

中央大學研究生學位論文紙本常見錯誤範例

Examples of Common Errors in

NCU Postgraduates' Hard-copy Theses

110.6.24

Jun. 24, 2021

項目 Item	常見錯誤 Common Error	正確作法 Correct Way
論文題目 Thesis Title 請見注意事項一 Please see Point for Attention 1	論文封面之題目與審定書或評定報告單或成績系統不符，容易印成學位考試前的舊題目，或多個字或少個字等等。 The thesis title on the cover of the hard-copy thesis does not match the thesis title written in the Verification Letter from the Oral Examination Committee and the Oral Examination Report for the Oral Examination Committee or displayed in the online grade system; a title that had been previously used before the degree examination was mistakenly printed on the cover of the hard-copy thesis; one extra word or one fewer word, etc.	<ul style="list-style-type: none"> ● 除了推薦書、口試申請表可以不一致外，其他各表單及成績系統之論文題目，皆應完全相符。 ● The thesis title should be identical in every form and the online grade system except in the Advisor's Recommendation for Postgraduate Students and the Application Form for the Degree Examination. ● 學位考試成績評定報告單、論文審定書、論文封面三者論文題目須一致。 ● The thesis title must be identical in the Oral Examination Report for the Oral Examination Committee, the Verification Letter from the Oral Examination Committee, and the cover of the hard-copy thesis.
論文封面年月 Year and Month on the Thesis's Cover 請見注意事項二 Please see	封面之年月，為口試舉行或論文完成日期。研究生7月口試結束，就直接印成7月，或申請延後至8月畢業離校，就直接印成8月。 The year and month on the cover of the thesis is the date when the oral defense is held	<ul style="list-style-type: none"> ● 2月畢業離校(完成離校及領證)者，論文封面為2月，3月畢業離校(完成離校及領證)者，論文封面為3月，以此類推。但今年因疫情關係，於6至10月完成畢業離校者，畢業月份都算6月，所以論文封面請印110年6月。 ● If a postgraduate completes the

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<p>Point for Attention 2</p>	<p>or when the thesis is completed. If a postgraduate completes his/her oral defense in July, the month printed on the cover should be July. If a postgraduate defers his/her school-leaving procedure to August, the month printed on the cover should be August.</p>	<p>graduation and school-leaving procedures (having completed the school-leaving process and having received his/her diploma) in February, the month printed on the cover of his/her thesis should be February. If the procedures are completed in March, the month printed on the cover should be March; so on and so forth. However, due to the pandemic this year, any postgraduate who completes the graduation and school-leaving procedures during June to October is regarded as graduating in June.</p> <p>Thus, please print “June 2021” on the thesis cover.</p> <ul style="list-style-type: none"> ● 西元年與民國年互置。例如中華民國 2021 年，應為中華民國 110 年，或西元 2021 年。 ● The Common Era and the Republic of China (ROC) Era should replace each other; e.g., the 110th year of the ROC, or 2021.
<p>審定書中之口委簽名 Commissioners’ Signatures in the Verification Letter from the Oral Examination Committee</p>	<p>審定書中之口委簽名人數與口試申請表不符。 The number of commissioners’ signatures in the Verification Letter from the Oral Examination Committee does not match that in the Application Form for the Degree Examination.</p>	<ul style="list-style-type: none"> ● 臨時有口委無法參與口試。 ✓ 正解：請劃去口試申請表中無法參與的口委資料，並由指導教授或系辦蓋章。 ● One or some commissioners happen to be unable to attend the oral defense. <p>→ Solution: Cross the information on the commissioner who cannot attend the oral defense of the Application Form for the Degree Examination and have the advisor or the</p>

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		<p>department office affix a seal on it.</p> <ul style="list-style-type: none"> ● 缺漏口委簽名，尤其今年舉行視訊口試，要特別留意。 ✓ 正解：請口委於審定書「正本」補簽後，將審定書影本重新裝訂於論文中。 ● Any of the commissioners' signatures is missing. Please make sure you gather all commissioners' signatures especially when oral defenses are held via video conferencing this year. <p>→ Solution: Please ask commissioners to sign on the “original copy” of the Verification Letter from the Oral Examination Committee. After that, bind a copy of that Verification Letter and your thesis together.</p>
<p>延後公開 Defer the Public Access</p> <p>請見注意事項三及四 Please see Points for Attention 3 and 4</p>	<ol style="list-style-type: none"> 1. 延後公開之證明文件裝訂於論文本內。 The documentation for deferment of public access is bound in the thesis. 2. 延後公開卻無申請書與證明文件（或說明書）。 Deferring public access without an application form and any documentation (or a letter of instructions) 3. 延後公開「有」申請書，卻無證明文件（或說明書）。 Deferring public access with an application form but without any 	<p>註冊組代收之紙本論文，將送存國家圖書館，如需延後公開者，須裝訂「國家圖書館學位論文延後公開申請書」（以下簡稱申請書），請至圖書館首頁→各項服務→表單下載→「申請書」，除了因專利事項因素延後公開者，得於「申請書」填妥專利案號即可，其他延後公開因素者均須檢附證明文件。若無相關證明文件可提供，則填寫「國立中央大學送存國家圖書館紙本論文延後公開說明書」（以下簡稱說明書」。因此檢附之證明文件或說明書請勿裝訂，請夾附於論文本內。</p> <p>Hard-copy theses received by the Division of Registrar will be sent to the National Central Library to be archived. If you need to defer the public access to your thesis, you must bind the National</p>

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	<p>documentation (or a letter of instructions)</p> <p>4. 申請書或說明書缺系所蓋章。 The department/institute stamp is missing in the application form or the letter of instructions.</p> <p>5. 常忘記勾選並說明延後公開原因。 Forgetting to check and describe the reason to defer public access</p>	<p>Central Library's Application for Embargo on Thesis/Dissertation (hereafter referred to as the application form) and your thesis together. Please go to the homepage of the NCU library→Forms to download the application form. If you intend to defer the public access due to patent applications, you simply have to fill in the patent registration number in the application form. If you intend to defer the public access for other reasons, you have to attach related documentation to the application form. If you do not have any related documentation to provide, you have to fill out NCU's Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation (hereafter referred to as the letter of instructions). Please do not bind your thesis and the documentation or the letter of instructions together; just simply insert the documentation (or the letter of instructions) into the thesis (so it can be easily removed).</p> <p>1. 涉及機密：請附相關證明文件，或填寫「說明書」。 The thesis contains classified information: Please attach related documentation, or fill out the letter of instructions.</p> <p>2. 依法不得提供：請附保密合約影本，或者因論文投稿，有新技術發表先後之疑慮者，應填寫前項「說明書」。</p>

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		<p>The thesis is withheld according to the law: Please attach a copy of the non-disclosure agreement. If the author of the thesis has concerns in the timing sequence of paper publication or new technology announcement, please fill out this <u>letter of instructions</u>.</p> <p>3. 專利事項：申請表填妥專利案號即可，若正在專利申請審核中，請附專利申請回覆影本。</p> <p>Patent registration: Please fill in the pattern registration number. If the applicant's patent application is being examined, please attach a copy of the reply concerning the patent application from the Intellectual Property Office.</p> <ul style="list-style-type: none"> ● 狀況 1：延後公開卻無申請書與證明文件(或說明書)。 ✓ 正解：請裝訂「申請書」，並夾附證明文件(或說明書)。 ● Situation 1: Deferring public access without the <u>application form</u> and related documentation (or the <u>letter of instructions</u>). <p>→ Solution: Please bind your thesis and the <u>application form</u> together and simply insert related documentation (or the <u>letter of instructions</u>) into the already bound thesis.</p> <ul style="list-style-type: none"> ● 狀況 2：延後公開「有」申請書，卻無證明文件(或說明書)。 ✓ 正解：請夾附證明文件(或說明書)。 ● Situation 2: Deferring public access with the <u>application form</u> but

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		<p>without related documentation (or the letter of instructions).</p> <p>→ Solution: Please insert related documentation (or the letter of instructions) into the thesis.</p> <ul style="list-style-type: none"> ● 狀況 3：申請書或說明書缺系所蓋章。 ✓ 正解：有許多同學以為系所才是離校最後一關，「申請書」或「說明書」都會漏蓋系所章，請補齊章戳後再送論文。註冊組為離校最後一關，送至註冊組之論文須正確且完整。 ● Situation 3: The department/institute stamp is missing in the application form or the letter of instructions. → Solution: Many students thought the department/institute is the final step of the school-leaving procedure; therefore, they had forgotten to have their department or institute stamp on the application form or the letter of instructions. Please deliver your thesis after you have your department or institute stamp on the application form or the letter of instructions. The final step of the school-leaving procedure is the Division of Registrar, to which you must submit the all-correct and complete version of your thesis. ● 狀況 4：常忘記勾選並說明延後公開原因。 ✓ 正解：裝訂論文前，請務必再仔細檢查，若延後公開，一定要有已核章「申請書」+已勾選原因+簡述+

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		<p>「證明文件或說明書」。</p> <p>✓ 例：■依法不得提供：因論文投稿。</p> <p>● Situation 4: Forgetting to check and describe the reason to defer public access</p> <p>→ Solution: Please carefully check your thesis before you bind it. If you choose to defer the public access to your thesis, you must present a stamped application form, check your reasons, briefly describe them, and provide related documentation and the letter of instructions.</p> <p>→ Example: ■ The thesis is withheld according to the law: Due to paper submission.</p>
其他 Others	<p>Q1.將正本推薦書、審定書裝訂論文並交付註冊組。</p> <p>Q1. Bind the originals of the Advisor's Recommendation for Postgraduate Students and the Verification Letter from the Oral Examination Committee in your thesis, and then deliver the bound thesis to the Division of Registrar.</p> <p>Q2.繳交精裝本論文。</p> <p>Q2. Submit the hardback thesis.</p> <p>Q3.論文封面顏色有錯。</p> <p>Q3. The color of the cover of your thesis is wrong.</p>	<p>A1.正本推薦書、審定書應由學生自行留存，如裝訂於論文中，也請自行保存該本論文。交付註冊組代轉國圖之論文以影本為主。</p> <p>A1. Students should keep the originals of the Advisor's Recommendation for Postgraduate Students and the Verification Letter from the Oral Examination Committee to themselves. If you have bound your thesis and the originals of those documents and together, you should keep that version of your thesis to yourself. The version of your thesis sent to the National Central Library via the Division of Registrar should be a copy of your original thesis.</p> <p>A2.註冊組代收「平裝」論文，精裝本論文較為昂貴，請自行留存。</p>

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		<p>A2. The Division of Registrar accepts only “paperback” theses. Hardback theses are more expensive; students should keep them to themselves.</p> <p>A3. 碩士論文封面為暗紅色，博士為墨綠色。</p> <p>A3. Dark red is the color for the cover of a master’s thesis. Emerald is the color for the cover of a doctoral thesis.</p>

中央大學研究生學位論文紙本審核注意事項

Points of Attention on

NCU Postgraduates’ Theses/Dissertations

一、檢查 論文題目

1. Check the Thesis Title.

論文封面、論文口試委員審定書 的論文題目，要與 學位考試成績評定報告單 所登載的論文題目 **完全一樣**。

The thesis title on the cover of the thesis and in the Verification Letter from the Oral Examination Committee should be **identical** to that in the Oral Examination Report for the Oral Examination Committee.

《錯誤指數：★★★★》

Error Rating: ★★★★★

- **常見錯誤：**容易印成學位考試前的舊題目 或 多個字 或 少個字。
- **Common Errors:** The title tends to be printed as the previously used one; a word is missing in the title; an extra

word appears in the title.

二、檢查 論文封面 年、月

2. Check the Year and Month on the Cover of the Thesis.

110 年 2 月畢業離校(完成離校及領證)者，則論文封面要印 110 年 2 月；
110 年 3 月畢業離校(完成離校及領證)者，則論文封面要印 110 年 3 月；
依此類推.....。

但於 6、7、8、9、10 月完成畢業離校者，畢業月份都算 6 月，所以論文封面請印 xxx 年 6 月。

If you complete the graduation and school-leaving procedures (having completed the school-leaving process and having received your diploma) in February 2021, the month printed on the cover of your thesis should be February. If the procedures are completed (having completed the school-leaving process and having received your diploma) in March, the month printed on the cover should be March; so on and so forth. However, if you complete the graduation and school-leaving procedures in June, July, August, September, and October, you technically graduate in June. Therefore, please print June 20XX on the cover of your thesis.

《錯誤指數：★★★★》

Error Rating: ★★★★★

- **常見錯誤：**研究生 7 月口試結束，就直接印成 7 月 或 申請延後至 8 月畢業離校，就直接印成 8 月。
- **Common Errors:** Postgraduates printed “July” on the cover of their theses when their oral defenses end in July; postgraduates printed “August” on the cover of their theses after applying for deferring their graduation to August.

三、申請延後公開者，檢查 [國家圖書館學位論文延後公開申請書](#)

3. If You Are Applying for Deferring the Public Access to Your Thesis, Check the [Application for Embargo on Thesis/Dissertation](#).

國家圖書館學位論文延後公開申請書 Application for Embargo of Thesis/Dissertation					
申請日期：民國_____年_____月_____日 Application Date: _____/_____/_____(YYYY/MM/DD)					
申請人姓名 Applicant Name	學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduation Date (YYYY/MM)	民國_____年_____月_____日	
學校名稱 University	系所名稱 School/Department				
論文名稱 Thesis / Dissertation Title					
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項，申請案號： Filing for patent registration. Registration number: <input type="checkbox"/> 依法不得提供，請說明： Withheld according to the law. Please specify.				
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.		<input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.		
公開日期 Delayed Until	民國_____年_____月_____日 _____/_____/_____(YYYY/MM/DD)		<input type="checkbox"/> 不公開 Prohibited from public access.		
申請人簽名： Applicant Signature: _____			指導教授簽名： Advisor Signature: _____		
學校認定/審議單位章戳： Seal of the Authorization Institute: _____					

➤ 檢查 **延後公開原因** 欄位

- 涉及機密：請檢附相關證明文件，或填寫 **紙本論文延後公開說明書**。
- 專利事項：直接在申請書上填寫專利案號即可，若正在專利申請審核中，請檢附專利申請回覆影本。
- 依法不得提供：保密合約影本，或因論文投稿，有新技術發表先後之疑慮者，請填寫 **紙本論文延後公開說明書**。

➤ Check the **Reason for Embargo**.

- The thesis contains classified information:**
Please attach relate documentation, or fill out NCU's **Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation.**
- Patent registration:**
Please fill in the pattern registration number. If your patent application is being examined, please attach a copy of the reply concerning the patent application from the Intellectual Property Office.
- The thesis is withheld according to the law:**
Please attach a copy of the non-disclosure agreement. If you have concerns in the timing sequence of paper publication or new technology announcement, please fill out NCU's **Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation.**

《錯誤指數：★★★★★》

Error Rating: ★★★★★

- 因為準備投稿、研究計畫或與廠商合作而需要延後公開，應該勾選 依法不得提供 再加上 證明文件或紙本論文延後公開說明書。
- If you need to defer the public access to your thesis due to paper submission, research projects, or collaboration with corporations, you should check **The thesis is withheld according to the law** and then attach related documentation or NCU's **Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation**.

四、申請延後公開無法提供證明文件者，檢查

國立中央大學送存國家圖書館紙本論文延後公開說明書

4. If You Are Applying for Deferring the Public Access to Your Thesis but Could Not Provide Related Documentation, Please Check NCU's Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation.

- ※ **延後公開說明書** 請夾附於論文內即可，不用裝訂。
- ※ Please **insert** the **Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation** into your already bound thesis **but do not bind your thesis and this application together** (so it can be easily removed).

國立中央大學送存國家圖書館紙本論文延後公開說明書 Application to the National Central Library for Deferring the Public Access to the Thesis/Dissertation					
姓名 Name		學年 Academic Year		學期 Semester	
學號 Student ID No.		系所 Department/Institute		電話 Phone Number	
<small>依教育部107年12月5日臺教高(二)字第1070210758號函及109年3月13日臺教高通字第1090027810號函，持據實填寫論文延後公開申請書並檢附由學校認定或審議單位認定之證明文件，經由學校向國家圖書館提出申請，無認定或審議單位章戳者退回處理。 Per Official Document No. 1070210758 of the Division of Educational Quality and Development in the Department of Higher Education (DHE) at the Ministry of Education (MOE) issued on Dec. 5, 2018, and Official Document No. 1090027810 (General) of the DHE at the MOE issued on Mar. 13, 2019, please fill out this application form according to facts and attach the documentation acknowledged by your university or a review institute to this form. Submit this form to your university and the university will submit it to the National Central Library. Any application form without the seal of an institute that has conducted a review on this application will be directly returned to the applicant. 請詳細述明論文需延後公開的理由。Please describe in detail the reason why you need to defer the public access to your dissertation.</small>					
簽章 Signature & Seal					
學生簽章 Student's Signature		指導教授簽章 Advisor's Signature		系所章戳 Department/Institute's Seal	
相關條文 Related Rules					