

National Taipei University of Technology Policy of Master's Degree Examination

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- Article 1. The National Taipei University of Technology Policy of Master's Degree Examination (hereafter the Policy) is established by National Taipei University of Technology (NTUT) based on the University Act and its Enforcement Rules as well as the Degree Conferral Act and its Enforcement Rules.
- Article 2. The term of study for a master's student enrolled in a master's degree program shall be one to four years.
- Article 3. A master's student may apply to take a master's degree examination when the following requirements are met during the study:
1. Has studied in the master's program for at least one semester;
 2. Has completed the Academic Research Ethics Course pursuant to the NTUT Guidelines for Academic Research Ethics Education for Graduate Students (applicable to the graduate students admitted from the Academic Year 2019-20 and onwards);
 3. Has completed the courses and obtained the credits (except the thesis credits) required by his or her department (graduate institute or degree program) by the end of the current semester;
 4. Has completed the first draft of his or her thesis, and his or her thesis advisor has confirmed that the topic and content of the student's thesis matched the features and specialized research fields of the department (graduate institute or degree program).

Instead of a master's degree thesis, students undertaking a master's degree program in the fields of fine arts, applied science and technology, or sports may submit a work, proof of achievement accompanied by a written report, or a technical report. The criteria for evaluating the academic equivalency of various forms of works and reports in relevant fields and the required submission documents shall be regulated by the department, institute, or degree program and implemented upon approval of the NTUT Academic Affairs Meeting. Students undertaking a master's degree program involving professional practice may submit a professional practice report instead of a traditional thesis for degree consideration. The evaluation standards used for professional practice and the required submission documents shall be regulated by the department, institute, or degree program and implemented upon approval of the NTUT Academic Affairs Meeting.

For the above-mentioned master's degree programs which can require a work, certification

of achievement along with a written report, a technical report, or a professional practice report instead of a master's degree thesis, the criteria for the requirements concerning the scope of output types allowed, the format of the data, content items, and other related matters regarding the items submitted shall be regulated following the relevant regulations stipulated by the Ministry of Education and be announced on the NTUT website.

To ensure the thesis matches the features and specialized research fields of the department (graduate institute or degree program), each academic unit shall stipulate checking procedures and rules (submitted to the respective college for future reference). The academic units shall self-examine the checking procedures and rules and disclose the results on a regular basis.

A graduate student who passes the degree examination given by the master's degree examination committee shall be awarded a master's degree.

Article 4. Students applying for the master's degree examination shall comply with the requirements as described below:

1. Application period:

Fall semester: from the completion of the enrollment procedure till November 30;

Spring semester: from the completion of the enrollment procedure till May 31.

2. An application form shall be completed and submitted along with the following documents:

(1) A copy of the student's transcript of all semesters,

(2) A copy of the student's thesis abstract, and

(3) Certificate of completion of the Academic Research Ethics Course (applicable to the graduate students admitted from the Academic Year 2019-20 and onwards).

Article 5. The master's degree examination in the fall semester will be conducted during the period between the completion of enrollment and January 31, and in the spring semester during the period between the completion of enrollment and July 31.

Master's students must provide a report of the thesis originality check to the degree examination committee for reference on the degree examination day.

If a graduate student is unable to take the master's degree examination for any reason, he or she shall apply to cancel the examination prior to the examination deadline. Non-compliance will be counted as failing one time for the degree examination.

Article 6. In principle, the master's degree examination shall take the form of an oral defense of the student's thesis. A written examination may be held when necessary.

Article 7. A master's degree examination committee shall be established to conduct a degree examination. The master's degree examination committee shall consist of three to five members (including the thesis advisor). At least one of the members shall be from an external institution.

Article 8. The dean of a relevant graduate school is authorized by the university president to select degree examination committee members and designate one member to be the convener of

the degree examination committee. The thesis advisor shall be an ex officio member but cannot serve as the convener.

Article 9. A master's degree examination committee shall have research expertise on the graduate student's thesis topic and also possess one of the following qualifications:

1. Currently serving or having served as a professor, associate professor, or assistant professor;
2. Being an academican, or currently serving or having served as a research fellow, associate research fellow, or assistant research fellow at Academia Sinica;
3. Having a doctoral degree and significant academic accomplishments;
4. Having academic or professional accomplishments in an unusual or highly specialized academic field or professional practice area.

The criteria for determining the qualifications referred to in preceding subparagraphs 3 and 4 shall be set at an academic affairs meeting of the department, graduate institute, college, or degree program handling the conferral of the degree.

A master's degree student's spouse or third-degree relative by blood or marriage cannot serve on the master's degree examination committee.

Article 10. All members of the master's degree examination committee shall be present at the degree examination in person and shall not delegate representatives. Under exceptional circumstances, the committee members may attend the master's degree examination in manners approved by the thesis advisor and the chair of the department, graduate institute, or degree program, and reviewed by the Academic Office Affairs. At least three members of the degree examination committee must be present in order for the examination to be held.

Article 11. The grade of the master's degree examination shall be the average of the scores given by the attending committee members. Grading is permitted only once.

The passing score is 70, and the full score is 100. If half or more than half of the committee members at a master's degree examination give scores below 70 points, the student shall be deemed as failing the examination, and the average of the scores will not be calculated.

Article 12. A graduate student shall be deemed as failing the degree examination if fabrication, falsification, plagiarism, ghostwriting, or other fraudulent behavior are found in a thesis, a work, certification of achievement along with a written report, a technical report, or a professional practice report and have been confirmed by the degree examination committee.

Article 13. A graduate student who does not pass the degree examination and is still under the maximum period of study limits may apply to re-take the examination in the following semester or academic year. Re-examination is limited to once. If the student fails a second time, he or she will be required to withdraw from the university.

Article 14. A thesis, a work, certification of achievement accompanied by a written report, a technical report, or a professional practice report that has already been submitted to acquire a degree conferred domestically or overseas shall be excluded from degree consideration as described

in Article 3. However, this restriction shall not extend to work conducted under international dual-degree programs (theses written under the co-supervision of NTUT and a university abroad with each institution issuing a degree).

Article 15. A graduate student who has passed the master's degree examination shall, **prior to graduation**, submit the full electronic file and required volumes of hard copies of his or her thesis, work, certification of achievement accompanied by a written report, technical report, or professional practice report **following the regulations stipulated by the NTUT Office of Library and Information**.

The number of copies in paperback or hardback for submission to the department (graduate institute or degree program) shall be determined by the respective department, graduate institute, or degree program of the applying student.

Article 16. The deadline by which a final thesis must be submitted shall be by January 31 in the fall semester and by July 31 in the spring semester. A graduate student who fails to submit the thesis by the aforementioned deadline and is still under the maximum period of study limits must register for the next semester and submit the thesis before the aforementioned deadline for that semester. Once submitted, the student shall be considered graduating in the semester the thesis has been submitted. However, a student who graduates in the fall semester does not have to register for the next semester if the student submits his or her thesis and completes the school-leaving procedures one week prior to the start of the following semester. A student who graduates in the spring semester does not have to register for the next semester if the student submits his or her thesis and completes the school-leaving procedures two weeks prior to the start of the following semester. Whoever still fails to submit his or her thesis upon the end of the maximum number of years of study shall be deemed to have failed the master's degree examination and shall be dismissed in accordance with relevant regulations.

Article 17. If a degree is given to a student who is later found to have committed plagiarism or used any other fraudulent ways in preparing his or her thesis, work, certification of achievement accompanied by a written report, technical report, or professional practice report, the degree shall be revoked, and a public notice shall be issued to announce the invalidation of the previously issued diploma. The student shall be informed and requested to return his or her master's degree diploma. All matters related to revocation and invalidation will be notified to other colleges, universities, and relevant institutions (agencies).

Article 18. (Deleted)

Article 19. This Policy shall be effective upon the resolution of the Academic Affairs Meeting and reported to the Ministry of Education for recordkeeping. The same shall apply to any subsequent amendments.

"This regulation has been translated into English according to the original Chinese version. If there is any inconsistency or ambiguity between these two versions, the Chinese version shall prevail. "