

NATIONAL TAIWAN UNIVERSITY

Rules Governing Thesis/Dissertation Defense

October 14, 2022 Amended and passed by the 1st Academic Affairs Meeting, fall semester, Academic Year 2022–2023

October 21, 2022 Promulgated Articles 1, 5, 9, and 13

December 23, 2022 Amended and passed by the 2nd Academic Affairs Meeting, fall semester, Academic Year 2022–2023

January 03, 2023 Promulgated Articles 3, and 9

Article 1 National Taiwan University (NTU or “the University”) Rules Governing Thesis/Dissertation Defense are formulated to conduct thesis/dissertation defense and maintain the quality of theses in accordance with the University Act, the Enforcement Rules of the University Act, and the Degree Conferral Act.

Article 2 Graduate students who meet the following criteria may apply for a thesis/dissertation defense:

1. Master’s students who have completed no less than one semester of study or doctoral students (including those in a direct-entry doctoral degree program) who have completed no fewer than three semesters of study;
2. Students who have completed or expect to complete the required courses and credit requirements stipulated by their department, institute, or degree program (hereinafter collectively referred to as “academic program”) in the current semester in accordance with the relevant regulations stipulated;
3. Students who have completed the first draft of their thesis/dissertation, provided that the thesis/dissertation advisor has confirmed that the title and subject matter of the thesis/dissertation are consistent with the academic program’s area(s) of expertise;
4. Doctoral students (and master’s students if applicable) who have passed the qualifying examination.
5. The contents of the rules and regulations governing the qualifying examination mentioned in the preceding subparagraph shall be separately stipulated by the responsible academic program.

Article 3 Graduate students who wish to apply for a thesis/dissertation defense shall be subject to the following guidelines:

1. Application:

From the start of classes as announced in the Academic Calendar to November 30 (fall semester) or April 30 (spring semester). This restriction shall not apply, however, to students who, with special circumstances, have received approval from their thesis/dissertation advisor and the head of their academic program.

2. Application forms shall be submitted with the following documents attached:

- 1) One copy of the student's full academic transcript;
- 2) One copy of the abstract and the first draft of the student's thesis/dissertation.

Master's and doctoral students in the fields of the arts, applied technologies, or sports may substitute a work/works, a certificate of achievement with a written report, or a technical report for their thesis or dissertation. The criteria for degree qualification of these fields of study shall be stipulated by the responsible academic program and submitted to the Administrative Meeting for approval before implementation.

Master's students in a field of professional practice may substitute their thesis with a professional practice report. The criteria for degree qualification in different fields of professional practice shall be stipulated by the responsible academic program and submitted to the Administrative Meeting for approval before implementation.

The standards for the recognition, format, and content of thesis/dissertation substitutes such as work(s), certificates of achievement with a written report, technical reports, or professional practice reports and other related matters shall be implemented in accordance with the regulations governing the procedures for determining the name of each of the degrees in different categories at each level, and alternatives to submission of a master's degree thesis or doctoral dissertation by the Ministry of Education.

- 3) Applications shall be submitted to the University for reference after approval has been received from the student's thesis/dissertation advisor and the head of the academic program.

Article 4 Thesis/dissertation defenses shall be held according to the following procedures:

1. A thesis/dissertation defense committee shall be formed.
2. The thesis/dissertation defense shall be conducted.

Article 5 Thesis/dissertation defenses shall be held in accordance with the following rules:

1. A thesis defense committee shall be composed of three to five members; a dissertation defense committee shall be composed of five to nine members. The President of NTU is responsible for selecting thesis/dissertation defense committee members, one of whom shall be designated as the Chair by the head of the academic program. Thesis/dissertation advisors may not serve as Chair.

Apart from the student's advisor and co-advisor (if applicable), a thesis committee shall consist of a minimum of two members, one of whom must be from outside the student's graduate program; a dissertation committee shall consist of a minimum of four members, one of whom must be from outside the student's graduate program.

Spouses or relatives (by blood or marriage) within the third degree of kinship to a master's or doctoral student may not serve as the student's thesis/dissertation advisor or a member of their thesis/dissertation defense committee.

2. Dissertation defense committee members shall be specialists in the doctoral degree candidate's field of study and shall have at least one of the following qualifications:
 - 1) A current or former professor or associate professor;
 - 2) An academician at Academia Sinica or a current or former research fellow or associate research fellow at Academia Sinica;
 - 3) A doctoral degree holder with significant academic achievements;
 - 4) An individual with expertise in an unusual or highly specialized academic field who has significant achievements in the academic or professional field.

The criteria for determining the qualifications referred to in Items 3 and 4 of the preceding subparagraph shall be stipulated by the responsible academic program.

3. Thesis defense committee members shall be specialists in the master's student's field of study and shall meet any of the following qualifications:
 - 1) A current or former professor, associate professor, or assistant professor;
 - 2) An academician at Academia Sinica or a current or former research fellow, associate research fellow, or assistant research fellow at Academia Sinica;
 - 3) A doctoral degree holder with significant academic achievements;
 - 4) An individual with expertise in an unusual or highly specialized academic or professional field who has significant achievements in their academic or professional field.

The criteria for determining the qualifications referred to in Items 3 and 4 of the preceding subparagraph shall be stipulated by the responsible academic program.

Article 6 Thesis/dissertation defenses shall be held in accordance with the following rules:

1. Graduate students whose application for thesis/dissertation defense has been approved shall submit their thesis/dissertation and its abstract to their academic program for review (the number of copies submitted shall be stipulated by the academic program); once approved, students may schedule their thesis/dissertation defense. Thesis/dissertation defenses are conducted orally or, if necessary, through practical examinations in laboratories.

2. Thesis/dissertation defenses must be graded and may not be regraded. Grading may not be omitted on the grounds that the defense is a preliminary or initial review hearing. Theses/dissertations that have not been graded shall receive a failing grade.
3. Thesis/dissertation defenses shall be letter-graded by averaging the grades given by the committee members in attendance, with the passing grade being B- (in numerical terms, a grade of 70). Fraudulent or plagiarized theses/dissertations shall be given a failing grade after the violations have been reviewed and verified by the thesis/dissertation defense committee.
4. Absent thesis/dissertation defense committee members may not be replaced by substitutes. A thesis/dissertation defense shall not be held if the number of committee members does not meet the minimum quorum of three required for a thesis defense or five required for a dissertation defense. If a thesis/dissertation defense is carried out regardless, the grades given shall not be recognized.
5. Students who fail their thesis/dissertation defense but have yet to reach the end of their period of study may take the defense again in the following semester or academic year. Students who fail the second attempt shall be dismissed.

Students in direct-entry doctoral degree programs who fail their dissertation defense may be awarded a master's degree if the dissertation defense committee determines that the dissertation meets the standards required for a master's degree.

Article 7 A graduate student's thesis/dissertation defense must be held before the end of the semester (as announced in the Academic Calendar) in which the student submitted their application.

Thesis/dissertation defenses may be held in the same semester as qualifying examinations and may be postponed due to schedule conflicts but must be held within the stipulated program length.

Article 8 Graduate students who have applied for a thesis/dissertation defense should request the cancellation of their thesis/dissertation defense before the end of the semester (as announced in the Academic Calendar) if they are unable to present their thesis defense within that semester. Failure to cancel or present their thesis/dissertation defense shall count as one failure.

Article 9 After a thesis/dissertation defense, the responsible academic program shall submit the resulting grade to the Office of Academic Affairs and collect the revised thesis/dissertation from the graduate student with an attached approval page bearing the signatures of all thesis/dissertation defense committee members. By then, the Office of Academic Affairs may record the student's passing grade for their thesis/dissertation defense on their academic transcript.

Graduate students who, in the semester of their thesis/dissertation defense, are unable to complete the required courses and credit requirements or meet

the graduation requirements of their program may request that the grade for their thesis/dissertation defense be retained.

Graduate students who pass their thesis/dissertation defense shall submit statement of academic ethics and originality comparison, both a hard copy and an electronic version of their thesis/dissertation and their thesis/dissertation grade, and shall complete the school-leaving procedures before receiving their diploma from the Office of Academic Affairs.

The submission deadline for theses/dissertations (both hard-copy and electronic submissions) for is as follows: fall semester – first day of classes in the following (spring) semester; spring semester – three weeks before classes begin in the following (fall) semester (for academic programs with a stricter standard, the stricter standard shall apply).

Students who fail to submit their thesis/dissertation before the deadline and who have yet to reach the end of their period of study shall register in the following semester; students who fail to submit their thesis/dissertation in accordance with the relevant regulations before the end of their program shall be dismissed.

The submission of hard-copy theses/dissertations (hardback or paperback binding) referred to in Paragraph 3 and the number of copies required shall be handled as stipulated by the responsible academic program and in accordance with the school-leaving procedures established by the NTU Library.

Thesis/dissertation should be accessible to the public in principle, for academic circulation and sharing. However, the thesis/dissertation involves confidential information, patent matters, or is not permitted to be provided on statutory grounds, all supporting documents should be attached and has been confirmed by the thesis/dissertation advisor and the head of academic program, the person is permitted to delay of public access to thesis/dissertation. The delay should be a reasonable period of no more than five years. According to the above-mentioned regulations, if it is necessary to apply for more than five years, the deadline should be approved by the Office of Academic Affairs.

Article 10 In the event that a graduate student has a dispute with their advisor over the thesis/dissertation defense, the provisions of the National Taiwan University Standards of Conduct between Thesis/Dissertation Advisors and Graduate Students shall apply.

If the dispute concerns whether the graduate student's thesis/dissertation is consistent with the academic program's area(s) of expertise, the affiliated college shall conduct an investigation into the matter and submit its decision regarding the advisor's accountability and applicable disciplinary action to the Office of Academic Affairs for final approval.

Article 11 A thesis/dissertation, work(s), certificate 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/dissertation, work(s), certificate of achievement, written report, technical report, or professional practice report referred to in Articles 2 and 3. This restriction shall not apply, however, if the University has engaged in institutional collaboration with a university abroad and the two universities have jointly supervised the thesis/dissertation with each university separately conferring a corresponding degree.

Article 12 A degree conferred by NTU shall be revoked under any of the following circumstances; the University shall also issue a public notice that the degree diploma that was awarded has been invalidated. If any law or ordinance has also been violated, the matter shall also be dealt with in accordance with the provisions of the applicable laws and regulations:

1. The student's eligibility for admission or their course of study involved dishonesty or fraud.
2. The student's thesis/dissertation, work(s), certificate of achievement, written report, technical report, or professional practice report is found to have been forged, altered, plagiarized, produced by a ghostwriter, or produced through other fraudulent means.

After the revocation of a degree in accordance with the provisions of the preceding paragraph, the University shall then notify the individual involved to return their diploma and inform other junior colleges, universities, and agencies or institutions of the circumstances of the revocation and invalidation.

Article 13 The Rules shall be passed by the Academic Affairs Meeting, implemented on the date of promulgation, and then submitted to the Ministry of Education for reference.

February 05, 2009	Filed by the Ministry of Education (MOE) for reference via official letter Tai Kao (2) Tzu No. 0980012895
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June 08, 2012	Amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2011–12
August 06, 2012	Filed by the MOE for reference via official letter Tai Chiao Kao (2) Tzu No. 1010143078
June 07, 2013	Amended and passed by the 2 nd Academic Affairs Meeting, spring semester, Academic Year 2012–13
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October 30, 2015	Filed by the MOE for reference via official letter Tai Chiao Kao (2) Tzu No. 1040146758
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