ or published paper except the case that the dissertation advisor is listed as co-author of the paper.
- II. After becoming a Ph.D. candidate for six months, the student may apply for Doctoral Examination (Oral Defense) to the Graduate Advisory Committee.
- III. Dissertation should be presented in public one week prior to the oral defense.

第九條 學生除上述課程修習、考試、以及研究工作外，畢業前必須完成下列工作：

- 一、應至少擔任本所學生自治管理委員會主任委員乙次，如遇特殊狀況，得經所務會議同意後免任。
- 二、應至少擔任以下類別課程(大學部課程、通識課程、核心課程)之助教共四次(在職生應至少擔任二次)，並經授課教師考核通過後始得列入擔任助教次數之計算。
- 三、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)，修習一門本所選定之本校語言中心課程，及格後通過。

第十條 學生應遵循本辦法及學校有關規定進修，如有無法符合修業規定者，依本校學則相關規定辦理。

第十一條 畢業前應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。

第十二條 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。

#### Article Nine

In addition to courses and research requirements aforementioned, doctoral students must

- I. Serve as the head of the *Student Association* at the Institute at least once. Exemption due to any reason must be approved by the Institute affairs meeting;
- II. Be teaching assistants in undergraduate, liberal, or core courses for four times (students in degree program shall at least be teaching assistant twice during their studies). The serving will be counted after being verified by the teacher of the course;
- III. Before applying for oral defense, students are required gain an English proficiency certificate of TOEIC 600 or GEPT Intermediate or TOEFL 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 Ten

Doctoral students must comply with the aforementioned regulations and relevant regulations of the University. Those who fail to meet the requirements will be dealt according to the University's *Study Regulations* and relevant rules.

#### Article Eleven

Before the school-leaving procedure, students shall also submit a printed four-page dissertation abstract based on the format appointed by the Institute (along with a soft copy) to the Institute office. Each page of the abstract should be signed by the dissertation advisor.

#### Article Twelve

Before the school-leaving procedure, students shall clean the space and equipment they used in the offices and labs, and return all the items and

equipment borrowed from the Institute.

第十三條 離校申請單須經指導教授、所辦公室及所長簽名確認後，始可向學校辦理離校手續。

Article Thirteen

Before processing the school-leaving procedures, *NCU Application Form for Leaving School* shall be approved by the dissertation advisor, the GIEE office, and the Chair of the Institute.

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。

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.

第十五條 本辦法經所務會議通過，並送教務會議核備後施行，修正時亦同。

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.