



澳門科技大學
MACAU UNIVERSITY OF SCIENCE AND TECHNOLOGY

學院職員收件記錄
To be filled by staff:

Received by: _____

Date: _____

論文題目申請表

THESIS TOPIC FORM

(請填妥本申請表後連同身份證複印件提交至所屬學院辦公室。Please fill in this form and submit to respective Faculty Office with ID Copy.)

I. 學生個人資料 PARTICULARS OF STUDENT

姓名 _____ 學生編號 _____
Student Name _____ Student No. _____
就讀課程 _____ 專業 _____
Program _____ Major _____
聯絡電話號碼 _____ 電郵地址 _____
Contact Phone No. _____ E-mail Address _____

II. 論文題目提交申請資料 INFORMATION OF THESIS TOPIC

論文題目 _____
Thesis Topic _____

(論文題目之研究方向應與就讀專業方向一致 The research topic should be related to the student's study major.)

選擇導師 _____
Selected Thesis Supervisor _____

導師簽名 _____ 日期 _____
Supervisor's Signature _____ Date: _____

III. 學生聲明 STUDENT DECLARATION

- 本人已閱悉學生手冊內有關論文寫作、論文延期、更換指導老師及相關費用的規定。I have read and understood all the regulations and notes about thesis writing, deferral application of thesis submission, change of supervisor and related fees.
- 本人已知悉須確認所有必修及選修科目已通過或已確認選科，方可向學院提交《論文題目申請表》。(有資格考試的課程須通過資格考試後方可提交《論文題目申請表》。) I understood that I will not be permitted to submit the THESIS TOPIC FORM until I have completed or confirmed enrollment of all compulsory and elective courses. (For programs having qualifying examinations, THESIS TOPIC FORM should be submitted after passing the qualifying examinations.)
- 本人已知悉論文題目申請經批核後，在導師指導下方可開始論文撰寫工作，從論文題目申請獲批准之日開始計算論文寫作期限，並需於指定期限內完成。論文題目、指導老師姓名、論文寫作之開始及結束日期，以及論文延期提交、更換指導老師、重新答辯等詳情，將記錄於COES中的“論文”頁面中，本人應自行登入COES中查看。I understood that I should write the thesis under the guidance of my supervisor and complete within specific time limit. The time of writing the thesis will be counted from the approval date of the thesis topic. After the approval of thesis topic, all details (including thesis topic, supervisor, start date and end date of thesis writing, deferral of thesis submission, change of supervisor, oral defense etc.) will be recorded in the *Thesis* page in COES. Students should always review these in COES.
- 本人已知悉論文寫作時間（從論文題目申請獲批准日至論文提交日期間），不得少於論文寫作期限的50%時間。若學生因論文題目延遲申請而導致最長修業期內無法完成論文撰寫及答辯，大學將不能依法授予學位。I understood that the thesis writing time (from the approval date of thesis topic to submission of thesis) cannot be less than 50% of the time limit. Degree cannot be awarded if students cannot complete thesis writing and oral defense during the maximum period of study as a result of deferring submission of THESIS TOPIC FORM.
- 本人已知悉於論文寫作期間，必須每兩個月向所屬學院辦公室提交論文寫作進度報告(即《學生與導師聯絡紀錄表》)。I understood that I have to submit a progress report (i.e. *Contact Record for Student and Supervisor*) to the respective Faculty Office once every two months during the thesis writing period.
- 本人已知悉若於論文寫作結束日期仍未能提交論文，會自動被視為要求延期提交論文，學生需繳交論文延期提交費用。學院辦公室亦會按機制向學生發出論文延期提交通知書，學生須於通知書發出後自行登入COES下載相關付款通知書，並於付款通知書中所述之最後付款日期前繳費。I understood that if I cannot submit the theses by the deadline, I will then be deemed to request for an extension and have to pay the related fee. Faculty Office will issue Confirmation of Deferral of Thesis Submission to me. I should download the Debit Note from COES and pay the fee for the deferral of thesis submission by related due date.
- 本人已知悉必須在最長修業期內完成論文並通過論文答辯，且須預留對論文進行修改的時間。所有畢業要求及程序必須於最長修業期限屆滿前完成，否則大學將不能依法授予學位。I understood that all students should complete thesis writing and pass oral defense within the maximum study period, as well as set aside time for thesis revision. All graduation requirements and procedures must be met and completed before the expiry of the maximum study period; otherwise the degree cannot be conferred in accordance with the laws.

學生簽名 _____ 日期 _____
Student's Signature _____ Date _____

本表格中英文版本如有差異，以中文版本為準。In the event of any discrepancies between the Chinese and English versions of this form, the Chinese version will prevail.

學院批核 (由學院填寫) APPROVAL FROM FACULTY (TO BE FILLED BY THE FACULTY)			
<u>授課科目修讀情況：</u> <input type="checkbox"/> 已完成所有授課科目 <input type="checkbox"/> 已確認所有授課科目選科 <input type="checkbox"/> 尚未完成授課科目，尚欠_____門 (不可申請開題)	<u>資格考試確認情況 (如適用)：</u> <input type="checkbox"/> 沒有資格考試 <input type="checkbox"/> 已確認通過資格考試 <input type="checkbox"/> 未通過資格考試 (不可申請開題)		
其他特殊情況: _____ 學院行政人員簽名 : _____ 日期 : _____ Staff's Signature : _____ Date : _____			
院長/所長/系主任審批簽署 Approved by the Dean/ Director/ Head		批准日期 Approval Date	
<u>COES 論文頁面更新：</u> <input type="checkbox"/> 已更新 COES 論文頁面 <input type="checkbox"/> 已向學生發出論文開題確認通知 論文寫作開始日期 Thesis Start Date : _____ 論文寫作結束日期 Thesis End Date : _____			

批准後抄送 CC：研究生院和導師 SGS & Supervisor