

銘傳大學新媒體暨傳播管理學系

碩士班暨碩士在職專班研究生進修實施細則

Ming Chuan University New Media and Communication Administration Department Enforcement Rules for Master's Program and Work-experience Master's Program

為促使學生在校期間，確實進德修業，學有所獲，特定本細則。

These enforcement rules are established for the purpose of making the period of study productive for all students currently pursuing a degree.

一、選課

1. Course Selection

- (1) 新生第一學期註冊選課，應先經系主任同意。舊生需經導師及系主任同意後，始得辦理選課手續。First-year students must have their selected courses approved by the Department Chair. Other students must have their selected courses approved by both Class Advisor and Department Chair during the course selection procedure.
- (2) 研究生每學期修習之學分數（不含英文課程之學分），最多為 15 學分，最少為 3 學分，否則需經系主任同意。The total credits (not including the credits of English courses) of each semester for each graduate student is a maximum of 15 credits and a minimum of 3 credits. Any deviation must be approved by the Department Chair.
- (3) 轉所、重考或重新申請入學或修讀碩士以上學分班後考取修讀學位之研究生，得由本系酌情抵免，其抵免須經系主任同意且以應修畢業學分數三分之一為上限，惟專案呈核通過者不在此限。持推廣教育學分證明者，成績應達 80 分以上方可抵免。所有之學分抵免須於入學當學期前 2 週內辦理，逾期不得再提出申請。Students transferring from another institution, taking the entrance examination for a second time, applying for admission for a second time or passing the entrance examination after earning credits for the master's program may apply for credit waiver of up to one third of the required credits for graduation upon approval of Department Chair. Exceptions will only be

made for those approved with a special case. Students with proof of credit issued by University Extension Division for semester scores of 80 or above may apply for credit waiver. All credit waivers should be applied for within the first two weeks of the beginning of the student's semester of admission. Late applications will not be accepted.

二、畢業學分

2. Graduation Credit

- (1) 本系碩士班必須修滿 4 門必修課程及 8 門選修課程；碩士在職專班必須修滿 5 門必修課程及 6 門選修課程，且各科成績達 70 分以上者，同時並通過學位論文考試者，且操行成績達 70 分以上者，方得畢業。 Master's students are required to complete 4 required courses and 8 elective courses. Work-experience Master's students are required to complete 5 required courses and 6 elective courses. All students should attain scores of at least 70 for each subject. To be eligible for graduation, students must pass the Thesis Examination and score at least 70 for Conduct Grades.
- (2) 修畢本碩士班或碩士在職專班該入學學年度課程架構之最低畢業學分數。 Students are required to complete the minimum graduation credits for Master's Program or Work-experience Master's students in accordance with the Curriculum Framework of the academic year in which they enrolled.
- (3) 一般生需通過系所規定專業基本能力檢定及本校英語能力檢定實施細則所訂之標準；在職生需通過系所規定專業基本能力檢定。 Students in the Master's Program are required to attain the Fundamental Professional Competence Standards set by the department and the English proficiency standard set by the university; Work-experience Master's students are required to attain the Fundamental Professional Competence Standards set by the department.

三、畢業成績：研究生畢業總成績之核算方法為學業平均成績佔百分之五十，學位考試成績佔百分之五十。

3. Graduation Grade: For master's students, this will be calculated as fifty percent from the overall academic average and fifty percent from the degree qualification examination.

四、修業年限：以 1 至 4 年為限。（碩士在職專班學生修業年限得酌予延長，最高以 2 年為限）。

4. Study Period: One to four years (Work-experience Master's students are permitted to extend the study period a maximum of 2 years).

五、學位論文

5. Master's Program Thesis

- (1) 研究生論文撰寫，請詳閱本系「碩士學位論文撰寫規則」。Please carefully read the “Regulations for Writing Master's Program Thesis” before writing your thesis.
- (2) 本系研究生學位論文指導教授之聘任，以在本系授課之本校專任教師為原則，如因論文研究方向之需要，經系主任同意，可由在本系任教之外校老師及本校專任教師共同擔任指導教授。In principle, the thesis advisors are the full-time faculty members in the department's graduate program. Should the research require it, a faculty member from another institution can be a co-thesis advisor with a full-time MCU faculty member upon approval by the Chair.
- (3) 研究生於入學第一學年內，應向本系申請確定指導教授及論文題目，一旦向本系申請確定後，不得任意更換指導教授。若需更換指導教授，需經原指導教授及更換之指導教授雙方同意並填寫「學位論文更換指導教授同意書」，經系主任同意後，得以更換。Students must apply for the thesis advisor and set their thesis subject within their 1st academic year after admission. Once the application is accepted, the thesis advisor may not be changed at will. If there is a special need to change the thesis advisor, both the original thesis advisor and the new thesis advisor must fill in “Thesis Advisor Change Agreement for Master's Program Thesis” and submit this to the Chair for approval.
- (4) 學生於提計畫書口試前須符合本校學術倫理教育修業實施要點。Students should meet the requirements of Ming Chuan University Guidelines for Taking Academic Ethics Education Course prior applying for the Oral Examination for Thesis Plan.

- (5) 研究生於提出論文初稿口試申請時，應檢附指導教授簽名確認之「銘傳大學學生完成論文比對結果報告」。口試時，須將比對結果報告提供給考試委員參考。依考試委員建議修正後之論文送交系主任審查時，應再次檢附指導教授簽名確認之「銘傳大學學生完成論文比對結果報告」，比對結果原則上須低於25%，如指導教授另有較低之要求，以指導教授意見為準。 Students must attach Ming Chuan University Student Thesis Completion Comparison Report with their advisor's signature when submitting the application for draft thesis oral exam and submit the comparison report to the examination committee members for reference during the oral exam. After the thesis is revised according to committee members' comments and submitted to the Department Chair for review, the Ming Chuan University Student Thesis Completion Comparison Report with their advisor's signature must be submitted once again. In principle, the similarity percentage should be below 25%. If your advisor has a stricter requirement for a lower similarity percentage, please follow your advisor's guidance.
- (6) 於碩士學位修習期間、學位考試前，需公開發表論文乙篇，論文發表以國際學術機構、國內外綜合性大學、國立科技大學或國內外學會所舉辦之研討會為採認標準，並得與指導教授共同發表。 Graduate students are required to make public academic presentations during the study period or before the degree qualification examination. The evaluation standards and criteria for thesis presentations are set in accordance with those of conferences held by international academic organizations, overseas or domestic comprehensive universities, or public universities of technology. The academic presentation must be made in coordination with their thesis advisor.
- (7) 碩士學位考試委員以 3 人組成，其中 1 位必須為校外委員。委員名單由指導教授或系主任推薦，報請校長核定後舉行口試。口試時，指導教授不得擔任口試委員會主席。 The degree qualification examination committee comprises a total of three members, one of whom must be an off-campus committee member. The committee members are nominated by the thesis advisor or the Chair and approved by the president for holding the oral test. The thesis advisor is not allowed to chair the oral test committee.

六、其他未經規定事項，依本校學則等有關規定辦理。

6. Matters not covered in these Enforcement Rules will be dealt with in accordance with MCU General Provisions for Study.

七、本細則經系務、院務暨教務會議通過後，報請學校核備施行，修正時亦同。

7. Upon being passed at the Departmental Affairs Committee Meeting, the School Affairs Committee Meeting, and the Academic Affairs Committee Meeting, and after being approved by the President, these rules were announced and implemented. Any revision must follow the same procedures.

****In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.****