明志科技大學

規章編號
A071040005

學位論文(專業實務報告)
格式規範

制定部門：圖書資訊處

中華民國 109 年 9 月 1 日修訂

修訂記錄：
105.12.27 教務會議制訂
108.01.08 教務會議修訂
109.05.12 教務會議修訂
109.07.28 教務會議修訂
109.09.01 教務會議修訂

著作權人:明志科技大學

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明志科技大學
學位論文(專業實務報告)格式規範
Ming Chi University of Technology
Thesis (Professional Practice Report) Format Guidelines

105.12.27 教務會議制定
109.09.01 教務會議修訂

第一條 適用範圍

Scope of Application

本校碩、博士班研究生之學位論文(專業實務報告)撰寫，應依本規範辦理。各教學單位得依其學術領域之特殊性另訂統一格式，惟主體架構仍請依本規範訂定。

The guidelines are designed to assist graduate students who must produce a thesis/dissertation (professional practice report). Each individual department may develop a special format to meet the requirements of specific academic disciplines, but the main structure of the format must comply with the guidelines.

第二條 離校程序

School-leaving Procedures

本校碩、博士班研究生辦理畢業離校前應進行下列手續

Graduate students applying to leave school must complete the procedures described below.

一、於博碩士論文系統進行學位論文(專業實務報告)建檔與全文上傳，並提送全文授權書與兩冊學位論文(專業實務報告)精裝本至圖書館。

Please go on the filing system and upload your thesis/dissertation (professional practice report) to the digital library of thesis and dissertations. Sign the Copyright License Agreement. Then submit 2 hardbound copies of your thesis/ dissertation (professional practice report) and the signed Copyright License Agreement to the library.

二、交付本校圖書館之論文(專業實務報告)有延後公開需求者，應填具「明志科技大學學位論文(專業實務報告)延後公開申請書」(表號：A071040105）送至圖書館。【詳附件 1】

If you wish to request from the MCUT library a temporary delay of the public release of your thesis/dissertation (professional practice report), please print, fill out and sign the Ming Chi University of Technology Application for Embargo of Thesis/Dissertation (Professional Practice Report) Form and submit it to the library. (See Appendix A)

三、交付國家圖書館之論文(專業實務報告)有延後公開需求者，應依國家圖書館規定填具學位論文延後公開申請書，送至圖書館。

If you wish to request from the National Central Library a temporary delay of the public release of your thesis/dissertation (professional practice report), please follow the instructions of the National Central Library and submit the Thesis Delayed Release Request Form to the library.

第三條 論文(專業實務報告)裝訂次序

Thesis (professional practice report) should be bound in the following order:

一、 封面（表號：A071040205）（含側邊〔表號：A071040305〕）【詳附件 2、3】

Front Cover (and Spine) (See Appendix B and C)

二、 書名頁【詳附件 2】

Inside Cover (See Appendix B)

三、 指導教授推薦書（表號：A071040405）【詳附件 4】（非必備）

Recommendation Letter from the Thesis (Professional Practice Report) Advisor (See Appendix D) (optional)

四、 論文(專業實務報告)口試委員審定書（表號：A071040505）【詳附件 5】

Thesis/Dissertation (Professional Practice Report) Oral Defense Committee Certification (See Appendix E)

五、 序言或謝辭（非必備）

Preface or Acknowledgments (optional)

六、 中文摘要

Chinese abstract (Optional if the department/institute allows the student to write the thesis/dissertation or professional practice report in English)

七、 英文摘要

Abstract

八、 目錄（表號：A071040605）【詳附件 6】

Table of Contents (See Appendix F)

九、 圖目錄

List of Figures

一〇、表目錄

List of Tables

一一、論文(專業實務報告)正文

Main text of the thesis (professional practice report)

一二、參考文獻

Bibliography or References

一三、附錄

Appendix

一四、封底

Back Cover

第四條 紙張

Paper

一、除封面、封底外，均採用白色 A4 80 磅白紙裝訂。

Paper used for the thesis printing: A4, white, 80lb paper (front and back covers excluded).

二、精裝封面為暗紅色燙金字。

Color for the hard bound cover: dark red, hot foil stamping.

三、邊界

Margins

一律橫書，裝訂於左。

Please left-bind the thesis / dissertation.

左-3.5 公分、右-2.5 公分、上-2.5 公分、下-2.75 公分

Four margins of the page: Top: 2.5cm, Left: 3.5cm, Right: 2.5cm, Bottom: 2.75cm.

第五條 字體

Font

一、中文為標楷體，英文為 Times New Roman 打字。

Font Style: Chinese: Kaiti (DFKai-SB); English: Times New Roman.

二、除非另有規定，字體顏色為黑色，各頁標題字體為 18 號，內文字體為 13 或 14 號、1.5 倍行距。

Page title font size: 18; Text font size: 13 or 14; Line spacing: 1.5; Font color: black, except otherwise specified.

第六條 頁碼

Page number

一、指導教授推薦書至表目錄以小寫羅馬數字依序編碼，均獨立各起一頁。

Use lower-case Roman numerals to number the pages: Recommendation Letter from the Thesis Advisor, Thesis/Dissertation (Professional Practice Report) Oral Defense Committee Certification, Preface or Acknowledgments, Abstract, Table of Contents, List of Figures and List of Tables, each of which begins on a new page.

二、論文(專業實務報告)正文至附錄以阿拉伯數字編碼。

Use Arabic numerals to number the rest of the pages: Main text of the thesis (professional practice report), Bibliography or References, and Appendix.

三、各頁下方應置中註明頁碼。

Page number should be centrally placed at the bottom of each page.

第七條 封面（含側邊）【詳附件 2、3】

Front Cover (and Spine) (See Appendix B and C)

一、封面：各行皆須置中，包括中英文校名、單位別、學位別、中英文題目、撰者姓名、指導教授及提出論文(專業實務報告)之民國年月。

Front cover: The name of the university (in Chinese and English), name of the department/institute, academic degree, title, author, advisor and date (year and month) of graduation, all centrally placed.

二、側邊：包括校名、單位別、學位、中文題目、撰者姓名及提出論文(專業實務報告)之年（民國）月。

Spine: The name of the university (in Chinese), name of the department/institute (in Chinese), academic degree (in Chinese), title, author and date (year and month) of graduation.

第八條 書名頁【詳附件 2】

Inside Cover (See Appendix B):

各行皆須置中，包括中英文校名、單位別、學位別、中英文題目、撰者姓名、指導教授及提出論文(專業實務報告)之民國年月。

The name of the university (in Chinese and English), name of the department/institute, academic degree, title, author, advisor and date (year and month) of graduation, all centrally placed.

第九條 指導教授推薦書【詳附件 4】（非必備）

Recommendation Letter from the Thesis (Professional Practice Report) Advisor (See Appendix D) (optional)

第十條 論文(專業實務報告)口試委員審定書【詳附件 5】

Thesis/Dissertation (Professional Practice Report) Oral Defense Committee Certification (See Appendix E)

碩、博士班研究生學位論文(專業實務報告)考試經考試委員評定成績及格，但須修改者，應依考試委員之意見修改論文(專業實務報告)並經口試委員及系主任或學程主任於「論文(專業實務報告)口試委員會審定書」簽章核可後，方得繳交論文(專業實務報告)。

When the thesis/dissertation (professional practice report) defense has passed the review of the examination committee and the thesis/dissertation (professional practice report) needs to be modified, the master/doctoral student must make the modifications based on the comments of the examination committee. The student can submit the thesis/dissertation (professional practice report) only after the committee members and department chair or program director have signed and approved the thesis/dissertation (professional practice report) oral defense committee certification.

第十一條　序言或謝辭（依個人意願自行決定是否撰寫）

Preface or Acknowledgments (optional)

舉凡學生撰寫論文(專業實務報告)後的感想，及在論文(專業實務報告)完成的過程中，獲得指導教授及其它老師有實質幫助之研討及啟發，或行政、技術人員、同學及親友等幫忙者，皆可在此項次誌謝，內容力求簡單扼要，以不超過一頁為原則。

The student may express his/her appreciation for the inspiration or assistance that other people gave or thoughts about the thesis/dissertation (professional practice report) on this page. The preface and acknowledgements shall be concise and not be more than one page.

第十二條　中文摘要

Chinese Abstract

以不超過一頁為原則，其內容應包含論述重點、方法或程序、結果與討論及結論，以及關鍵詞 3-7 個。

The content shall contain 3-7 keywords, the key points of the text, including the research purpose, research method, procedure, results, discussion, and

conclusion. The Chinese abstract shall not be more than one page.

If the department/institute allows the student to write the thesis/dissertation (professional practice report) in English, Chinese abstract is optional.

第十三條　英文摘要

Abstract

以不超過一頁為原則，其內容應包含論述重點、方法或程序、結果與討論及結論，以及關鍵詞 3–7 個。

The content shall contain 3-7 keywords, the key points of the text, including the research purpose, research method, procedure, results, discussion, and conclusion. The abstract shall not be more than one page.

第十四條　目錄【詳附件 6】

Table of Contents (See Appendix F)

包括各章節之標題、參考文獻、附錄及其所在之頁數。

This page contains the title of each chapter and section, references, appendixes and their page numbers.

第十五條　圖目錄

List of Figures

包括各章節之圖及其所在之頁數。若圖援引他人著作，應於參考文獻標示資料來源。

This page contains the title of each figure and their page numbers.

第十六條　表目錄

List of Tables

包括各章節之表及其所在之頁數。若表援引他人著作，應於參考文獻標示資料來源。

This page contains the table(s) of each chapter and section and their page numbers.

第十七條　論文(專業實務報告)正文

Main text of the thesis (professional practice report)

論文(專業實務報告)以中文或英文撰寫、雙面印刷為原則，頁數為 80 頁以下或彩色圖表得單面印刷。

The thesis (professional practice report) may be printed on both sides if the thesis exceeds 80 pages. For thesis (professional practice report) less than 80 pages or pages with color figures, single sided printing is acceptable.

第十八條　參考文獻

Bibliographies / References

引用他人著作，應依著作權法規定，並明示其出處。

All sources in the text should be cited according to the Copyright Act.

第十九條　封面（底）

Back Cover

碩、博士論文(專業實務報告)應裝訂成冊。

The thesis/dissertation (professional practice report) must be well bound in the form of a book.

第二十條　實施與修訂

Implementation and Amendment

本規範經教務會議通過，陳校長核定後公布實施，修訂時亦同。

The guidelines are formally approved by the Academic Affairs Committee and come into effect upon the approval of the President of Ming Chi University of Technology. The same procedure shall apply with any amendment.

(附件 1)

明志科技大學學位論文(專業實務報告)延後公開申請書
紙本論文 / 論文書目

申請人姓名		學位類別	□碩士 □博士	學號	
畢業年月	民國____年____月		系所名稱		
題目					
延後公開原因 (依學位授予法)	□涉及機密，請說明： □專利事項，申請案號： □依法不得提供，請說明： ※請檢附證明文件，經指導教授及系主任或學程主任簽名後，送圖書館憑辦。				
申請項目	□ 紙本論文(專業實務報告)延後公開				
	□ 書目資料延後公開				
延後公開日期	民國____年____月____日		□不公開		

申請人簽名　　：_____

指導教授簽名　　：_____

學校認定/審議單位章戳：_____

臨櫃申請日期　　：民國_____年_____月_____日

【說明】經 109 年 9 月 1 日本校教務會議通過，「學校認定/審議單位」章戳由系主任或學程主任簽名認定。

(Appendix A)

Ming Chi University of Technology Application for Embargo of Thesis/Dissertation (Professional Practice Report)

This form should be filled out if the applicant wishes to request a temporary delay of the public release of his or her thesis or dissertation.

<table>
<tr><td>Applicant Name</td><td></td><td>Graduate Degree</td><td>☐ Master
☐ Doctor</td><td>Applicant ID</td><td></td></tr>
<tr><td>Graduation Date</td><td colspan="2">_____/_____ (YYYY/MM）</td><td>Department /Institute</td><td colspan="2"></td></tr>
<tr><td>Title</td><td colspan="5"></td></tr>
<tr><td>Reason for Embargo
(In Compliance with Degree Conferral Act of R.O.C.)</td><td colspan="5">☐Contains information pertaining to the secret. Please specify：
☐Filing for patent registration. Registration number：
☐Withheld according to the law. Please specify.

※Please submit supporting documents and the application form signed by Advisor and Department Chair/ Program Director to the library.</td></tr>
<tr><td rowspan="2">Options</td><td colspan="5">☐Delay public access to the printed copies of my thesis (professional practice report), but leave the online bibliographic record open to the public.</td></tr>
<tr><td colspan="5">☐Delay public access to online bibliographic record of my thesis (professional practice report) .</td></tr>
<tr><td>Delayed Until</td><td colspan="3">_____/_____/_____（YYYY/MM/DD）</td><td colspan="2">☐ Prohibited from public access.</td></tr>
</table>

Applicant Signature : _____

Advisor Signature : _____

Seal of the Authorization Institute : _____

Applicant date : _____/_____/_____ (YYYY/MM/DD)

【Note】According to the Academic Affairs Meeting dated September 1st, 2020, the Seal of the Authorization Institute needs to be Signed by Department Chair or Program Director.

表號：A071040105

（附件2）（全頁皆置中）



○○(單位) (16pt)
碩(博)士論文(16pt)
(專業實務報告) (16pt)

(中文題目) (20pt)

(英文題目) (16pt)

研究生：○○○ (16pt)
指導教授：○○○博士(或教授) (16pt)

中華民國○○○年○○月 (16pt，口試通過年月，阿拉伯數字)

(Appendix B) (centrally placed)

明志科技大學
MING CHI UNIVERSITY OF TECHNOLOGY

○○（name of the department/institute) (16pt)
Master Thesis/Doctoral Dissertation (16pt)
(Professional Practice Report) (16pt)

Title (English) (20pt)

Graduate Student: ○○○(16pt)
Advisor: ○○○**(Degree or Title)** (16pt)

○ **(Month)** ○○○○ **(C.E. year)** (16pt) (Oral Defense)

表號：A071040205

(附件3)

（單位）明志科技大學	(9-11pt) 得依單位名稱調整為二至三行
碩(博)士論文 (專業實務報告)	(14pt)
(中文題目)	(14pt) 得依論文題目調整為一至二行
○○○撰	(14pt)
○(年).○(月).	(14pt) 口試通過年月，阿拉伯數字，民國年

(Appendix C)

明志科技大學 (name of the department/institute)	(9-11pt) 2 or 3 rows name of the department/institute (in Chinese)
碩(博)士論文 (專業實務報告)	(14pt) academic degree (in Chinese)
(title)	(14pt) 1 or 2 rows
author	(14pt)
○(Year). ○(month).	(14pt) Oral Defense, Chinese year, Arabic numerals

表號：A071040305

(附件 4)

明志科技大學碩（博）士學位論文(專業實務報告)指導教授推薦書

_____(單位)_____ _(研究生姓名)_____君所提之論文(專業實務報告)

_____(題目)

係由本人指導撰述，同意提付審查。

指導教授_____(簽名)

_____年____月____日

(Appendix D)

Ming Chi University of Technology
Recommendation Letter from the Thesis (Professional Practice Report) Advisor

This thesis (professional practice report) is by_____ (Author)

of the _____(name of the department/institute)_____,

entitled:_____,

which is written under my supervision and I agree to propose it for

examination.

Advisor_____(Signature)

_____/_____/_____ (mm/dd/yyyy)

表號：A071040405

(附件 5)

明志科技大學碩（博）士學位論文(專業實務報告)
口試委員會審定書

(單位名稱)　(研究生姓名)君所提之論文(專業實務報告)

（中文題目）
（英文題目）

係本委員會審議，認為符合碩（博）士資格標準。

論文口試委員會

召集人＿＿＿＿＿＿＿＿＿＿(簽名)

委　員＿＿＿＿＿＿＿＿＿＿　＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿　＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿　＿＿＿＿＿＿＿＿＿＿

＿＿＿＿＿＿＿＿＿＿　＿＿＿＿＿＿＿＿＿＿

系主任或學程主任＿＿＿＿＿＿＿＿＿＿

中 華 民 國＿＿＿年＿＿＿月＿＿＿日

(Appendix E)

Ming Chi University of Technology
Thesis/Dissertation (Professional Practice Report)
Oral Defense Committee Certification

This thesis (professional practice report) is by_____ (Author)

of the ____(name of the department/institute)_____,

entitled: _____,

who is qualified for master/doctorate degree through the verification of the committee.

Convener of the degree examination committee _____(Signature)

Committee members_____ _____

_____ _____

_____ _____

_____ _____

Department Chair or Program Director _____

_____/_____/_____(mm/dd/yyyy)

表號：A071040505

(附件 6)

目　錄

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誌謝…….. iii

中文摘要…… iv

英文摘要…….. v

第一章　○○○……..…1

　第一節或 1.1○○○…… 1

　第二節或 1.2○○○…… #

第二章　○○○…… #

　2.1○○○…….. #

(以下類推)

參考文獻…… #

附錄…….. #

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Chapter 1 ○○○……. 1

Section 1 or 1.1 ○○○…… 1

Section 2 or 1.2 ○○○…… #

Chapter 2 ○○○……. #

Section 1 or 2.1 ○○○…… #

(and so on)

Bibliography or References……... #

Appendix……... #

表號：A071040605