

Regulations for Capstone Course for Undergraduate Students of the Department
of Mechanical and Electro-Mechanical Engineering

機械與機電工程學系大學部『機電專題製作』開課相關辦法

Reviewed and passed at the Department Council meeting on April 28, 2004

93.04.28 機械與機電工程學系系務會議審議通過

1. Capstone Course—consisted of “Special Topics in Mechanical and Electro-Mechanical Engineering” and “Practice and Project in Mechanical and Electro-Mechanical Engineering”—is a required course in the undergraduate program of the Department of Mechanical and Electro-Mechanical Engineering (hereinafter “the Department”). The Regulations for Capstone Course for Undergraduate Students of the Department of Mechanical and Electro-Mechanical Engineering (hereinafter “the Regulations”) were established to maximize the effectiveness of implementing this course.

一. 本課程為大學部必修課，為使本課程發揮最大效益，特訂定本辦法。

2. This course is opened by faculty members from the Department who are willing to offer it. A survey will be conducted among the faculty members before the course is implemented. When multiple faculty members are willing to teach the course, a joint-teaching approach will be implemented, with each class being overseen by a single main instructor. When no faculty member is willing to open the course, the Department Chair will serve as the course instructor or negotiate with other faculty members to assume this role.

二. 本課程由本系有意願老師開課，開課之前先作意願調查，多人有意願時，則採合授，每班設主授教師一人；當無人開課時，由系主任開課或協調老師開課。

3. A course instructor is responsible for handling tasks relevant to managing the course, including assisting students in inviting other faculty members to serve as dissertation supervisors for their projects and organizing project presentation events.

三. 開課老師負責綜理本課程相關業務，如協助學生找指導老師，辦理成果發表等活動。

4. If a student wishes to ask a faculty member from another department to act as their dissertation supervisor, the student must first obtain approval from the course instructor.

四.若指導老師為外系者，需先經開課老師書面同意。

5. An allowance of NT\$800 for material fees is allocated to each dissertation supervisor from the Department for each student under their supervision. Up to NT\$5,000 may be allocated to each dissertation supervisor. Dissertation supervisors from other departments are not eligible to receive this allowance.

五.本課程每指導一位學生補助材料費 800 元，每位老師每學期補助上限為 5,000 元，若指導老師為外系者，不予補助。

6. Each faculty member from the Department is required to act as the dissertation supervisor for at least two students. If a student fails to find an dissertation supervisor within 1 week before the course enrollment and withdrawal deadline, they must fill out a priority list and specify the faculty members they prefer as an dissertation supervisor. The student will then be assigned to a faculty member on the basis of this list, with priority being given to faculty members who have not met their mentoring quota.

六.本系每位老師有義務指導二位以上學生，加退選結束前一週尚未找到指導老師者，需填寫志願表，由開課老師依學生之志願分配，優先補足老師未收滿的名額。

7. When multiple students collaborate to complete a project, the area of focus and contribution of each student shall be specified.

七.多位學生共同從事一個主題研究時，應註明個別學生在該研究主題的內容及貢獻度。

8. At the end of the semester, a project presentation event shall be organized for a course instructor to evaluate each project. The evaluation rubric shall be

developed by the course instructor. Projects of exceptional quality, as determined through the evaluation, will be featured in an exhibition. The Department will award students and dissertation supervisors who produce outstanding projects.

八.本課程於學期末舉辦成果發表會，由開課老師負責針對學生作品進行審查（審查方式由開課老師自行規劃），審查後擇優錄取優良作品，進行作品展示，優勝作品之指導老師及學生，由本系酌予獎勵。

9. A course instructor holds the authority to handle other relevant matters not specified in the Regulations.

九.本辦法未規範之其他事項，授權由開課老師自行處理。

10. The Regulations and any amendment thereto take effect after they have been reviewed and passed at a Department Council meeting.

十.本辦法經系務會議通過後實施，修正時亦同。