

National Taipei University of Education In-service Master's Program Degree Conferral and Degree Examination Implementation Regulations

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Approved by Tai-Chung (3) No. 0950195176 dated January 3, 2007.
Approved by the 2nd Academic Affairs Meeting for 1st semester of Academic Year 2008, on December 23, 2008.
Approved for recordation by Tai-Gao (2) 0980010095 dated January 21, 2009.
Approved by the 1st Academic Affairs Meeting for 2nd semester of Academic Year 2010, on March 16, 2011.
Approved for recordation by Tai-Gao (2) 1000081656 dated May 17, 2011.
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Approved for recordation by Tai-Gao (2) 1010006605 dated January 16, 2012.
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- I. These Regulations are established based on the University Act and its enforcement rules, the Degree Conferral Act, and Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation.
- II. Matters related to both degree conferral and degree examination for In-service Master's Programs shall be undertaken in accordance with these Regulations.
- III. For degree conferral, NTUE has established the following regulations for the respective departments, institutions, and degree programs:
 - (I) Degree names in Chinese and English.
 - (II) The criteria for degree conferral include format requirements of the thesis, and the relevant assessment standard.

The provisions above shall be subject to the approval by respective departments, institutions, degree program organizing units, college meetings, before they are forwarded to the Academic Affairs Meeting for review.

- IV. Degree names in both Chinese and English should be formulated in accordance with international practices and trends, and by referencing the Ministry of Education's manual for Chinese and English degree names. These names shall reflect the characteristics of the respective colleges, departments, institutions, and degree programs, and divisions, as well as the content and field of the curriculum, and the academic or professional practices.
- V. The degree conferral criteria established for the respective departments, institutes, and degree programs, shall formulate the course credits, and other graduation criteria by taking into consideration the academic degree, core competencies, professionalism, and various examinations in which students must passed.
For graduate students in fields of arts, applied sciences, or sports-related fields, their thesis may be substituted with works, achievement certificates along with written reports, or technical reports. For Master's programs that emphasize professional practice, students may substitute their thesis with a professional practice report.

The scope of determination, form of data, contents, and other matters relating to the works or proof of achievement along with written reports or technical reports or a professional practice report that may be used as a substitute for a master's thesis, shall be in accordance with the "Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation" promulgated by the MOE.

- VI. The degree certificate shall include student's name, date of birth, department, institute, degree program, division, graduation year and month, and certificate number. For students with a double major, their degree certificate shall include an additional department. Degree certificate re-issued shall incorporate the re-issuance date.
- VII. The respective departments, institutes, and departments holding degree programs shall establish regulations to provide guidelines for a reasonable number of students advised by a professor, and submit the regulations to the Office of Continuing and Extension Education for recordation.
- VIII. The respective departments, institutes, and departments holding degree programs shall establish review mechanisms to assess thesis proposals submitted, or oversee students' mid-term progress, so as to provide early guidance and preclude research topics that are not aligned with expertise of the field in advance.
- IX. Graduate students who meet the following criteria are eligible to sit for the Master's Degree Examination:
 - (I) Complete a minimum of six hours of self-study on the Center for Taiwan Academic Research Ethics Education website, pass the comprehensive assessment, and receive a proof of completion, pursuant to NTUE's "Guidelines and Management for Academic Ethics and Research Integrity."
 - (II) Complete one semester in night school and weekend classes of master's programs; complete three summer terms for summer master's programs.
 - (III) Complete at least three-fourths of subjects and course credits prescribed by the respective departments, institutes, and prescribed for degree programs.
 - (IV) Pass the master's degree qualification assessment prescribed by the respective departments, institutes, and prescribed for degree programs. The subjects and regulations for the qualification assessment shall be established by the respective departments, institutes, and established for degree programs.
 - (V) Complete the master's thesis or its substitute work with achievement records along with written reports, technical reports, or professional practice reports, and passing the academic plagiarism detection test, as well as being reviewed by the thesis advisor. In addition, the thesis topic and research content are verified by the advisor to be aligned with the educational objectives, core competencies, and professional attributes of the student's respective department, institute, or degree program.
- X. Graduate students who apply for the Master's Degree Examination shall adhere to the following regulations:
 - (I) The application must be made using the designated form, along with the following documents:
 - 1. Proof of course completion of six hours (inclusive) or above issued by the Center for Taiwan Academic Research Ethics Education.
 - 2. A copy of transcript for all academic years.
 - 3. A copy of the initial draft of the thesis or substitute work, achievement certificates along with written reports, technical reports, or professional practice reports, and an abstract for respective reports.
 - (II) Upon approval from the thesis advisor, the chair of the department, institute, and department holding the degree program, the student may proceed to take the scheduled degree examination.
- XI. A degree examination shall proceed according to the following procedures:
 - (I) Assemble the Master's Degree Examination Committee.
 - (II) The Master's Degree Examination dates shall be promulgated by the respective departments, institutes, and departments holding degree programs.

- XII. The assembly of the Master's Degree Examination Committee shall comply with the following regulations:
- (I) The Master's Degree Examination Committee shall consist of three members (unless there are two co-advisors, in which case the committee may comprise four members), of which extramural committee members (including adjunct professors of NTUE) shall account for more than one-third (inclusive), and shall be appointed by the President. The convener of the Master's Degree Examination Committee shall be headed by an extramural committee member.
 - (II) Members of the Master's Degree Examination Committee must specialize in the master's student's field of research, and have one of the following qualifications:
 1. Current or former professor, associate professor, or assistant professor.
 2. Academician of the Academia Sinica, or current or former distinguished research fellow, associate research fellow, or assistant research fellow of the Academia Sinica.
 3. Hold a doctoral degree, and have significant academic accomplishments.
 4. Specialize in a rare or distinctive subject field or professional practice, and have significant academic or professional accomplishments.The qualification and certification standards for appointment prescribed in the third and fourth items above shall be formulated by the respective departments, institutes, and formulated for degree programs.
 - (III) The recommendation and appointment of thesis advisors and examination committee members for graduate students shall meet the requirements of academic ethics. Those who has a spousal or former spousal relationship, or within the third degree of kinship relationship with the student shall recuse themselves from being the thesis advisor or examination committee member. Those who are found to have intentionally concealed such relationship shall be replaced immediately upon an investigation. If the student has passed the degree examination, his/her scores shall be voided; if the degree has already been conferred, procedures shall be undertaken in accordance with the regulations outlined in Article 19.
- XIII. Degree examination shall be conducted pursuant to the following regulations:
- (I) Upon approval of the application for degree examination, the graduate student shall submit four printed copies of the thesis and abstract for review by the respective department, institute, and for the degree program. Thereafter, arrangements for the degree examination will be made as scheduled. The examination shall be conducted as an oral examination, and may involve laboratory tests if necessary.
 - (II) The full marks of the degree examination are 100 points, and the passing marks are 70 points. Graduate students shall only sit for the examination once and the grade shall be determined using the average marks issued by the committee members. However, if one-half or more (inclusive) of the attending committee members issue a failing grade, the final grade shall be recorded as a failing grade.

If any of the thesis, works, achievement certificates, written reports, technical reports or professional practice reports are found to be a product of fraud, alteration, plagiarism, ghostwriting (including ghostwriting performed by professors or students), or other fraudulent acts, once confirmed by the Master's Degree Examination Committee, the final grade shall be recorded as a failing grade.
 - (III) All members are required to attend the examination committee meeting in person, and may not appoint proxies. The degree examination is primarily held on campus. If necessary, following approval from the relevant department, institute, or degree program meetings, or the chair of the respective department, institute, or department holding the degree program, the examination may be held via videoconferencing, or held off-campus in the form of a performance or presentation. The entire process shall be recorded for future reference. The master's degree examination requires the attendance of three committee members, of which at least one-third (inclusive) or more are extramural committee members. Or else, the examination shall not be held. For those who have already taken the examination, their results will not be recognized.

Students who fail the examination but have yet to reach their maximum duration of study may retake the examination in the following semester or academic year (or the next summer

term for students of summer courses). Each student may only retake the examination once, and will be given a grade of 70 points if they pass. Students who fail the re-examination shall be required to withdraw from NTUE.

- (IV) The degree examination shall produce a grade. The grade may not be withheld under any other pretext. If no grade is produced, the student shall be deemed to have failed the examination.
- (V) Students who have already obtained a degree with a thesis, work, achievement certificate, written reports, technical reports, or professional practice reports, either domestically or internationally, are not allowed to apply for a degree examination. However, degrees conferred as a result of an academic cooperation where the thesis is co-advised by a domestic university and an overseas university shall not be subject to this provision.

XIV. The timeframe for sitting for a degree examination and performing the graduation procedures shall be in line with the following regulations:

(I) Period for holding the degree examination:

1. The degree examination for students of night school and weekend classes is held once per semester, following the schedule established by the respective departments, institutes, and established for degree programs. Under special circumstances, with the consent of the advising professor and the chair of the department, institute, and departments holding degree programs, the examination may be postponed (until January 31 for the first semester, or July 31 for the second semester).
2. The degree examination for students of summer master's programs is held once per semester, following the schedule established by the respective departments, institutes, and established for degree programs. Under special circumstances, with the consent of the advising professor and the chair of the department, institute, and departments holding degree programs, the examination may be postponed until before September 30. Students graduating in the current academic year may apply for the degree examination beginning the fourth summer term.

(II) Period for performing graduation procedures:

1. Upon passing the degree examination, students enrolled in the night school and weekend classes shall be required to complete their graduation procedures by the first day (inclusive) of the new academic year (semester). Failure to do so, the students will be required to make payment for the registration fees. If a student has reached the maximum duration of study but fails to perform the graduation procedures, the student will be required to withdraw from NTUE.
2. Upon passing the degree examination, students enrolled in summer master's programs shall be required to complete their graduation procedures by December 31 (inclusive) of the current academic year. Failure to do so, the students may perform the procedures in the following summer term, and make payment for the registration fees. If a student has reached the maximum duration of study but fails to perform the graduation procedures, the student will be required to withdraw from NTUE. Graduating students shall perform graduation procedures after each summer term. Students who have extended their period of study shall perform the graduation procedures at the beginning of a new summer term.

XV. For graduate students who have applied for the degree examination but are unable to sit for it within the current semester (or current summer term for summer course students) due to unforeseen circumstances, upon the consent of the advising professor and approval from the chair of the department, institute, and the department holding the degree program, the application for the degree examination in the current semester (the current summer term for summer course students) may be withdrawn. If a student has reached the maximum duration of study but fails to sit for the degree examination, the student will be required to withdraw from NTUE.

XVI. After the degree examination is held, the respective departments, institutes, and departments holding degree programs shall submit only the grades of students who pass to the Center of Continuing Education for registration following submission of thesis (with the Thesis Approval Form attached), substitute works, achievement certificates along with written reports, technical reports, or professional practice reports by the students. The deadline for submitting the final thesis for the current semester is until the first day (inclusive) of the next semester. For those who fail to

do so and have not reached the maximum duration of study, payment for the next semester's registration fees must be made. Students who have reached the maximum duration of study shall be considered to have failed the degree examination, and shall be required to withdraw from NTUE. Non-graduating students shall verify whether their degree certificates have been prepared at least three working days before performing the graduation procedures (the latest for the verification to be performed is three working days before the first day of the new semester).

Those who have obtained a master's degree shall submit their theses, written reports, technical reports or professional practice reports, and their digital copies to both the NTUE library and the National Central Library. Additionally, students shall provide printed copies of the prescribed documents to the National Central Library for public access, or digital copies to be accessed through a stand-alone device. In accordance with the Copyright Act, students who have authorized the reproducing, publicly transmitting (both internally and externally) in the NTUE library via network, or other acts involving copyright of materials, shall sign the "Authorization for Public Access of Thesis/Dissertation," or the revised letter of authorization formulated by the NTUE library based on the National Central Library's guidelines. These signed authorization documents shall be submitted to NTUE library before completing the graduation procedures. Subsequently, the NTUE library shall deliver them to the National Central Library for preservation. However, documents that involve confidentiality obligations, patent rights, or legal prohibitions, and are recognized by the respective departments, institutions, and departments holding degree programs, may be withheld or deferred for a specified duration.

- XVII. For graduate students who have passed the degree examination, if there are any amendments to the thesis title, the respective departments, institutes, and departments holding degree programs can submit either an application of thesis title revision, or the original copy of the Thesis Approval Form, to the Center of Continuing Education, Office of Continuing and Extension Education for registering the revision.
- XVIII. The graduation grade shall be calculated based on the average score of all courses taken and the grade of the degree examination, with each accounting for 50% of the final grade.
- XIX. A degree that has been conferred shall be revoked in the event of any of the following circumstances. The revocation of the conferred degree shall be made public. Meanwhile, violation of other laws and regulations shall be handled pursuant to the relevant regulations:
- (I) Submit falsified or fraudulent enrollment qualification record or commit fraudulent act in the course of studies.
 - (II) The thesis, works, achievement certificates, written reports, technical reports or professional practice reports are found to be a product of fraud, alteration, plagiarism, ghostwriting (including ghostwriting performed by professors or students), or other fraudulent acts.
- Violations in the preceding two paragraphs shall be handled in accordance with the National Taipei University of Education Guidelines for Cases of Student Violation of Academic Ethics. After a degree has been revoked in accordance with Paragraph 1, the student in question shall be notified to return the degree certificate. Other technological and vocational colleges, universities, and relevant agencies (organizations) shall be notified of the revocation and cancellation.
- XX. Any outstanding matters not addressed in these Regulations shall be handled in accordance with the University Act and its enforcement rules, the Degree Conferral Act, Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation, and the relevant educational laws and regulations.
- XXI. These Regulations are implemented upon approval at the Continuing Education Meeting, and Academic Affairs Meeting, before they are submitted to the Ministry of Education for reference.