

NCHU Implementation Guidelines for Master's Degree Examination

Article 1 These Implementation Guidelines are adopted in accordance with Article 11 of Degree Conferral Law and Article 10 of the NCHU Master's Program Regulations.

Article 2 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 thesis examination committee member.

Members of the Examination Committee are recommended by the thesis advisor, approved 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 have knowledge regarding the thesis topic, and must fulfill one of requirements below:

1. Have been a professor or a associate professor
2. Have been a committee member, researcher or associate researcher in Academia Sinica
3. Have obtained doctoral degree in any profession or specialization.
4. Have achievement on rare or extraordinary subjects in any profession or specialization.

Details regarding qualifications specified in 3 and 4 shall be determined during the academic affairs meetings of respective department/graduate program/degree program.

Article 3 Students who plan to apply for thesis examination must submit their thesis, approved by their thesis professor, and fill out the thesis 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 thesis examination date.

Article 4 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 5 Except for the Department of Chinese, all graduate students must write their thesis (including abstract) in Chinese or English. Thesis which have been used for degree purpose are not allowed to be used again. Thesis (including abstract) must be sent to the Examination Committee members for review by each department/graduate

program/degree program before the thesis examination.

Article 6 The thesis 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 thesis, 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. Thesis scores will be sent to the Division of Registrar for record.

Article 7 The Examination Committee must raise questions regarding the thesis 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 thesis score by averaging scores given by each member of the Examination Committee. Thesis 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 thesis 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 thesis 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 Thesis Exam Result Notice before the end of August (for thesis presented in the second semester) or the beginning of the second semester (for thesis presented 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 Thesis 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 with passing score, signed by the examination committee, must be attached to the said notice. Record of thesis with failing score is sent to the Office of Academic Affairs by the department/graduate program/degree program for record. Students who fail the thesis 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 thesis exam is above 70, the exam score is still recorded as 70. Students who fail the second thesis 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 If copyrights breaching or cheating is found to have occurred and are confirmed by the Examination Committee, the student's thesis will be graded as failed. For degrees that are already certified, but are later found to have breached a copyright or to have cheated on the thesis, writing, presentation or reports, the student's degree must be revoked.
- Article 13 Students who have passed their thesis examination must submit two original copies of their thesis, signed by the thesis advisor, 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.
- Article 14 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.