

# Graduate Institute of Hydrological and Oceanic Sciences at National Central University

## Academic Guidelines for Ph.D. Program

### 國立中央大學地球科學學院

### 水文與海洋科學研究所博士班研修辦法

Approved at the Institutional Conference on Oct. 28, 2005	94.10.28 所務會議通過
Approved for reference at the Academic Affairs Committee on Mar. 28, 2006	95.3.28 教務會議核備
Revised and approved at the Academic Affairs Committee on Oct. 17, 2007	96.10.17 教務會議討論修正
Approved for reference and approved at the Academic Affairs Committee on Dec. 26, 2007	96.12.26 教務會議核備通過
Revised at Institutional Conference on Mar. 19, 2010	99.3.19 所務會議修正
Approved for reference and approved at the Academic Affairs Committee on Jun. 23, 2010	99.6.23 教務會議核備通過
Revised at Institutional Conference on Sep. 18, 2013	102.9.18 所務會議修訂
Approved at the Academic Affairs Committee on Oct. 16, 2013	102.10.16 教務會議核備通過
Revised at Institutional Conference on Mar. 9, 2016	105.3.9 所務會議修訂
Approved at the Academic Affairs Committee on Jun. 15, 2016	105.6.15 教務會議核備通過

第一條 本所為便於辦理學生之入學、研修需求、資格考試及學位論文考試等事宜，參照本校教務章則及相關規則，訂定本所博士班研修辦法（以下簡稱本辦法）。

The guideline has been proposed based on the Academic rules and regulations of National Central University in order to provide the entrance, research, qualify exam and thesis of students of Graduate Institute of Hydrological and Oceanic Sciences at National Central.

第二條 獲有碩士學位（或具同等學力），經本校博士班入學考試通過者；或學士班應屆畢業生（含申請提前畢業學生）及碩士班研究生修業一年後申請逕修讀博士學位，經本所所務會議審查通過，校長核定逕修讀博士者。

Applicants, who have obtained a master degree or equivalent degree, pass the Ph.D entrance examination. Applicants who have bachelor degree or master students with one year studied apply for direct admissions into doctoral program should be verified at the institute conference and then proved by the President.

第三條 博士班入學考試由本所招生試務工作委員會辦理。

The Ph.D. entrance is processed by the admission committee members of Graduate Institute of Hydrological and Oceanic Sciences.

- 第四條 入學考試方式與成績計算，依本校研究所招生簡章之規定辦理。  
The manners and calculating results of Ph.D. entrance is processed based on the admission prospectus of National Central University.
- 第五條 入學考試錄取名單，應經本所招生試務工作委員會審查通過後，報請學校招生委員會公告。  
The admitted list of entrance examination will be announced by committee of admission of National Central University after proved by the admission committee members of Graduate Institute of Hydrological and Oceanic Sciences.
- 第六條 學生擬逕修讀本所學位者，應符合本校學生逕修讀博士學位辦法規定（學士班應屆畢業生含申請提前畢業學生及碩士班修業一年以上），於每年七月十五日（第一梯次）或一月十五日（第二梯次）前向本所提出申請。  
Applicants who apply for direct admissions into doctoral program should conform to the Guidelines Governing Direct Admissions into Doctoral Programs at National Central University, which specifies students obtain bachelor degree including advance the date of graduating or one or more year master students, and apply to Graduate Institute of Hydrological and Oceanic Sciences before July 15 (first schedule) or January 15 (second schedule).
- 第七條 逕修讀博士學位申請之審查，應經本所所務會議同意通過後送教務處呈請校長核定。  
Applications for direct admissions into doctoral program should be sent to the office of Academic Affairs after verified at the institutional conference, and it will be proved by the president.
- 第八條 學生應請本所專任（案）教師任指導教授。本所合聘或兼任教師每屆至多指導一名學生，且須與所上專任（案）教師共同指導。學生入學後由指導教授督導並查核其研修進度。研修期間可申請更換指導教授，經所務會議通過得更換之。  
Students should be advised by the formal faculties of Graduate Institute of Hydrological and Oceanic Sciences. Adjunct and joint appointment faculty can advise one student each year with formal faculty.  
Students should be supervised the research progress by the advising professors after entrance. Students could apply for changing advising professors, and it's proved after passed at the institutional conference.
- 第九條 學生應遵循本所研究規定及學校有關規定進修，如有違反規定之情形，應由指導教授提請所務會議處理。  
Students should follow the guidelines of this Institute and regulations of the school to study. Advising professors should ask for the institutional conference to cope with if students violate the guidelines and regulations.

第十條 學生入學後應於第三學期結束前與指導教授共同擬訂研修計畫書，並邀請二至三位助理教授（含）以上或相當資格之研究人員組成委員會審查其研修計畫書。期限前未提研修計畫書或研修計畫書經審查未通過者，須說明原因，並申請延期，經所務會議通過後得延期至多一學年。未照章辦理者，經所務會議通過後得更換指導教授。

Students should finish the research proposal under the guide of advising professors before the end of third semesters, and the proposal should be examined by the examination committee which includes two to three teachers who acted as assistant professors or qualified researchers. The reasons should be explained and applied to extend while the research proposal is not submitted or is unapproved by the committee. The extended deadline is one more semester at most after proved at the institutional conference. If the advising professors do not guide the research proposal as the guideline, the advising professors can be replaced after proved at the institutional conference.

第十一條 學生之研修計畫書至少應包括二至三門核心科目、研究重點、研修進度、著作發表及各項考試資歷等資料。

The research proposal of students should at least include two to three core subjects, research points, progress, publications and the examination experiences and qualifications.

第十二條 學生應於博士班資格考前至少一學期通過研修計畫書審查，未通過者，不得申請博士班資格考試。

The research proposal of students should be approved at least one semester before Ph.D. Qualification Examination. Ph.D students can not apply for Qualification Examination when the research proposal is not approved.

第十三條 學生於本所修業期間，除專題討論與書報討論之學分外，至少須修滿 18 學分，逕修讀博士學位者，則至少須修滿 34 學分。

Students are required to take at least 18 credits for normal students and 34 credits for direct admissions into doctoral program students. This required credits are exclude the credits of seminar and journal study.

第十四條 學生可在本所或相關系所開設之課程中選修，其中可作為博士班核心科目之課程由本所課程委員會決定之。

Students can select courses in this and other related graduate institutes.

The core subjects for Ph.D students from these courses are decided by the course committee members of this Institute.

第十五條 學生於就讀碩士班階段修習通過本所訂之博士班核心科目課程或類似課程者，得向本所課程委員會申請免修。

Ph.D students who had studied the core subjects or related subjects of Ph.D program during master degree could apply for deducting credits to the course committee members of this Institute.

- 第十六條 學生在學前四學期必修本所博士班專題討論與書報討論。博士班三年級以上免修前述兩門課程，惟每學期須於書報討論課程時段報告研究進度一次。  
Students should take required seminar and journal study for the first four semesters, and these two courses are not required after third grade. Students are requested to report research progress in journal study of each semester.
- 第十七條 博士班研究生修業期限以二至七年為限，在職進修研究生未在規定修業期限修滿應修課程或未完成學位論文者，得再延長修業年限一年。  
Students are required to complete the degree from two to seven years. If part-time doctoral students cannot finish the required courses or degree thesis in allotted time, the study will be extended one year at most.
- 第十八條 博士班資格考試包括筆試與口試。  
The Qualification Examination of Ph.D program includes Written and Oral.
- 第十九條 博士班資格考筆試於每學期開學前舉行一次，欲參加考試者，須於十二月或六月以前向本所提出申請。  
The Qualification Examination of Ph.D program is held once before every semester began. Applicants should apply to this Institute before December or June of each year.
- 第二十條 學生所提研修計畫通過審查者於該學期結束後，經指導教授同意得申請參加資格考筆試。博士班研究生應於第三學年結束前參加資格考試，未參加者須說明原因並申請延期，經所務會議通過後得延期至多一學年。至第五學年結束前（不含休學）仍未通過博士班資格考試者，應依「國立中央大學學則」第六十條規定報請學校退學。  
After the semester, which the research proposal had passed, is finished and having approval by the advising professor, students can apply for attending the Written Qualification Examination. Ph.D student should attend Qualification Examination before the third year of Ph.D program is over. If not, students should explain the reasons and apply for delaying the date. This date can be extended one year at most after proved at the institutional conference. Students will be quitted school based on the Article 60 of National Central University of Study Regulations in case of Ph.D students have not passed the Written Qualification Examination until the end of fifth year (not including suspension of schooling).
- 第二十一條 資格考筆試為二門考試科目，其範圍、題目與評分由博士生指導委員會依該生所修課程及博士論文方向決定之。考試科目應與該生之博士班核心科目相關。  
The Written Qualification Examination includes two subjects, which are connected to the core subjects of the Ph.D students. The ranges, titles, and grades of these two subjects are decided by the advising committee members, who follow the courses and Ph.D thesis of the students.

- 第二十二條 博士生指導委員會為指導教授邀請三至五位助理教授（含）以上或相當資格之研究人員所組成，指導委員會委員資格須經所長審查通過。  
The three to five advising committee members, who are assistant professors or qualified researchers, of the Ph.D students are invited by the advising professor. The qualification of the committee members are approved by the director.
- 第二十三條 資格考各科筆試成績以 70 分（含）以上為及格（滿分為 100 分）。  
The passing grade for each subject of the Written Qualification Examination will be 70 and full grade will be 100.
- 第二十四條 學生未通過資格考筆試者（不滿 70 分），應於半年內申請重考。資格考以二次為限，二次未通過者應依「國立中央大學學則」第六十條規定報請學校退學。  
Students should apply for reexamining in half year if the grade of Written Qualification Examination is lower than 70. The number of times for Qualification Examination is two times limited. Ph.D students who don't pass the Qualification Examination for two times will be quitted school based on the Article 60 of National Central University of Study Regulations.
- 第二十五條 學生通過資格考筆試後，應於一年內提出論文研究計畫書，並由博士生指導委員會負責審查並進行口試。  
Students should submit the thesis research proposal within one year after passing the Written Qualification Examination. The thesis research proposal and Oral Qualification Examination are judged by the advising committee members.
- 第二十六條 學生論文研究計畫書未通過審查者，應於半年內重新提請審查。提請審查以三次為限，三次未通過者應依「國立中央大學學則」第六十條規定報請學校退學。  
Students should apply for reexamining the research proposal within half year if it doesn't pass. The number of time for reexamining is three times limited. Ph.D students who don't pass the reexamination for three times will be quitted school based on the Article 60 of National Central University of Study Regulations.
- 第二十七條 學生通過資格考試並符合「國立中央大學博士班、碩士班研究生學位考試細則」規定者，經博士生指導委員會同意，得為博士學位候選人。  
Students, who pass the Qualification Examination, conform the “National Central University Rules Governing the Master's and Doctoral Degree Qualifying Exam and Thesis Defense” and be approved by the advising committee members, will be regarded as a Ph.D candidate.
- 第二十八條 未通過博士生論文研究計畫或博士資格考試者，若為逕修讀博士學位研究生者，依「國立中央大學學生逕修讀博士學位辦法」規定辦理，其餘學生依「國立中央大學學則」規定辦理。  
Ph.D students, who fail in examining the thesis research proposal or the Qualification Examination, will be processed by the “Guidelines Governing Direct Admissions into

Doctoral Programs at National Central University” for direct admissions into doctoral program students, but other students are processed by “National Central University of Study Regulations”.

第二十九條 學生應於學位論文考試之前，須以第一作者至少發表（含正式被接受者）一篇於修業期間完成且與博士論文研究有關之期刊或專書論文。

Students should release at least one paper as first author, including formally accepted, before thesis defense, and it should be released in journal or books chapters, which are related to the doctoral thesis research.

第三十條 學生符合研修要求、資格考試或其他相關規定，經指導教授同意，得向本所提出學位考試之申請。

Students, who are confirmed with the study regulations, Qualification Examination, or other regulations and approved by advising professor, are eligible to apply for Ph.D defense.

第三十一條 學位考試由博士生指導委員會依據「國立中央大學博士班、碩士班研究生學位考試細則」辦理學位考試。

The Ph.D defense is held by the advising committee members based on the “National Central University Rules Governing the Master’s and Doctoral Degree Qualifying Exam and Thesis Defense”.

第三十二條 學位考試每學期舉行一次。已申請學位考試學生，若因故無法於該學期內完成學位考試，應於本校校曆規定學期結束日之前報請本校撤銷該學期學位考試之申請，逾期未撤銷亦未舉行考試者，得以一次不及格論。

The Ph.D defense is held once per semester. Candidates, who applied for degree defense, should cancel the defense before the end date of that semester in case of candidates cannot finish the defense. There will record fail one time when the degree defense don’t cancel on time and hold.

第三十三條 學位論文的評分標準由博士生指導委員會決定之。

The standards of grading of Ph.D defense is decided by the advising committee members.

第三十四條 逕修讀博士學位研究生，若通過博士學位候選人資格考試，但未通過博士學位考試，得依據「國立中央大學學生逕修讀博士學位辦法」第八條規定，授予碩士學位。

Candidates, who are Direct Admissions into Doctoral Programs and pass the Qualification Examination but fail in the Ph.D defense, will obtain Master degree based on the Article 8 of “Guidelines Governing Direct Admissions into Doctoral Programs at National Central University”.

第三十五條 畢業前應依規定格式製作論文、提要之電子檔案，於離校前一週繳交。  
Candidates, who are Direct Admissions into Doctoral Programs and pass the Qualification Examination but fail in the Ph.D defense, will obtain Master degree based on the Article 8 of “Guidelines Governing Direct Admissions into Doctoral Programs at National Central University”.

第三十六條 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，離校申請單須經指導教授、所辦公室、各實驗室及所長簽名確認後，始可向學校辦理離校手續。  
Candidates should clean up the space and equivalents in the office and laboratory and return goods borrowed from school before leaving. The application form for leaving school should be confirmed and signed by advising professor, front office of this Institute, each laboratory and director before submit to school.

第三十七條 本辦法如有未盡事宜，依教育部及本校有關規定辦理。  
In case this regulation does not involve, procedures follows the related regulations of Ministry of Educations and National Central University.

第三十八條 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。  
This regulation is proved at the institutional conference, and approved at the Academic Affairs Committee Meeting, as well as correction.