

National Taiwan University of Science and Technology

Master's and Doctoral Degree Thesis Defense Examination Regulations

Amended in the 94th, 110th, 116th & 127th Academic Affairs Meeting

- File for future reference Ministry of Education letter Tai (84) Ji No.046414, September 20, 1995
- File for future reference Ministry of Education letter Tai (89) Ji (IV) No.89003908, January 18, 2000
- File for future reference Ministry of Education letter Tai (90) Ji (IV) No.90077978, June 1, 2001
- File for future reference Ministry of Education letter Tai (90) Ji (IV) No. 90103762, July 24, 2001
- File for future reference Ministry of Education letter Tai (91) Ji (IV) No. 91163561, November 5, 2002
- File for future reference Ministry of Education letter Tai Ji (IV) No. 1000199050, November 4, 2011
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1030064046, May 14, 2014
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 108009885, June 26, 2019
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1080151546, October 22, 2019
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1090002766, January 20, 2020
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1090151285, November 24, 2020
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1100155181, December 07, 2021
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1120006737, February 17, 2023
- File for future reference Ministry of Education letter Tai Jiao Ji (IV) No. 1120096130, October 30, 2023

- Article 1 The Master's and Doctoral Degree Thesis Defense Examination Regulations of the National Taiwan University of Science and Technology (NTUST) are set out in accordance with the University Act and its enforcement rules, and the Degree Conferral Law.
- Article 2 Graduate students (hereafter referred to as "students") who have satisfied the following requirements may apply for a thesis defense examination:
- I. Have studied for more than one semester in a master's program, or more than three semesters in a doctoral program or an accelerated doctoral program;
 - II. Have met or will meet the course and graduation requirements of the department, graduate institute or degree program (hereafter referred to as "the department") in the current semester;
 - III. Have passed an academic research ethics course in accordance with the *Academic Research Ethics Implementation Rules*;
 - IV. Have finished the first draft of their thesis, and the thesis topic and research objectives have been confirmed by the department to be in line with the department's academic field of expertise.
 - V. Have passed a Ph.D. qualification examination (for doctoral program students).
- Instead of a thesis draft, students studying arts, applied science and technology, or physical education and sports can submit a work of art or a certification of achievement along with a written report or submit a technical report. The evaluation standards for

these works will go into effect following approval by a meeting of the department faculty and a meeting of the Academic Affairs Council.

Graduate programs involving practical expertise can require a professional practice report instead of a thesis. The evaluation standards used for practical expertise will go into effect following approval by a meeting of the department faculty and a meeting of the Academic Affairs Council.

For the graduate programs mentioned above which can require, instead of a thesis, a work of art, a certification of achievement along with a written report, a technical report, or a professional practice report, the standards to be required concerning the range of report types allowed, data format, types of content and other matters relating to the items submitted will be handled according to the relevant Ministry of Education regulations.

Article 3 The procedures to apply for the doctoral degree thesis defense examination are as follows:

- I. Required documents:
 - A. Doctoral Thesis Examination Application Form
 - B. Previous academic transcripts
 - C. Both the abstract and first draft of the thesis
 - D. Recommendation letter from the thesis advisor
 - E. List of Doctoral Degree Examination Committee Members
- II. After approval by the chair of the department and dean of the college, and review by the Academic Affairs Office, the application shall be sent to the university president for approval.

The procedures for a master's degree thesis defense examination shall be handled in accordance with the rules and regulations of each department.

Article 4 The procedures for a thesis defense examination are as follows:

- I. Establish a master's/doctoral degree thesis defense examination committee
- II. Conduct a master's/doctoral degree thesis defense examination

Article 5 All doctoral thesis defense examinations shall be conducted by a thesis defense examination committee established in accordance with the following regulations:

- I. The doctoral thesis defense examination committee shall consist of five to nine members (at least 1/3 of the members should come from outside NTUST). Each examination committee must select a committee chair from among its members. The thesis advisor of the examinee is not permitted to serve as the chair. The spouse or third-degree relatives by blood or marriage of the doctoral student cannot serve on the doctoral degree examination committee.
- II. The members of a thesis defense examination committee must have research expertise in the field of the doctoral student's research topic and possess at least

one of the following qualifications:

- A. Be a current or former full professor or associate professor;
 - B. Be a current academician or a current or former researcher or associate researcher at the Academia Sinica;
 - C. Hold a Ph.D. degree with a distinguished record of achievement in their field;
 - D. Have a distinguished record of achievement or practical experience in an unusual or highly specialized field of research.
- III. Adjunct (part-time) faculty at NTUST can serve as “outside” committee members.
- IV. All committee members must be selected by the department and approved by the college dean, and then formally appointed by the president.

The qualification of the members of a thesis defense examination committee, as outlined under 5.II.c-d, shall not be based solely on their status as a researcher or professional technician, and the proposed candidates shall not be appointed as committee members on the basis of their status as researchers or professional technicians. The criteria for determining the qualification shall be established by an academic affairs meeting of the department, graduate institute, or college responsible for the conferral of degrees.

Article 6 All master’s thesis defense examinations shall be conducted by a thesis defense examination committee established in accordance with the following regulations:

- I. The master’s thesis defense examination committee shall consist of three to five members.

The spouse or third-degree relatives by blood or marriage of the master’s student cannot serve on the master’s degree examination committee.

- II. The members of a thesis defense examination committee must have research expertise in the field of the master’s student’s research topic and possess at least one of the following qualifications:

- A. Be a current or former professor, associate professor, or assistant professor;
- B. Be a current academician or a current or former researcher, associate researcher, or assistant researcher at the Academia Sinica;
- C. Hold a Ph.D. degree with a distinguished record of achievement in their field;
- D. Have a distinguished record of achievement or practical experience in an unusual or highly specialized academic discipline or profession.

- III. Adjunct (part-time) faculty at NTUST can serve as “outside” committee members.
- IV. Committee members are to be appointed by the chair of each department, under authority delegated by the president.

The qualification of the members of a thesis defense examination committee under the 6.II.c-d cannot be solely based on their status as a researcher or professional technician, and candidates cannot be appointed as committee members solely

based on their status as researchers or professional technicians. The criteria for determining the qualification shall be established by an academic affairs meeting of the department, graduate institute, or college responsible for the conferral of degrees.

Article 7 All master's and doctoral degree thesis defense examinations shall be conducted in accordance with the following regulations:

- I. Once the application for a thesis defense examination has been approved, the student will be notified by their department to submit the required number of copies of the thesis and abstracts to the department for review. If the thesis and abstract meet respective requirements, the thesis defense examination can be arranged. The thesis defense examination shall be conducted orally, though a written exam may be given if deemed necessary.
- II. Before their thesis defense examination, students shall have completed all steps regarding the authentication of the originality of their thesis, with an accompanying report to be submitted to the students' thesis advisor(s) and members of their thesis defense committee on the day of their thesis defense examination. The particulars of this report shall be formulated by the respective department.
- III. The grade for the thesis defense examination shall be the average of all the grades given by the thesis committee members present. The lowest passing grade for the thesis defense examination is 70 points or B-. However, if a grade of 70 or lower is submitted by one-third or more committee members for a doctoral thesis defense examination, or one-half or more committee members for a master's thesis defense examination, the examinee shall be deemed to have failed the examination. No thesis examination committee member can submit a grade for a thesis defense examination more than once.
- IV. All members of the thesis defense examination committee are expected to be present at the examination in person and may not authorize a proxy to represent them. For a doctoral thesis defense examination, at least five members of the examination committee must be present and at least one-third of the attending members should come from outside NTUST. For a master's thesis defense examination, at least three members of the examination committee must be present. If an examination is held without meeting these conditions, the result will be considered invalid.
- V. The thesis defense examination should, as a general rule, be conducted in-person. In cases where certain members of the degree examination committee are unable to participate in the in-person oral examination, the department has discretion to decide whether these committee members may conduct the examination through

synchronous video conferencing. If all members of the degree examination committee or individual students need to conduct the examination through synchronous video conferencing, special approval must be obtained by submitting a request to the Dean of Academic Affairs. Examinations conducted through videoconferencing should adhere to the principles of fairness, impartiality, and openness. One week prior to the thesis defense examination, the video conference link shall be announced. Procedures for an online video thesis defense examination shall follow that of in-person examinations.

- VI. If plagiarism or any other forms of cheating are found in a thesis, a work of art, a certification of achievement accompanied by a written report, a technical report, or a professional practice report, the examinee will be deemed to have failed the examination after investigation and confirmation of the violation(s) by the examination committee.
- VII. Students who fail to pass their thesis defense examination and who have not exceeded their maximum period of study may apply to take a second examination in the following semester or academic year. Students who fail to pass their defense examination a second time will be required to withdraw from the university.
- VIII. A thesis, a work of art, a certification of achievement accompanied by a written report, a technical report, or a professional practice report that has already been submitted to obtain a degree in Taiwan or abroad cannot be submitted to meet the requirements of another degree. Work submitted under a dual-degree program agreed to by this university and a university abroad, where the research is supervised by both universities and each university confers a degree, is not subject to the above limitation.

Article 8

Graduate students must confirm with their supervisor during the initial stage of thesis writing, that the topic and content of their thesis align with the department's academic field of expertise. Students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department's academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide add-and-drop period of the semester of the degree exam. The exact deadline within this period may be specified by the department. An exception holds for departments that require oral examinations for thesis research projects, where students are required to verify that their dissertation is in line with the department's area of expertise during the oral examination of their research project. If the review comes to the conclusion that the topic and research objectives do not align with the department's academic field of expertise, the department will require the student to revise and improve. If students have doubts about the department's review, or if their thesis is found to not align with the

department's academic field of expertise after graduation, an investigation will be conducted with reference to the university's "Guidelines for Handling Cases of Violations of Academic Ethics by Students", and appropriate actions will be taken.

Article 9

Thesis defense examinations shall be held once every semester. The dates will be set by each department in the period from the beginning of October to the end of January for the fall semester, and in the period from the beginning of April to the end of July for the spring semester. Exceptions to these limits can be granted on a case-by-case basis with the approval of the Dean of Academic Affairs. After the thesis defense examination, students must submit their thesis with the signatures of approval of the thesis defense examination committee to their department so that the results of the thesis defense examination can be sent to the Academic Affairs Office.

The submission deadline for the final draft (including hard copies and electronic files) of the thesis, written reports, technical reports, or professional practice reports is the deadline of the registration for the defense examination of the following semester. Students, who miss this deadline for submitting their thesis but have not yet exceeded their maximum period of study, shall register for the following semester and submit their thesis before the deadline for that semester to be eligible for graduation in that semester. Those students who miss the deadline for submitting their thesis and have reached the limit of their maximum period of study will be deemed to have failed their thesis defense examination and are required to withdraw from the university.

If students are unable to fulfill the graduate requirements of their department in the semester of their thesis defense, the results of their thesis defense shall not be officially released. However, the results shall still be considered valid until the end of the study period.

Article 10

The hard copies of doctoral and master's theses, written reports, technical reports, or professional practice reports will be sent to the National Central Library along with electronic files for preservation. The National Central Library shall provide public access to the hard copies for in-library reading and access to electronic data files for reading through independent devices. Reproduction, public transmission within or outside the library via the internet, or other activities that involve copyright may be permitted if authorized under the Copyright Act. However, if deemed confidential or involving patent issues, or if prohibited by law as determined by the departmental review mechanism, the provision of such materials may be delayed for a certain period of time. Applications for postponing the public release of the thesis (i.e. "Application for the Embargo the Thesis/ Dissertation") should be accompanied by relevant materials and should be determined in accordance with the "Guidelines for Collecting Digitized Theses and Dissertations" of this university.

Article 11

If a student's thesis is found to be inconsistent with their field of study or to violate

academic ethics after investigation, the supervising professor should bear responsibility for inadequate supervision, and the department to which the professor belongs should impose penalties according to its own principles of responsibility and submit the disciplinary measures and subsequent improvement plans to the Office of Academic Affairs for approval.

Article 12 Student who pursue a Direct PhD, but fail to complete the required coursework and/or the doctoral degree examination, may be granted a master's degree based on the decision of the Doctoral Degree Examination Committee if they meet the requirements for a master's degree.

Article 13 A conferred degree shall be revoked under the following circumstances:

- I. Any falsification of documents or other cheating is discovered to have occurred regarding the student's eligibility for admission to the program or during the period of study.
- II. Plagiarism or other forms of falsification or cheating is discovered in a thesis, a work of art, a certification of achievement accompanied by a written report, a technical report, or a professional practice report.

The revocation will be publicly announced. If any other laws or regulations have been violated, the matter will be handled in accordance with those laws or regulations. After a degree has been revoked according to the above regulations, the university will demand the return of the degree certificate from the recipient. All other universities and institutions that might be affected by the revocation will be notified.

Article 14 These rules shall be implemented and go into force after being approved by a meeting of the Academic Affairs Council and filed with the Ministry of Education for future reference.

Disclaimer: In case of discrepancy between the Chinese version and the English version, the Chinese version shall prevail.