

Wenzao Ursuline University of Languages

Guidelines for Master's Degree Exam

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- Article I The Guidelines are established in accordance with the University Act, Enforcement Rules of the University Act, Degree Conferral Law, Enforcement Rules of Degree Conferral Law, and **Guidelines for Degree Naming, Degree Conferral Requirements and Alternatives to Thesis/Dissertation.**
- Article II Students of master's degree programs who meet the following qualifications may apply to take the Master's degree exam. **The Master's degree will be awarded to those students who pass the exam given by a Master's Examination Committee.**
- 1. Study for a Master's program over one semester.**
 - 2. Obtain required credits, fulfill graduation requirements, and submit a thesis.**
 - 3. Complete the first draft of a thesis or obtain approval to submit any work, proof of achievement, written report, technical report, or professional practice report instead of a thesis.**
 - 4. Pass an online plagiarism check for the first draft, submit the Academic Ethics Statement, and obtain approval from the advisor and conferring department (graduate institute) according to the established review procedure.**
 - 5. Pass the Academic Research Ethics Education Course offered according to the Regulations Governing the Implementation of the Academic Research Ethics Education Course of Wenzao Ursuline University of Languages, and submit the application within the defined period.**
- Article III **The Master's Degree exam is held once a semester at a time specified by the department/graduate school, but the exam shall be held before the end of January for the fall semester and before the end of July for the spring semester.**
- Article IV The Master's Degree exam shall be conducted in accordance with the following procedures:
1. Establishment of the Master's Examination Committee.
 2. Organization of the Master's Degree exam.
- Article V The Master's Examination Committee shall be established in accordance with the following regulations:
1. The examination committee shall comprise three to five members appointed by the President **after approval from the department/graduate institute director and**

college dean in charge has been obtained. At least one third of the committee members must be external parties. The committee shall select one convener.

2. One of the advisors (co-advisors) is an ex officio member, who shall not serve as the convener.
3. Part-time faculty members may be appointed as external members of the examination committee.
4. In order to avoid nepotism, a student's relatives within the fourth degree by consanguinity or within the third degree by affinity (including ex-spouse) shall not serve as committee members. Members shall be re-appointed if necessary.

Article VI Members of the Master's Examination Committee shall specialize in the subject related to the thesis, exhibition/performance or technical report submitted by the graduate student taking the exam, and shall have at least one of the following qualifications:

1. He/she is/was a professor or associate professor.
2. He/she is/was an academician, research fellow or associate research fellow of Academia Sinica.
3. He/she has been conferred a PhD degree and has academic achievements.
4. He/she has expertise in an unusual or special academic subject and has significant academic or professional achievements.

The detailed qualification required under sub-paragraphs 3 and 4 above shall be subject to review and approval by the Department Affairs Meeting. (Criteria for the third and fourth qualifications stated above shall be specified at the Graduate Institute/College/Degree Program Affairs Meeting.)

Article VII The Master's Degree exam shall be carried out in accordance with the following regulations:

1. The application for the Master's Degree exam shall be reviewed by the applicant's graduate school. If the application has complied with the requirements, the thesis containing an abstract, the examination method, the time and the location of the exam and the recommended list of examiners shall be submitted to the Office of Academic Affairs to be reviewed and verified. The exam will take place after receiving ratification from the President and the examinee shall be notified at least one week prior to the exam. The exam shall be conducted in a fair, just and open manner.
2. Examiners on the Examination Committee must preside in person and shall not be replaced by another person. All examiners must be present for the Master's Degree exam.
3. The examination shall take the form of an oral defense, but a written exam may be conducted when necessary. The oral defense may be open to the public, but the audience attending the oral defense shall not engage in any misconduct that may interrupt the oral defense; otherwise, he/she shall be ordered to leave by the attending examiners, or university security will be notified to remove him/her. If the person interrupting the oral defense is a student of the University, he/she will be punished in accordance with relevant regulations.
4. An average grade of at least 70 is required for the student to pass the examination. The highest grade is 100. The grade for the Master's Degree exam is determined by averaging grades from all examiners. The student does not pass the defense if more than half of the examiners give a grade of less than 70. The granted grade shall be the result of the one-off assessment.

5. If the master thesis contains any instances of plagiarism or unethical conduct, upon being evaluated and confirmed by the Examination Committee, the student shall receive a non-passing grade.
6. If a student fails the Master's Degree exam and the permitted period of study has not yet expired, that student may apply to retake the Master's Degree exam after 4 months. Only one re-examination is permitted. If the student fails the re-examination, he/she will receive the grade determined before the re-examination and shall be dismissed from the program. (If a student fails the examination and the permitted period of study has not yet expired, he/she may apply to initiate the review process and retake the examination after four months. The student can only retake the examination once. Seventy is the highest score to be given for the second examination, even when the actual score is higher than 70. If the student fails the examination again, he/she shall be dismissed based on the first score.)
7. In principle, the master thesis shall be written in Chinese and shall include English and Chinese abstracts; if the topic has been proposed in a previous degree, it cannot be proposed again. If the master thesis is written in a foreign language, a Chinese abstract shall be provided.
8. Graduate students from graduate schools related to art or applied technology may use creative works, exhibition/performance and technical reports to replace their master thesis. However, to determine if a graduate school is related to art or applied technology, proposals shall be proposed by each graduate school to be verified and approved by the Academic Affairs Committee.

A student of a professional practice (in-service) Master's degree program may submit a professional practice report instead of a thesis. The criteria for recognizing professional practice shall be proposed by the conferring graduate institute/degree program office and approved at the Academic Affairs Meeting before implementation.

In the event of submitting a work, proof of achievement accompanied by a written report, technical report, or professional practice report instead of a thesis, the regulations governing the scope of alternative qualification, material forms, content, and other related matters pertaining to each field described in the preceding two paragraphs shall be established by the Ministry of Education.

9. A thesis, work, proof of achievement, written report, technical report, or professional practice 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 practice report described in Article 7-8. This rule does not apply to the thesis completed under the joint supervision of a university in Taiwan and a foreign university for the purpose of academic collaboration and submitted to earn separate degrees from the two universities.
10. The examination for a foreign student of a dual degree program is administered according to the mutual agreement. If the examination is held by video conferencing, the conferring graduate institute/degree program office shall record the entire examination for storage and future reference.

Article VIII If a graduate student has applied to take the Master's Degree exam, but the exam is not held due to special circumstances and the student's permitted period of study has not yet expired, the student shall submit the "Notice for Cancellation of Master's Degree Examination" before the school start date of the following semester. After obtaining signatures from the supervisor and the dean of the graduate school, the notice shall be

submitted to the Office of Academic Affairs. The student can only apply for another Master's Degree exam after completing the registration procedures. If the student fails to submit the notice in time, a non-passing grade for the Master's Degree exam will be given.

Article IX All conferring graduate institutes shall submit examination results to the Office of Academic Affairs for registration within two weeks after graduate students take examinations.

Article X **If a graduate student passes the degree examination, four original copies of the thesis, written report, technical report, or professional practice report approved by the committee members with signatures (three copies for the library and one copy for the conferring department/graduate institute) shall be submitted before the first day of the following semester. The library will submit the documents, videos, audio files, CDs, or materials in any other form with electronic documents to the National Central Library for storage. If required materials are not submitted timely and the permitted period of study expires, the student shall be dismissed. A student whose permitted period of study does not expire can register for the following semester. Required materials shall be submitted by the deadline of that semester, in which the student will then be allowed to graduate. When the permitted period of study expires and the student fails to submit required materials, it is deemed that the student has failed the degree examination and shall be dismissed accordingly.**

Article XI The date of graduation for a graduate student is the last teaching day of the semester in which the student submits the thesis. **If the student does not take any other courses in the semester during which the student takes the degree examination, the degree may be conferred after the student passes the examination and completes the leaving procedure.** A student is allowed to graduate in the semester in which he/she passes the examination even when the thesis/dissertation is submitted before the first day of the following semester.

Article XII Wenzao Ursuline University of Languages shall revoke a degree under any of the following circumstances, issue a public announcement of degree revocation, request the degree holder to return the diploma, notify other relevant junior colleges, universities and institutions of the revocation, and handle the matter according to applicable regulations in the event of violation:

1. The student's admission eligibility or course of study involved dishonesty or fraud.
2. The thesis, work, proof of achievement, written report, technical report, or professional practice report contains fabricated, altered or plagiarized material, was written by someone else, or involves any other form of fraud.

Article XIII Any matters not stipulated herein shall be conducted in accordance with relevant laws and regulations, and the relevant academic regulations of the University.

Article XIV The Guidelines become effective after they are approved by the Academic Affairs Committee, ratified by the President and filed with the Ministry of Education for record. Revisions must follow the same procedures.