

National Taipei University of Education
International Master's Program of Learning and Instruction
Operational Guidelines for Reviewing Applications to Delay Public Disclosure of
Dissertations and Theses

March 19, 2026 / Approved by the 1st Program Affairs Meeting of the IMPLAI, 2nd Semester, Academic Year 2025.
May 20, 2026 / Amended and approved by the 2nd Academic Affairs Meeting, 2nd Semester, Academic Year 2025.

Article 1 These guidelines are established in accordance with the university's "Operational Guidelines for Reviewing Applications to Delay Public Disclosure of Dissertations and Theses."

Article 2 In accordance with Article 16 of the "Degree Conferral Act" and Subparagraph 3, Paragraph 2, Article 15 of the "Copyright Act," public disclosure of a degree thesis shall be the principle, and non-disclosure shall be the exception.

Article 3 Master's degree recipients shall submit their degree theses, written reports, technical reports, or professional practice reports, along with the electronic files, through the university in the form of documents, video recordings, audio recordings, compact discs, or other methods, to the National Central Library and the University Library for preservation.

Article 4 The master's theses, written reports, technical reports, or professional practice reports preserved by the National Central Library shall be made available to the public for on-site reading of the paper copies, or for accessing electronic data files through standalone equipment. Upon authorization in accordance with the provisions of the "Copyright Act," these works may be reproduced, publicly transmitted via the network within or outside the library, or subject to other acts involving copyright.

Article 5 Students shall submit an application to delay the public disclosure of their thesis prior to the degree examination. During the degree examination, a "Review Committee composed of all thesis oral examination committee members" shall be entrusted to conduct the review. If the thesis is determined to involve one of the following reasons, approval may be granted to withhold disclosure or to not disclose it within a certain period:

1. Involvement of confidential information.
2. Patent matters: Matching the patent types specified in Article 2 of the Patent Act.
3. Situations where disclosure is prohibited by law.

For matters involving confidentiality or where disclosure is prohibited by law, applicable regulations or concrete factual evidence must be provided.

For matters involving patents, the patent application number or relevant application descriptions must be provided.

Article 6 Based on the criteria listed in Article 5, the Review Committee shall conduct the review with academic professionalism and resolve to withhold public disclosure or to not disclose the thesis within a certain period. If the application for delaying public disclosure is approved, the review committee members shall fill out the review record form, state the reasons, sign it in person, and submit it to the Program Director at the conclusion of the thesis oral examination. Two copies of the review record form, along with two original copies of the Application to Delay Public Disclosure of Degree Thesis and the hard copy of the thesis, shall be submitted to the University Library. The application form and copies of the review record shall be scanned separately and uploaded to the university's Electronic Theses and Dissertations System.

Article 7 If the Department Chair (Program Director) objects to the review results, the case shall be submitted to the Department (Institute/Program) Affairs Meeting for deliberation and handled in accordance with the meeting's resolution.

Article 8 Graduate students who intend to apply for delaying the public disclosure of their degree thesis shall submit two original copies of the application form and the review record form simultaneously when applying for the degree examination, and comply with the aforementioned operational timeline. The thesis oral defense must be conducted no later than January 31 for the first semester, and no later than July 31 for the second semester. The application procedures for the thesis oral defense shall still be handled in accordance with the

Program's "Guidelines for Master's Thesis Review and Oral Defense."

Article 9 Each application for delaying the public disclosure of the electronic full text and the hard copy of the thesis is limited to a maximum of five years, and applications must be submitted sequentially for each extension. For applications from the second time onward, review and confirmation must still be obtained from all members of the original degree examination committee. If the original degree examination committee members are unable to conduct the review and confirmation for any reason, the Program may convene a review committee composed of at least three members, and the decision shall be reviewed and confirmed by the Program Affairs Meeting.

Article 10 Matters not covered in these operational guidelines shall be handled in accordance with the "Degree Conferral Act" and relevant regulations of the university.

Article 11 These operational guidelines shall be implemented upon review and passage by the Program Affairs Meeting and the Academic Affairs Meeting.

In the event of any discrepancy between the English version and the original Chinese version, the Chinese version shall prevail.