

國立陽明交通大學土木工程學系碩士班研究生修業規章
Department of Civil Engineering
National Yang Ming Chiao Tung University
Regulations for Study in Master's Degree Program

2021年03月24日109學年度第2學期第1次系務會議修訂
Amended at the 1st Department Affairs Meeting of the 2nd Semester of Academic Year 2020 on March 24, 2021
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Amended at the 2nd Academic Affairs Meeting of the 2nd Semester of Academic Year 2021 on April 13, 2022

一、 法源依據

Legal Basis

本修業規章係依「國立陽明交通大學研究生學位授予作業規章」、「國立陽明交通大學學則」及其他相關規定訂定之。

These Regulations are adopted in accordance with National Yang Ming Chiao Tung University Regulations for Conferral of Graduate Degrees, National Yang Ming Chiao Tung University Academic Regulations, and other related requirements.

二、 修業年限

Study Period

1. 碩士班研究生修業期限以一至四年為限。在職進修研究生得延長修業年限一年。
The Department's master degree program shall be completed in not less than one year and not more than four years. Working graduate students are allowed a one-year extension.
2. 修業年限不包括休學期間。學生因故可於期末考試開始前申請休學一學期、一學年或二學年，休學累計以二學年為原則。期滿因重病或特殊事故，檢具證明，經系務會議通過報請教務長核准後，得延長之。學生休學年限，其總累計至多以四學年為限。
The study period exclude the leave of absence. Students are allowed to apply for leave of absence of one semester, one academic year or two academic years with justified causes before the final exam, provided that the leave of absence shall be no longer than two academic years cumulatively. In case of serious illness or special issues requiring lengthening of approved leave of absence, the request may be submitted to the Vice President for Academic Affairs following approval by the Departmental Affairs Committee. A student may apply for the leave of absence for no more than 4 academic years cumulatively.
3. 修業年限屆滿仍未修足應修科目與學分，或未通過學位考試者，應予退學。
Students who fail to complete the required subjects and credits upon conclusion of the study period or fail to pass the degree exam shall be expelled from NYCU.

三、 修課規定

Graduation Requirements

1. 碩士班研究生須修滿應修學分二十四學分(不含專題討論學分)，其中必須至少十二學分為本系研究所所開課程，專題討論課程學分另計。
Graduate students must complete at least 24 credits (excluding special lecture credits), including at least 12 credits from courses offered by the Department's master's degree program, while the credits for special lecture program shall be calculated separately.
2. 加修大學部相關學系科目者，其學分不列入畢業學分計算。
The credits for related additionally-taken undergraduate subjects are excluded from the graduation credits.

3. 碩士班研究生之選課須經指導教授同意。指導教授未選定之前，選課由各組系務委員核准，加退選時亦同。研究生於同一時段內不得修讀兩個科目。

The courses selected by master's students must be approved by their advisors. Before the advisor is selected, the courses selected by students shall be subject to approval by the various group/department affairs committee members. The same shall apply to course registration and withdrawal. The graduate students are not allowed to study two subjects during the same period.

4. 學生之學期成績（含學位考試成績）均以等第制評量。但性質特殊之科目，得採「通過」、「不通過」之考評方式。研究生修讀碩博士班課程以B-為及格；不及格者，不計學分。

The semester grade (including the degree examination grade) of each student will be evaluated based on a grade system. Any subject of a special nature may be graded by indication of "pass" or "fail." A score less than B- for master degree program and PhD program students is a failing grade, and no credit will be awarded to them.

5. 本系各學術分組應修「核心課程」及校必修相關規定，請參閱本校課務組新生公告之「碩士班修課規定」，並依研究生之入學年度適用。

For the "core curriculum" and required courses of the university to be taken by various academic groups of the Department, please refer to the Regulations for Study in Master Degree Program published by the NYCU Division of Curricula, which shall apply from the year in which the graduate student is admitted.

6. 國際生無核心課程規定，經指導教授同意後，得以修習「個別研究」課程抵專題討論課程。

No core curriculum requirements are applied to international students. International students may take individual research courses to stand in for special lecture course credits upon approval by their advisor.

四、學分抵免

Credit waiver

1. 大學部學生先行選修研究所課程且達到研究所及格標準，俟後進入本系碩士班就讀者，若該課程未列入大學部畢業學分者，經指導教授與系主任同意後可申請抵免，並列入本系碩士班畢業學分，然以不超過六學分為限。

Undergraduate students who take and pass the courses offered by graduate institutes in advance, and then are admitted to the Department's master's degree program may apply to their advisor and the Department Chair for a credit waiver; the credits shall be included in the master's program graduation credits, if the credits for said courses are excluded from the undergraduate graduation credits, provided that the applicable credit waiver shall be no more than 6 credits.

2. 本系碩士預修生於學士班期間選修之研究所課程專業學分，扣除計入學士班畢業學分之外，經過本系抵免學分審核通過後，悉數可抵免碩士班研究生應修之專業學分數。

The credits for the elective professional courses in the Department's master's degree program taken by a pre-master program student during his/her study in the bachelor degree program, less the credits included into the bachelor degree program's graduation credits may, subject to the Department's review and approval, all stand in for the required professional course credits in the master's program.

3. 在本系碩士班修業，因故自動輟學者，俟後重新考入本所就讀，其已修之學分經指導教授及系主任同意後可申請抵免。

Masters' students who drop out of school voluntarily for any reason but then return to the program may apply to their advisors and the Department Chair for a credit waiver for the credits already completed.

4. 本校與境外大學辦理雙聯學制所屬碩士班研究生於境外大學修習及格之科目及學分，得依本校「學生抵免學分辦法」申請抵免，並提交本系各學術分組審查。
Subjects and credits completed by students in overseas universities under the dual degree system organized by NYCU and overseas universities may be transferred upon request made in accordance with NYCU Credit Transfer Regulations, following review by various academic groups of the Department.

五、 指導教授

Advisor

1. 碩士班研究生最遲在第一學年內應於報考組別中擇一專任老師為其論文指導教授，並得邀請其他老師共同指導，決定後須向系辦公室正式提出，變更亦然。
Graduate students shall select one full-time teacher from the application group to serve as his/her advisor within the first academic year at latest, and invite the other teachers to serve as co-advisors. Once he/she selects an advisor, he/she shall file an official application with the Department Office. The same shall apply if the advisor is changed.
2. 每學期開學前，系辦公室應提供各組當學年度已確認指導教授之新生名單，由各學術分組進行確認及協調。
Before start of each semester, the Department Office shall provide the name list of freshmen of each group who have confirmed their advisors. Then, various academic groups shall proceed to confirm and coordinate the advisors.
3. 研究生之指導教授須由本系之專任教師擔任，系內指導教授得推薦本系兼任教師、外系或校外專家學者擔任共同指導教授，共同指導教授敦聘資格比照本系碩士學位考試委員提聘標準，若資格不符，應向系務委員會提出申請。
A graduate student's advisor must be a full-time teacher of the Department. The Department's advisors may recommend part-time teachers of the Department or another department or off-campus experts or scholars to be co-advisors. The co-advisor shall be retained based on the standards as same as those proposed by the Department's Master's Degree Program Exam Committee. If the co-advisor is held unqualified, an application shall be filed with the Department Affairs Committee.
4. 指導教授的職責如下：
An advisor's job duties are described as following:
 - (1) 指導研究生完成碩士論文。
Guide graduate students in completing their master's thesis.
 - (2) 指導研究生安排課程的選修。
Instruct graduate students to arrange elective courses
 - (3) 研究生對外任何正式行文須經指導教授和系主任同意。
Any formal correspondences to be sent by the graduate students to outsiders shall be subject to approval of their advisors and the Department Chair.
5. 指導教授未決定前，由各組系務委員協助安排修讀課程。如未能於期限內確認指導教授者，交由各學術分組處理。
Before the advisor is decided, the group/department affairs committee members shall help the student arrange their courses. If it is not to confirm the advisor by the deadline, the relevant academic groups shall handle the issue.
6. 其他未盡事宜依據本校「論文指導教授與研究生互動準則」辦理。
Other matters not mentioned above shall be handled in accordance with the NYCU Guidelines for the Interaction between Thesis Advisors and Graduate Students.

六、 學位考試

Degree examination

1. 研究生完成應修課程及應修學分數始得申請學位考試，經由指導教授推薦並安排考試時間。申請學位考試至遲需於考試日前七日提出申請，經核准後方得舉行。
A graduate student shall apply for the degree examination only upon completion of the required courses and credits, and proceed to arrange the examination schedule upon recommendation by his/her advisor. The application for degree examination at least seven days prior to the date of examination, and approval must be given for the examination to be conducted.
2. 碩士學位考試委員會置委員三至五人，由本系就校內外學者專家中對該研究生之研究領域有專門研究，並具備下列資格之一者，向校長推薦，由校長遴聘組成之：
The Master's Degree Examination Committee shall consist of three to five members recommended to the President by the Department from among the scholars and experts inside and outside of NCTU specializing in the area of research or study of the applicant. These members must fulfill at least one of the following requirements. The organization of the committee shall be subject to the President's decision:
 - (1) 現任或曾任教授、副教授、助理教授。
The member is or was a professor, associate professor or assistant professor.
 - (2) 中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員。
Is a research fellow, or is or was a researcher, associate researcher, or assistant researcher of Academia Sinica.
 - (3) 獲有博士學位，且在學術上著有成就。
The member holds a PhD degree and has outstanding academic achievements.
 - (4) 研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術上或專業上著有成就。
The member's area of study concerns a rare or special subject or a professional practice, and the member has outstanding academic or professional achievements.
3. 學位考試委員會核定一人為召集人，但指導教授不得兼任召集人。
The Degree Examination Committee shall appoint one of its members as its convener, provided that the convener shall not be assumed by a thesis advisor.
4. 碩士學位考試以口試方式進行，口試至少應有委員三人出席始能舉行。考試成績，以B-(百分制七十分)為及格，A+(百分制一百分)為滿分，並以出席委員評定分數平均決定之，但碩士學位考試有二分之一以上出席委員，評定不及格者，學位考試成績以不及格論，不予平均。口試不及格而修業年限未屆滿者，得於次學期重考，重考以一次為限。
If the master's degree examination is intended to be conducted in the form of oral test, the oral test shall be conducted only upon presence of at least three members. The passing grade shall be B- (70/100), with A+ (100/100) as the maximum grade. The grade shall be determined by the average of the grades given by the attending members of the examination committee. If at least half of the members attending a master's degree examination give failing grades, the degree examination grade shall be deemed as failing, regardless of the average given grades. Those who fail the oral test but whose study period has not reached the limit may retake the exam in next semester once.
5. 學位考試至少須於考試日前七日公佈考試時間、地點及論文題目。
The time, location and topic of the degree examination shall be announced at least within 7 days prior to the date of examination.
6. 論文初稿應在考試日期七日前送達學位考試委員評閱。
The initial draft of the thesis shall be sent to the Degree Examination Committee for review within 7 days before the date of examination.
7. 論文考試舉行前，應完成論文原創性比對報告並供考試委員參考；於論文考試結束後，由指導教授於學位考試成績資料表簽核確認。
Prior to a thesis examination, a "thesis originality check" report shall be completed and

submitted to the members of the examination committee for reference. After completion of the thesis examination, the thesis advisor shall sign the Degree Examination Grade Sheet for confirmation.

8. 論文有造假、變造、抄襲、由他人代寫或其他舞弊情事，經學位考試委員會審查確定者，學位考試成績以零分登錄且不得重考。如授予學位後，再發現有抄襲或舞弊情事者，經調查屬實者，應撤銷其學位，並追繳學位證書。

If the examination committee reviewing a thesis has found and confirmed any fraud, alteration, plagiarism, ghostwriting, or other fraudulent practice regarding the thesis, the degree examination grade will be recorded as zero, and the examination will not be reconducted. If, after the degree is conferred, the student is found suspected of plagiarism or fraud, his/her degree shall be revoked and the diploma shall be recovered once the plagiarism or fraud is proven.

9. 碩士班研究生在規定年限內，修滿規定的科目與學分，並通過碩士學位考試及格且完成論文者，准予畢業，並授與碩士學位。

A graduate student who completes the required subjects and credits, passes the master's degree examination and completes his/her thesis within the prescribed study period is permitted to graduate and is conferred the master degree.

10. 論文審查通過者，由出席論文考試之委員簽署「論文口試委員會審定書」，完成論文審定者，論文考試成績即為學位考試成績。

Where the thesis is passed upon review, the attending members of the oral examination committee shall sign a "Letter of Approval from the Thesis Oral Examination Committee." Once the thesis is approved, the oral examination grade is identified as the degree examination grade.

七、 畢業及離校

Processes for graduation and leaving

1. 學位考試通過之學生，本系將於考試當學期繳交「學位考試成績資料表」至註冊組，第一學期需於1月31日前繳交，第二學期需於7月31日前繳交。學生應於舉行學位考試日的次學期開學前最後一個工作日繳交學位論文紙本，方授予碩士學位。

Any student who has passed the degree examination shall submit their Degree Examination Grade Sheet to the Registration Section during the semester when the examination is conducted. The deadline for its submission shall be January 31 for the first semester or July 31 for the second semester. The student shall hand in a physical copy of the degree thesis on the last working day before the start of the semester following the date of degree examination, and then may be conferred the master degree.

2. 學位論文(含摘要)以中文或英文撰寫為原則，並須符合本校學位論文格式規範，學位考試通過後應將論文摘要及全文電子檔上網建檔(依照本校圖書館學位論文摘要及全文電子檔建檔規範辦理)。

The degree thesis (including abstract) shall be written in Chinese or English in principle and also follow the degree thesis format specifications required by NYCU. Any graduate student who has passed the degree examination shall upload an electronic file of the abstract and full text of his/her thesis online (in accordance with the NCYU Regulations for Electronic Filing of the Abstract and Full Text of Degree Thesis).

3. 待圖書館審核學位論文通過後，始得印製論文紙本，並至註冊組畢業離校系統，列印畢業離校程序單，經指導教授簽名後，併同以下文件送至本系辦理離校程序：

Following review and approval by the library, graduate students may print their thesis in writing, and log in to the graduation system in the Registration Section and print out the graduation procedure form, have it signed by the advisor, and submit it to the Department together with the following documents:

- (1) 圖書館論文審核通過通知單。
Thesis review and approval notice from the library.
 - (2) 繳交論文紙本三冊(橙黃色平裝)：一冊(正本)由本系收藏，另外兩冊(影本)將由本校圖書館陳列與國家圖書館收藏。
Three hard copies of the thesis (in orange paperback cover): one copy (original copy) will be collected by the Department, and the other two copies (photocopies) will be displayed by NYCU Library and collected by the National Central Library.
 - (3) 資料庫廠商授權書(有授權者繳交)。
Power of attorney form database suppliers (if any).
 - (4) 國圖延後公開申請書(有申請者繳交)。
Application form for postponement of publication in National Central Library (if any).
4. 學位論文之保存或提供依本校學位授予法第十六條辦理。但涉及機密、專利事項或依法不得提供者，則依本校學位論文延後公開相關規定處理。
The preservation or provision of a degree thesis shall be made in accordance with Article 16 of the Degree Conferral Act. Notwithstanding the foregoing, any degree thesis involving confidential or patent information or the provision of which is prohibited by law shall be subject to the “NYCU Regulations for Embargo of Degree Thesis.”

八、 逕行修讀博士學位依本系「逕修讀博士作業規定」辦理。
For the direct admission to the PhD program, please follow the Department's Regulations for Direct Admission to PhD Program.

九、 雙聯學位依本校「與境外大學辦理雙聯學制辦法」辦理。
The dual-degree program shall be implemented in accordance with the “Regulations for a Dual-Degree by National Yang Ming Chiao Tung University and Overseas Universities.”

十、 轉學、轉系或轉組

Transfer from another school, department or group

1. 本系不招收碩士班轉學或轉系生，情況特殊者，得提報系務會議討論之。
The Department does not accept transfer graduate students from other institutes or departments. However, in special circumstances, such cases may be reported to the Department Affairs Committee Meeting for discussion.
2. 碩士班研究生不得轉組，情況特殊者，得提報系務會議討論之。
Graduate students are not allowed to transfer to other groups. However, in special circumstances, such cases may be reported to the Department Affairs Committee Meeting for discussion.

十一、 本系各學術分組若有其他修課規定，由各學術分組另訂辦法，經系課程委員會通過，提送系務會議核備，由系所公告，修改時亦同。
If any academic group of the Department has imposed other course requirements, the academic group shall adopt the relevant regulations separately, which shall be submitted to the Department Affairs Committee Meeting for future reference following approval by the Department Curriculum Committee, and published by the Department/institute. The same shall apply if such regulations are amended.

十二、 訴願與處理

Appeal and Resolution

研究生在修業期間若自認有受到不公平或不合理的待遇時，得以書面方式向本系提出

訴願，本系應就訴願內容在三十天內完成調查並做合理解決。

Any graduate student who considers himself/herself suffering unfair or unreasonable treatment during his/her study period may file an appeal in writing with the Department. The Department shall complete the relevant investigation and render reasonable resolution against the appeal within 30 days.

十三、規章之修訂

Amendments to Regulations

1. 本修業規章如有未盡事宜，悉依教育部及本校相關規定辦理，仍有疑義者應提系務會議決議之。

Any matters not covered herein shall be governed by the relevant regulations set forth by Ministry of Education and NYCU. Any doubts shall be submitted to the Department Affairs Committee Meeting for resolution.

2. 本修業規章由系務會議通過訂定，經院課程委員會及校級課程委員會審查，再送教務會議核備後實施，修訂時亦同。

The Regulations are adopted upon approval of the Department Affairs Committee Meeting, and enforced upon approval by the college curriculum committee and university curriculum committee and after being submitted to the Academic Affairs Meeting for future reference. The same shall apply if the Regulations are amended.