

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

Amended and reinstated in the Academic Affairs Meeting of Spring Semester on Nov. 22, 2019

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 graduate student enrolled in a master's program shall be one to four years.

Article 3. A master's student may apply to take the master's degree examination when the following requirements are met during the study:

1. Have studied in the master's program for at least one semester,
2. Have completed the Research Ethics Course pursuant to the NTUT Guidelines for Research Ethics Education for Graduate Students (applicable to the graduate students admitted as of Academic Year 2019),
3. Have completed the courses and obtained the credits, except the thesis, required by his or her graduate school by the end of the present semester,
4. Have completed the draft of his or her thesis or submitted a written or technical report to replace the thesis with the prior consent of his or her thesis advisor.

Students undertaking a master's degree program in a fine arts, applied science or technology, or sports field may submit a work, proof of achievement accompanied by a written report, or a technical report instead of a master's degree thesis. The criteria to be used for determining fields to which this applies shall be implemented by each university after being approved at a university level academic affairs meeting.

Students undertaking a master's degree program in the fields of fine arts, of applied science or technology, or of sports may submit a work, certification of achievement along with a written report, or a technical report instead of a master's degree thesis. The required submission documents and the classification of a master's degree program into one of those particular fields to which this applies shall be set out and approved by a department (graduate institute or degree program) faculty meeting and take effect after the approval of the Academic Affairs Council.

Students undertaking a professional practice master's degree program may submit a professional practice report instead of a thesis. The criteria for determining professional

practice areas and required submission documents to which this applies shall be implemented by each university after being approved at a university level academic affairs meeting.

The regulations governing the scope of such determinations, the form of materials, content items, and other related matters pertaining to each suitable field referred to in the preceding two paragraphs for which a work, proof of achievement accompanied by a written report, a technical report, or professional practice report may be submitted instead of a thesis shall be prescribed by the competent authority.

For the above-mentioned master's degree programs which can require a work, certification of achievement along with a written report, or a technical 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 matters relating to the fields mentioned in the preceding paragraph shall be regulated in accordance with the relevant regulations of the Ministry of Education and be announced on the NTUT website.

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

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

1. Application period:

First semester: from completion of the enrollment procedure until November 30;

Second semester: from completion of the enrollment procedure until May 31.

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

(1) A copy of the student's transcript for all semesters; and

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

Article 5. Master's examinations in the first semester will be conducted during the period between the completion of enrollment and January 31, and in the second semester during the period between the completion of enrollment and July 31.

Students preparing for their master's examination shall complete a thesis "Originality Check" prior to their master's examination and the results shall be prepared for the committee members on the date of master's examination.

If the graduate student is unable to take the master's examination for any reason, he or she shall apply to cancel the examination prior to the examination deadline; otherwise, the student shall be deemed to have failed the examination.

Article 6. A master's examination shall be conducted in the form of an oral defense of the student's thesis in principle. A written examination may be given instead when necessary.

Article 7. A master's examination committee shall be organized and authorized to conduct a master's examination. The master's examination committee shall consist of three to five persons

(including the thesis advisor). At least one of the members shall be from an external institution.

Article 8. The dean of the relevant graduate school is authorized by the president to appoint the members of the master's examination committee and shall also designate a member to be the convener of the examination committee meeting. The thesis advisor shall be an ex-officio member and cannot serve as a convener.

Article 9. Members of the master's degree examination committee shall each have done specialized research in the field of the master's degree candidate and also meet one of the following qualifications:

1. Are employed formerly or currently as full or associate professor;
2. Are employed as an academician, or are employed formerly or currently as a research fellow or associate research fellow at Academia Sinica;;
3. Have acquired a doctoral degree and achieved significant academic accomplishments;
4. Specialize in an unusual or special academic subject with significant academic or professional accomplishments.

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

The thesis advisor or the member of the master's degree examination committee cannot be the spouse, blood relatives or in-laws within three degrees of consanguinity of the student.

Article 10. Members of the master's degree examination committee shall appear at the master's degree examination in person and shall not delegate representatives. If necessary, members of the master's examination committee may appear at a master's examination in the manner subject to the prior consent of the thesis advisor and the head of the department or graduate school, and t reported to the academic affairs office. A master's examination shall be conducted with at least three committee members present.

Article 11. The grade of the master's examination shall be the average of the scores given by the committee members appearing at the examination. The score shall be determine no more than once.

The passing score is 70 and the full score is 100. If half or more than half of the committee members appearing at the examination give scores below the passing score, the student shall be considered failing the examination, and the average of the scores will not be calculated.

Article 12. If a graduate student is found, or is reported by the master's degree examination committee, to have committed plagiarism or used any other fraudulent ways in preparing his or her thesis , the graduate student shall be deemed as failing their defense.

Article 13. A graduate student who has failed a master's degree examination may apply to re-take the examination in the next semester or later if only she or he has not reached the

maximum number of years of study. Each student may only apply for re-examination once and will be dismissed if the re-examination is failed again.

- Article 14. A thesis, a work, a certification of achievement accompanied by a written report, or a technical report that has already been submitted to acquire a degree conferred domestically or overseas shall not be submitted to fulfill the requirements of another degree., or such action shall be deemed as plagiarism.
- Article 15. Students who have passed their defense shall directly submit their master's thesis or technical report to the "Electronic Thesis Services" of the NTUT Office of Library and Information. , and shall choose the authorization method. After the submission has been reviewed and approved , two paperback copies shall be submitted to the NTUT Office of Library and Information prior to graduation. The number of copies in paperback or hardback for submission to respective graduate institute shall be determined by the student's graduate institute.
- Article 16. The deadline by which a final thesis must be submitted shall be by January 31 in the first semester and by July 31 in the second semester. A graduate student who fails to submit the thesis by the aforementioned deadline must be enrolled for the next semester if he or she has not reached the maximum number of years of study. His or her thesis shall be submitted by the aforementioned deadline for the respective semester. Once submitted, the student shall be considered graduating in the semester during which the thesis has been submitted. However, a student who graduates in the first semester does not have to be enrolled for the next semester if the student submits his or her thesis and completes the procedure to leave school one week prior to the start of the next semester. A student who graduates in the second semester does not have to be enrolled for the following semester if the student submits his or her thesis and completes the procedure to leave school two weeks prior to the start of the next 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 s, created work, exhibition, performance, or written 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 their master's degree diploma. All matters related to revocation and invalidation will be notified to other colleges and 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.