

NCHU Implementation Guidelines for Master's Degree Examination

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Amended (Articles 1-9, 12 & 13) in the 79th Academic Affairs Meeting on May. 5th, 2020
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Article 1 These Implementation Guidelines are adopted in accordance with the Degree Conferral Law and NCHU Master's Program Regulations.

Article 2 Graduate students must meet one of the following criteria before applying for their degree examination:

1. Students applying for a thesis examination should have completed their thesis in Chinese or English, with the exception of students from the Department of Foreign Languages and Literature, and submitted it to his/her thesis advisor for review and approval.
2. Students seeking to use other achievements such as works/ proof of achievement with written reports/ technical reports or professional studies/ professional practice reports shall refer to the following:
 - (1) Students from art-, applied sciences-, and sports-related graduate programs may opt to submit their works/ proof of achievement with a written report/ technical report in place of a thesis. In regards to whether a program is defined as one of the aforementioned programs, the program should raise this matter with the University Affairs Committee for approval.

- (2) Students from graduate programs for professional studies may submit a professional studies report in place of a thesis. In regards to whether a program is defined as a professional studies program, the program should raise this matter with the University Affairs Committee for approval.
- (3) Graduate programs listed in the two previous items may allow works/ proof of achievement with written reports/ technical reports or professional studies report in place of a thesis. For the scope, format, content, and other related regulations, please refer to related regulations issued by the Ministry of Education.

Before applying for the degree examination, students should submit their thesis, works/ proof of achievement with written reports/ technical reports, or professional studies report to their advisors or relevant meetings to ensure the subject and content complies with the professional discipline of the student's major (department or degree program) and then to the Examination Committee members for review by each major (department & degree program) before the examination.

A thesis, work, proof of achievement, written report, technical report, or professional studies report that has already been submitted to obtain a degree in Taiwan or abroad may not be submitted as the thesis, work, proof of achievement, written report, technical report, or professional studies report referred to the first item. This restriction does not apply, however, if NCHU has engaged in institutional collaboration with a university abroad and the two universities have jointly supervised the thesis or dissertation and the two universities have each separately conferred a corresponding degree.

Article 3 Every examination for a Master's Degree from NCHU is held by the Examination Committee. The Examination Committee consists of three to five members; at least one third of the members shall be from universities other than NCHU. The students' spouse or relatives within the third-degree of kinship (including relatives by blood and affinity) are prohibited from acting as the graduate student's thesis advisor or degree examination committee member.

Members of the Examination Committee are recommended by the thesis advisor, approved by the department/graduate program/degree program, and reported to the NCHU president by the chair of the department/graduate program/degree program. Student's thesis advisor is included in the Examination Committee but is not allowed to be the committee convener. Members of the Examination Committee must

specialize in the realm which the graduate student is studying, and must fulfill one of requirements below:

1. Being or was a professor, an associate professor or an assistant professor.
2. An academician or a researcher who is or was a research fellow, associate research fellow or assistant research fellow in Academia Sinica.
3. Have obtained a doctoral degree and had outstanding academic performance.
4. Have specialties in rare or extraordinary subjects or being abundant in practical experiences and have great academic achievement.

Details regarding qualifications specified in 3 and 4 shall be determined by the general meetings or the academic affair meetings of respective department, institute or college that is awarding the degree.

Article 4 Students who plan to apply for degree examination must submit their thesis, works/ proof of achievement with written reports/ technical reports, or professional studies report, approved by their thesis professor, and fill out the degree examination application, signed by the chair of the department/graduate program/degree program. It must then be approved by the standing NCHU president, by way of the Academic Office, 20 days before the degree examination date.

Article 5 The thesis examination date and place for each master's program is co-decided by the Examination Committee and the department/graduate program/degree program.

Article 6 The degree examination is open to the public, and the Examination Committee recruiter must appoint a person to record the process of the examination. When the Examination Committee scores the performance, all audience members must leave the room. A record of the entire examination process will be kept by each department/graduate program/degree program present. Scores will be sent to the Division of Registrar for record.

Article 7 The Examination Committee must raise questions regarding the topic during the examination period. The examination length must be adequate, and the written test may be held at another time if necessary.

Article 8 The recruiter determines the score by averaging scores given by each member of the Examination Committee. Score is shown on a transcript signed by all committee members and the chair of the department/graduate program/degree program. A score of 70 is considered the passing score for all degree examinations. If half of the Examination Committee members

give scores below 70, scores given by the rest of committee will not be considered even though the total average may reach 70. In this case, the student is considered to have failed the degree examination.

All members of the Examination Committee must attend the examination in person, and may not be replaced by others. At least 2/3 of committee members must be present for the examination. At least 3 committee members must attend the examination. At least 1/3 of the committee members present at the examination must come from universities other than NCHU.

Article 9 Graduate students who wish to take the degree examination must submit their Degree Examination Result Notice before the end of August (submitted in the second semester) or the beginning of the second semester (submitted in the first semester). Those who have passed the examination and fulfilled all graduation requirements shall complete the 'Procedures for Leaving School.' In this case, the students' graduation date is the end of the final exam months (either June or January).

For students who complete the 'Procedures for Leaving School' before the final exam months (January or June) and who have taken no credit courses other than Thesis Writing during that semester, the date of degree awarded is based on the actual time when the Procedures for Leaving School are completed.

Students who fail to submit the Degree Exam Result Notice and complete the 'Procedures for Leaving School' before the deadline are required to register for the next semester. The date of degree awarded is based on the actual time when the Procedures for Leaving School are completed.

A thesis, written report, technical report, or professional studies report with passing score, signed by the examination committee, must be attached to the said notice. Record of failing score is sent to the Office of Academic Affairs by the department/graduate program/degree program for record. Students who fail the examination may retake the examination in the next semester or next year if it is within the permitted length of study. If the score of the second exam is above 70, the exam score is still recorded as 70. Students who fail the second degree examination must withdraw from the program.

Article 10 Graduate students who, for acceptable reasons, cannot attend the thesis examination on schedule must submit the 「Thesis Examination Cancel Notice」 before thesis examination provided that it is within the permitted length of study. The said notice shall be signed by the thesis advisor and chair of the department/graduate program/degree program, and sent to the

Division of Registrar. Students who complete the aforementioned procedures may set a new thesis exam date in accordance with relevant regulations.

Article 11 Graduate students transcript score is calculated by averaging the student's scores in each semester and thesis score.

Article 12 Each department (institute or degree program) should establish a quality control mechanism, including limits on the number of students currently enrolled an instructor can mentor and standards for thesis similarity checks. This information should be reported to the Office of Academic Affairs following approval from departmental and college meetings, and communicated to all faculty and students involved.

Article 13 If violation of academic integrity is found to have occurred and is confirmed by the Examination Committee, the student's thesis will be graded as failed. Degrees conferred by NCHU shall be revoked when falsifications, alterations, plagiarism or any fraudulent practices (such as having asked someone else to compile their work) are found in the student's thesis, writing, presentation, work, proof of achievement, written report, technical report, or professional studies report. The revocation notice shall be sent to other junior colleges, universities, and related institutes.

Article 14 Students who have passed their degree examination must submit two original copies of their thesis, signed by the thesis advisor and examination committee members, and stamped by the department/graduate program/degree program. One copy will be stored in NCHU and the other will be sent to related institutions for record. Graduate students must also submit to NCHU the electronic file of their thesis with the same contents.

Students using works/proof of achievement with written reports/ technical reports or professional studies reports in place of a thesis may submit an electronic file with documents, videotapes, cassette tapes, CDs, or other formats in place of a paperback copy or full electronic copy of their thesis.

Article 15 These regulations and any amendments hereto shall be reviewed at the Academic Affairs Meetings, publicly announced, implemented, and submitted to the Ministry of Education for record.