

# National Tsing Hua University

## Master's Degree Examination Measures

August 2, 1996: Ministry of Education (MOE), Taiwan (ROC year 85) High (MOE-2) letter No. 85514617, filed for review

June 13, 2002: Amended during the 2001 academic year's 5<sup>th</sup> academic affairs meeting

July 8, 2002: MOE, Taiwan (ROC year 91) High (MOE-2) letter No. 91096395, filed for review

June 3, 2004: Amended during the 2003 academic year's 4<sup>th</sup> academic affairs meeting

July 13, 2004: MOE, Taiwan High (MOE-2) letter No. 0930091930, filed for review

December 29, 2005: Amended during the 2005 academic year's 2<sup>nd</sup> academic affairs meeting

February 22, 2006: MOE, Taiwan High (MOE-2) letter No.0950024203, filed for review

October 27, 2010: Amended Article 11 during the 2010 academic year's 1<sup>st</sup> academic affairs meeting

December 8, 2010: MOE, Taiwan High (MOE-2) letter No. 0990210257, filed for review

June 2, 2011: Amended Article 3 during the 2010 academic year's 7<sup>th</sup> academic affairs meeting

July 1, 2011: MOE, Taiwan High (MOE-2) letter No.1000107662, filed for review

June 14, 2012: Amended Article 4 during the 2011 academic year's 5<sup>th</sup> academic affairs meeting

July 13, 2012: MOE, Taiwan High (MOE-2) letter No. 1010131566, filed for review

January 17, 2013: Amended Article 9 during the 2012 academic year's 3<sup>rd</sup> academic affairs meeting

June 26, 2013: MOE, Taiwan High (MOE-2) letter No. 1020094826, filed for review

Oct.16, 2014: Amended by the 2014 academic year's 1<sup>st</sup> academic affairs meeting

July 14, 2015: MOE, Taiwan High (MOE-2) letter No. 1040093288, filed for review

October 25, 2018: Amended Article 3 during the 2018 academic year's 1<sup>st</sup> academic affairs meeting

March 14, 2019: Amended Article 1, 3, 5, 14-2 and 15 during the 2018 academic year's 3<sup>rd</sup> academic affairs meeting

June 20, 2019: Amended Article 14-1 and 16 during the 2018 academic year's 4<sup>th</sup> academic affairs meeting

September 9, 2019: MOE, Taiwan High (MOE-2) letter No. 1080103384, Article 1, 3, 5, 14-2, 15 and 16 filed for review

September 27, 2019: MOE, Taiwan High (MOE-2) letter No. 1080141112, Article 14-1 filed for review

June 18, 2020: Amended Article 3, 3-1, 4, 6, 7 and 8 during the 2019 academic year's 4<sup>th</sup> academic affairs meeting

July 22, 2020: MOE, Taiwan High (MOE-2) letter No. 1090094261, Article 3, 3-1, 4, 6, 7 and 8 filed for review

June 10<sup>th</sup>, 17<sup>th</sup> & 28<sup>th</sup> 2021: Amended Article 9 and 14-1 during the 2020 academic year's 5<sup>th</sup> academic affairs meeting

August 16, 2021: MOE, Taiwan High (MOE-2) letter No. 1100097448, Article 9 and 14-1 filed for review

December 22, 2022: Amended Article 12 and 16 during the 2022 academic year's 2<sup>nd</sup> academic affairs meeting

March 10, 2023: MOE, Taiwan High (MOE-2) letter No. 1120006385 for approval

- Article 1      The measures have been established in accordance with the “University Act” Article 26 and “Degree Conferral Act”.
- Article 2      In order to improve the Master's degree programs' student quality, each department, graduate institute, chartered class or degree program, may require a Master's degree qualifying examination prior to a student's submission of his/her thesis. The

examination topics and styles are at the discretion of each department, graduate institute, chartered class or degree program.

Article 3

A Master's degree program graduate student who has 1) studied for more than 1 academic year, 2) completed the required courses and credits (or who will earn the required courses and credits prior to the end of the semester), and 3) completed the first draft of the thesis, may submit a copy of transcript, report of the thesis originality check, the first draft of the thesis, and the thesis abstract to the department, graduate institute, chartered class or degree program to apply to take the Master's degree examination upon the approval of the advising professor, who shall verify if the student's dissertation is related to the field of study of the student's department, graduate institute, or degree program. Upon the approval of the chair of the department, graduate institute, chartered class or degree program and after secondary review by the division of registration, the Master's degree examination may then be scheduled. For those who cannot complete the required courses and earn the necessary credits by the end of the semester, the grade obtained for the degree examination will not be considered. The standards for the aforementioned thesis originality check shall be determined by the respective department, graduate institute, chartered class or degree program of the applying student and supplied to the examination committee for reference.

Except for meeting the requirements in the pre-paragraph, graduate students who are enrolled in the University since academic year 2015 shall enroll in National Tsing Hua University Academic Research Ethics Education Course and receive a passing grade before applying for the degree examination.

At the end of each semester, each department, graduate institute, chartered class or degree program shall submit a name list of all students' Examination committee members to the Division of Registration for the approval of the Vice President for Academic Affairs for records.

Article 3-1

International students who have enrolled in NTHU in or after the 2020-2021 academic year shall complete the required credit hours of Mandarin courses in accordance with the Mandarin Course Requirements for NTHU International Students before they can graduate.

The graduation date for international students who are unable to graduate in the same semester they completed the dissertation review due to their enrollment in the aforementioned Mandarin courses may be extended, but may not exceed the maximum period of study permitted.

Unless otherwise stipulated by academic programs, the credit hours received for the Mandarin courses do not count toward the credit hours required for graduation.

Article 4

A Master's degree examination committee is comprised of three to five members. The advising professor serves as an *ex officio* member (joint/dual degree programs in cooperation with overseas academic institutions are not bound by this.) but cannot serve

as the chair of the degree examination committee. The chair of the degree examination committee is nominated by attending members. At least half of the Master's degree examination committee members shall be members who are not a thesis advisor to any of the defending students. The committee shall also include at least one external member. A Master's degree student's spouse or third-degree relative by blood or by marriage cannot serve as a Master's degree examination committee member. Examination committee members are appointed by the university president based on the nominations of chairs from each department, graduate institute, chartered class or degree program.

Article 5 A Master's degree examination committee member, in addition to possessing research expertise on the graduate student's thesis topic, must meet at least one of the following criteria:

- (1) Currently serving or having served as a professor, associate professor or assistant professor.
- (2) Currently serving or having served as an academician, research fellow, associate research fellow, or assistant research fellow at Academia Sinica.
- (3) Holds a doctoral degree and has garnered notable academic achievements.
- (4) Has academic or professional achievements in a rare or highly specialized academic field or professional practice areas.

The specific standards for subparagraphs 3 and 4 are established by each department, graduate institute, chartered class or degree program.

Article 6 The graduate students that have been approved for taking the degree examination should follow the requirements set forth in the "Graduate Student Graduation Dissertation Format Regulations" to complete the formal draft and abstract of the thesis, and then submit the thesis, along with a recommendation letter from the advising professor, to the department, graduate institute, chartered class or degree program; these documents will then be forwarded to the degree examination committee members for review, and a date will be scheduled to hold the examination.

Article 7 In principle, the Master's degree thesis (including the abstract) should be written in Chinese or English.

A thesis that has been used to obtain another degree cannot be submitted again.

Article 8 A thesis that is submitted prior to the Master's degree examination should be in bound format; however, if there are difficulties, it can be submitted in loose-leaf format. Upon passing the degree examination, the student may then proceed with the binding process. The Department of Academic Affairs has separate rules regarding the electronic submission of the thesis and abstract.

Article 9 Except for in-service Master's programs offered during summer breaks, Master's degree examinations are held during the date range scheduled in the University's academic calendar. The exact time and location of each Master's degree examination are determined by the associated department, graduate institute, or degree program.

Students who have completed early registration after the end of a given semester and before registration starts in the following semester may take part in a Master's degree examination.

For in-service Master's programs offered during summer breaks, the Master's degree examinations are held after registration starts in a given semester and one day before registration starts in the following semester, as scheduled in the University's academic calendar. The location of the degree examination is determined by the associated program.

- Article 10 A Master's degree examination includes a thesis examination and a thesis review. The thesis examination is a publicly held oral exam, and when necessary, another type of examination may be held separately.
- Article 11 A Master's thesis examination's grade will be average grade of all the attending committee members' anonymous grades for the thesis content and oral examination (and/or other forms of examination, if such are administered). A grade of 70 (or the equivalent of B-) is considered to represent a passing score. However, if more than 1/2 of the committee members indicate that the candidate did not pass, the final registered grade will be "fail."
- Article 12 The thesis itself will not be graded. For those who have passed the thesis review, the examination committee members that attended the thesis examination will sign an "Examination Committee Member Verification Form" to complete the thesis review. The thesis examination grade will be the grade for the degree examination (i.e., the overall score for both the thesis examination and the thesis review).  
If the thesis examination committee members request a revision, the student should revise the thesis and submit it for secondary review by the examination committee members. Those who cannot revise the thesis and complete the review process prior to the next semester's registration date will have their candidacy review process nullified. Students must submit the Thesis/Dissertation Affidavit to the department, institute, or degree program for the record before obtaining the Thesis Oral Defense Form. Those who have not signed and submitted the affidavit will not be eligible to receive their degree certificates.  
In the case of thesis fabrication, falsification, plagiarism, outsourcing to others for writing, or other fraudulent activities, the university will handle the matter in accordance with the Guidelines for Processing Currently Enrolled Students in Violation of Ethical Standards for Academic Research.
- Article 13 If a student did not pass the degree examination and is still under the limits of the maximum study period, he/she may apply for a re-examination during the next semester or next academic year. Re-examination is limited to once; if the student fails a second time, he/she will be expelled.
- Article 14 After the Master's degree examination has been held and the student has passed both

the thesis examination and the thesis review, each department, graduate institute, chartered class or degree program should submit the graduate student's degree examination grade, a copy of the "Examination Committee Member Verification Form" and a completed revised thesis to the Department of Academic Affairs for records before the registration date of the subsequent semester.

Grades must also be sent to the Department of Academic Affairs within two weeks for records for those graduate students who did not pass the Master's degree examination.

Article 14-1 Master degree student may be awarded a master degree upon completing the required period of study, receiving the required course credits, satisfying graduation requirements, completing a master thesis, and passing the master degree examination. Students who have completed all graduation requirements between August 1 and January 31 are designated as fall semester graduates; students who have completed all graduation requirements between February 1 and July 31 are designated as spring semester graduates.

Master students in a fine arts, applied science or technology, or sports field may submit a collection of work or proof of achievements along with a written report, or a technical report instead of a traditional master thesis for degree consideration. Students in applied professional training programs may submit a report on professional practice instead. The aforementioned fine arts, applied science or technology, or sports field shall be defined by the General Meeting (or similar) of their respective colleges and approved by the NTHU Academic Affairs Meeting before these rules are applied.

The specific scopes of recognition, formatting, contents, required items, and other rules governing eligible works, proof of achievement, written reports, technical reports, and reports on professional practice for the aforementioned programs shall be stipulated by the Ministry of Education.

Article 14-2 Theses, works, proofs of achievement, written reports, technical reports and reports on professional practice that have been used to acquire an academic degree at another institution, domestic or abroad, shall be excluded from degree consideration as described in Article 14-1. However, the preceding limitation shall not extend to projects conducted under domestic academia-industry collaboration programs or international dual degree programs (dissertations written under the co-supervision of NTHU and a foreign institution with each institution issuing a degree).

Article 15 Mater student having received the master degree but whose thesis, collection of works, proof of achievement, written report, technical report or report on professional practice has been proven to be falsified, tampered with, plagiarized, ghostwritten, or otherwise fraudulent shall be dealt with in accordance with NTHU *Guidelines for Processing Doctoral Dissertations and Master's Theses Violating Ethical Standards for Academic Research*.

Article 16 Matters unaddressed herein shall be processed in accordance with applicable rules and

regulations of NTHU and the Ministry of Education. These bylaws shall come into effect upon ratification at the subsequent Academic Affairs Meeting, after which they shall be submitted to the Ministry of Education for review.