

# 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, and Enforcement Rules of Degree Conferral Law.

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. The student has acquired all the required credits or is about to acquire all the required credits in accordance with the relevant regulations of his/her graduate school.

2. The student's graduate school must have approved his or her thesis proposal two months prior to the submission of the application for the exam.

Article III **Students who wish to apply for the Master's Degree exam must take and pass the academic ethics education course according to the "Regulations Governing the Implementation of the Academic Research Ethics Education Course" and apply for it following the time specified by the University.** 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 Committee shall be comprised of at least three examiners, with the student's supervisor (assistant supervisor) as the ex officio member and at least one third of the committee members shall be external examiner(s) hired from outside of the University. The list of potential examiners shall be recommended by the supervisor to be reviewed and appointed by the dean of the graduate school.

2. Anyone related to the graduate student, including the graduate student's spouse, ex-spouse, relatives within the third degree of kinship, and in-laws shall not be hired as the examiner. If the examiner, upon being appointed, realizes that he/she is related to the graduate student, he/she shall apply to be excused, and a new appointment of the examiner shall be made when 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.

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.
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.

**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** Within one month after passing the Master's Degree exam, four original copies of the master thesis with the approval signatures of the examiners, an electronic copy of the abstract and the grade of the student shall be submitted to the Office of Academic Affairs. If the procedures have not been completed before the permitted period of study expires, the student shall be dismissed from the program. If the student's permitted period of study has not expired, the student is required to register for the following semester and submit the master thesis before the due date, and the degree will be awarded in the same semester. If the student fails to submit the master thesis within the permitted period of study, he/she will be given a non-passing grade and shall be dismissed from the program.

**Article X** Before completing the graduation procedures, the graduate student shall upload the completed master thesis to the National Digital Library of Theses and Dissertation for the university and the National Central Library and the Ministry of Education.

**Article XI** The date of graduation for the graduate student is the last day of the semester in which the student submits the thesis. If the student has passed the Master's Degree exam and the master thesis has been submitted before the school start date of the following semester, the graduation date shall be the last day of the semester when the student passes the exam.

**Article XII** Substantiation of any instance of plagiarism or misconduct in the submitted thesis, creative work, written report, or technical reports will result in degree revocation and the student will be dismissed from the program. If the student is found to violate other laws and regulations, he/she shall be punished in accordance with relevant laws and regulations.

**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.

Applications for the Master's Degree exam shall be submitted in accordance with the time specified by the regulations of the University.