

# 國立中山大學學位論文管理辦法

## Regulations for the Management of Graduate Theses and Dissertations

102年1月9日 本校101學年度第1學期第10次行政會議通過

Approved at the 10th Executive Meeting on January 09, 2013

109年4月29日 本校108學年度第2學期第6次行政會議修正通過

Amended and approved at the 6th Executive Meeting on April 29, 2020

114年10月1日 本校114學年度第1學期第3次行政會議修正通過

Amended and approved at the 3rd Executive Meeting on October 1, 2025

第一條 國立中山大學（以下簡稱本校）為保存學術研究資產、管理學位論文，並因應資訊數位化的科技趨勢，訂定本辦法。

I. These regulations are formulated to preserve academic research assets, manage graduate theses and dissertations, and follow the trend toward digitalization.

第二條 本校研究所畢業生需依本校「研究生學位論文格式規範」撰寫論文。研究所畢業生畢業辦理離校手續時，需繳交紙本論文並上傳學位論文全文電子檔案至圖書館以供典藏。

II. Graduate students shall compose their thesis/dissertation in accordance with the University's *Guidelines on Thesis/Dissertation Format*, and submit a hard copy and upload an electronic copy for the University library archives while proceeding with their leave procedure.

第三條 研究所畢業生應於學位考試時簽署論文公開授權書，並於辦理離校手續前登錄本校「博碩士學位論文系統」，輸入論文基本資料並上傳與紙本學位論文內容相同之論文全文PDF電子檔。前項資料經圖書館查核確認後，應即通知研究所畢業生至圖書館繳交紙本論文及簽署後之論文公開授權書。

III. Graduate students shall sign the Thesis and Dissertation Electronic/Printed Publication Form during the degree examination. Prior to proceeding with the leave procedure, they shall log onto the University's Submission System of Master's Theses & Doctoral Dissertations to enter basic information and upload an electronic copy of their thesis/dissertation with the matching content of their hard copy. The University library shall verify the documents and promptly notify graduate students to submit the hard copy of both their

thesis/dissertation and the signed publication form.

第四條

論文授權範圍及期間如下：

IV. The scope and period of authorization for theses/dissertations are as follows:

一、 研究所畢業生需同意以非專屬、無償方式授權予本校圖書館，不限地域、時間與次數，將學位論文全文(含摘要)進行重製及公開傳輸。前項授權亦提供讀者非營利使用線上檢索、下載、閱覽、列印或影印。

1. Graduate students shall grant the University library a non-exclusive and royalty-free license to reproduce and publicly share their thesis/dissertation in full text (including the abstract) with unlimited distribution and access, regardless location and time. Individuals may search online, download, review, and print the content for non-profit purposes.

二、 研究所畢業生經與指導教授討論後選擇學位論文紙本及電子檔之公開時間，如需申請延後公開，請於學位考試時由考試委員審核確認是否涉及機密、專利事項或依法不得提供。

2. Graduate students shall discuss with their advisor about the disclosure timing of hard and electronic copies of their thesis/dissertation. A decision on “delay of disclosure” shall be verified by the degree examination committee during the degree examination whether the contents involve confidentiality, potential patent application, or are restricted by laws for disclosure.

(一) 論文公開時間之簽核：

(1) Approval for disclosure timing:

1. 「立即公開」由學生及指導教授簽名。

i. Graduate students and their advisor shall co-sign if they decide on “immediate disclosure.”

2. 「延後公開」應經所有考試委員確認審核要件後，由學生、指導教授、所有考試委員簽名，及系所(學程)主管認定簽章。

ii. A decision on “delay of disclosure” shall be confirmed by the degree examination committee, and

then shall be co-signed by graduate students, their advisor, all members of the degree examination committee, and the head of their affiliated unit.

(二) 延後公開審核之要件：

(2) Requirements regarding delay of disclosure:

1. 涉及機密或依法不得提供事項：須提出適用法規或具體事實證據。

i. The contents involving confidentiality or restricted by laws: Applicable regulations or concrete evidence shall be provided.

2. 專利事項：須提供申請專利案號或提出相關申請說明。

ii. The content involving potential patent application: The application number or a statement related to the application shall be provided.

第五條 學位論文變更檔案與授權範圍、延後公開申請之規定：

V. Policies for making amendments to the content of their thesis/dissertation or the authorization scope and the delay of disclosure:

一、 研究所畢業生辦理離校手續後，欲變更學位論文檔案或變更授權範圍，應另行申請。

1. Graduate students wishing to make amendments to the content of their thesis/dissertation or the authorization scope after leaving the University shall submit a separate application.

二、 延後公開期間之規定：

2. Policies regarding the delay of disclosure:

(一) 每次申請電子全文及紙本論文延後公開至多為5年。

(1) For both the hard and electronic copies of the thesis/dissertation, the delay of disclosure may be granted for up to five years.

(二) 第2次起之申請，需於原訂公開日期前六個月內完成申請程序，申請次數以1次為限。

(2) The application for extending the timing on the delay of disclosure shall be submitted at least six months prior to the original date of disclosure; such an application shall be limited to once only.

(三)第2次起之申請程序，仍應取得原所有學位考試委員審核確認，或經原就讀系（所）之系（所）務等會議審核確認。

(3) The abovementioned application shall be approved by the original members of degree examination committee, or the affiliated department/institute/degree program council.

第六條 本校圖書館於蒐集整學年度電子學位論文後，將傳送論文全文與摘要電子檔至國家圖書館典藏。

VI. The University library shall collect electronic copies of theses and dissertations each academic year and submit both the full text and abstract to the National Central Library for archive.

第七條 本辦法經行政會議通過，陳請校長核定後實施，修正時亦同。

VII. These regulations are approved by the Executive Meeting and the President before implementation. Amendments to these regulations shall follow the same procedure.