

National Taipei University of Education

International Master's Program of Learning and Instruction

Guidelines for Master's Thesis Review and Oral Defense

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Article 1 These guidelines are established in accordance with relevant regulations, including the "Degree Conferral Act" promulgated by the Ministry of Education, the "National Taipei University of Education Academic Regulations," the "National Taipei University of Education Guidelines for Academic Ethics Self-Regulation and Management Implementation," the "National Taipei University of Education Operational Guidelines for Reviewing Applications to Delay Public Disclosure of Dissertations and Theses," and the "National Taipei University of Education Full-time Program Degree Conferral and Graduate Student Degree Examination Implementation Regulations."

Article 2 The appointment of a thesis advisor shall comply with the following provisions:

1. Applications shall be submitted one month prior to the thesis proposal oral defense.
2. Application Method: After consultation between the student and their Community Advisor, the Community Advisor shall sign and recommend a candidate list (as shown in Appendix 1), which shall be submitted to the Program Director for review and approval.
3. Appointment Confirmation: Graduate students shall contact potential advisors based on the approved list. Upon confirmation, the student shall fill out the Application and Confirmation Form for the Proposed Thesis Advisor (as shown in Appendix 2), obtain the signature of the proposed advisor in the advisor signature column of the Thesis Proposal Abstract Form (as shown in Appendix 2-1), and submit the forms to the Program Office for reference and public announcement.
4. Qualifications of the Thesis Advisor: The thesis advisor must hold a doctoral degree and possess the qualification of an assistant professor or above.
5. Advisor Capacity: If the thesis advisor is an affiliated faculty member, the regulations of their home department or institute shall prevail. If the advisor is a project-based faculty member of the Program, the maximum number of advisees shall be capped at 10 students (inclusive).

Article 3 The qualifications for Degree Examination Committee Members shall meet one of the following criteria:

1. Those who currently hold or have previously held the position of professor, associate professor, or assistant professor.
2. Those who are academicians of Academia Sinica, or currently or previously held the position of research fellow or associate research fellow at Academia Sinica.
3. Those who hold a doctoral degree, have worked in a relevant field for more than three years, and have published at least two (2) relevant papers within the past five years in journals listed in the "Taiwan Humanities and Social Sciences Journal Evaluation and Core Journals" (THCI/TSSCI).
4. Those who specialize in rare or specialized disciplines and have achieved outstanding academic or professional accomplishments (e.g., those who have been appointed as professional or technical staff at an institution at or above the junior college level, or who meet the university's qualifications for appointing professional or technical staff).

Article 4 The thesis proposal review shall comply with the following provisions:

1. Application Timeline: The thesis proposal must pass the review at least four months prior to the degree examination.
2. Application Method: One month prior to the thesis proposal oral defense, the student shall submit the application to the Program Office after obtaining the recommendation and signature of the thesis advisor, along with the following documents: a certificate of completion for at least six hours of coursework issued by the Center for Taiwan Academic Research Ethics Education, the "National Taipei

University of Education Statement of Thesis Originality and Statement on the Use of Generative Artificial Intelligence Tools," and the Thesis Proposal Review Application Form (including the recommendation list of oral defense committee members) (as shown in Appendices 3 and 3-1).

3. Selection and Appointment of Degree Examination Committee Members:

(1) The thesis advisor shall recommend two candidates who meet the qualifications for degree examination committee members, and a research field expert designated by the Program Director shall recommend another two qualified candidates (the committee must include at least one internal and one external member). The Program Director shall select and approve the final list from the recommended candidates, which will then be submitted to the President for appointment.

(2) In principle, the degree examination committee shall consist of three members (including the thesis advisor). If there are two co-advisors, the committee may be expanded to four members. External committee members (including part-time faculty of the university) must comprise at least one-third (inclusive) of the committee. During the oral defense, the external committee members shall elect one person among themselves to serve as the chair.

Article 5 Degree Examination:

1. Eligibility Criteria (All of the following requirements must be met simultaneously):

(1) The student must have been enrolled in the master's program for at least one semester.

(2) The student must have completed the required courses and credits specified by the Program, with at least three-quarters of the total credits required for graduation already completed.

(3) The student must have completed the first draft of the thesis and must have passed the thesis proposal oral defense at least four months prior to the scheduled master's degree examination date.

(4) The student must have run the thesis through the plagiarism detection system and submitted the electronic file of the degree thesis along with the thesis originality report (signed and confirmed by the thesis advisor) to the Program Office.

(5) The Program's "Review Record Form for Delaying Public Disclosure of Degree Thesis" must be signed, confirmed, and submitted to the Program Office.

2. Application Procedure:

(1) Prior to applying for the degree examination, the electronic draft of the thesis must be submitted and run through the plagiarism detection system. The graduate student must revise the thesis based on the detection results. The application for the degree examination may only be submitted after the thesis advisor confirms that the revisions have been completed. If the revised thesis is still found to involve plagiarism, the case shall be handled in accordance with the "National Taipei University of Education Guidelines for Handling Student Academic Ethics Cases."

(2) Upon receiving the thesis advisor's consent to proceed with the degree examination, the applicant must fill out the Master's Degree Examination Application Form (as shown in Appendix 6) at least one month prior to the scheduled oral defense date. This form, along with one copy each of the student's official transcripts and the first draft of the thesis (including the abstract), shall be submitted to the Program Office. In principle, the members of the thesis oral examination committee shall be the same as those of the thesis proposal oral defense committee. The list of committee members shall be reviewed and approved by the Program Director and subsequently submitted to the President for appointment.

3. Oral Defense Timeline: The oral defense for the first semester must be completed by January 31, and the oral defense for the second semester must be completed by July 31 of the respective academic year (the deadlines shall not be extended due to weekends or public holidays).

4. Oral Defense Format:

(1) (The Master's Degree Examination Committee shall consist of three members (if there are two co-advisors, the committee may be expanded to four members), among whom external members (including part-time faculty of the university) must comprise at least one-third (inclusive) of the committee, and all members shall be appointed by the President. The convener of the Master's Degree Examination Committee shall be an external member; the thesis advisor shall not serve as the convener. In principle, the duration of the oral defense is two hours, consisting of an approximately 20-minute presentation by the graduate student, with the remaining time designated for questioning by the

committee members, which the student must answer.

(2) During the oral defense, the graduate student must arrange for at least one person to serve as a recorder to take detailed notes of the oral examination and the defense contents.

(3) Upon completion of the oral defense, each committee member shall evaluate and score the student's performance in confidentiality, which is limited to one evaluation. A passing grade requires a score of 70 or above from at least two committee members, and the average score of all committee members must reach 70 or above (The Evaluation Form is attached as Appendix 7, and the Total Evaluation Form is attached as Appendix 8).

(4) Students who fail the thesis examination but are still permitted to continue their studies under relevant regulations may apply for a re-examination in the following semester or academic year. The re-examination is limited to one time, and the student's maximum duration of study must not have expired at the time of the re-examination.

5. Thesis Revision: For students whose oral defense outcome is "Passed with Revisions," the graduate student must meticulously revise the thesis based on the evaluation opinions of the committee members. Upon confirmation by the thesis advisor, the student shall fill out the "Thesis Revision Confirmation Form (as shown in Appendix 9)," the "Thesis Oral Defense Certification Form," the "National Taipei University of Education Statement of Thesis Originality and Statement on the Use of Generative Artificial Intelligence Tools," and the "Thesis Originality Report for the Completed Revision Signed and Confirmed by the Thesis Advisor." These documents, along with the thesis oral defense records and one paperback copy of the revised thesis, must be submitted to the Program Office for review before the student can proceed with the university's official graduation checkout procedures. The thesis revision must be completed within one month after the oral defense. In case of special circumstances, the student may fill out the Master's Thesis Revision Deferral Application Form (as shown in Appendix 10), stating specific reasons to apply for an extension of up to six months. The revised thesis must be submitted before the commencement date of the following semester of the semester in which the degree examination is taken. Students who exceed the deadline but have not reached their maximum duration of study must still register and pay fees for the following semester; those who have reached their maximum duration of study shall be deemed to have failed the degree examination and shall be dismissed from the university.

Change of Thesis Proposal:

After a graduate student's submitted thesis proposal has passed the oral defense, if there are special circumstances, the student may, with the consent of the thesis advisor, fill out the Change of Thesis Proposal Application Form stating specific reasons. This form, along with the modified thesis proposal and the Application Form for the Proposed Thesis Advisor, shall be submitted to the Program Office to arrange a new thesis proposal oral defense. The procedure shall follow the aforementioned thesis proposal review method. The change of a thesis proposal is limited to one time only.

Article 6 Change of Thesis Proposal Oral Defense Committee Members: After a graduate student's application for the thesis proposal oral defense has been approved, if a committee member encounters special circumstances (such as going abroad, illness, etc.), the student may, with the consent of the thesis advisor, fill out the Application Form for Changing Thesis Proposal Oral Defense Committee Members, stating specific reasons for the change. The replacement may only be made upon review and approval by the Program Director.

Article 7 Change of Thesis Oral Defense Committee Members: After a graduate student's application for the thesis oral defense has been approved, if a committee member encounters special circumstances (such as going abroad, illness, etc.), the student may, with the consent of the thesis advisor, fill out the Application Form for Changing Thesis Oral Defense Committee Members, stating specific reasons for the change. The replacement may only be made upon review and approval by the Program Director.

Change of Thesis Advisor: During the period of thesis writing, if a graduate student needs to change their thesis advisor for any reason, they shall fill out the application form and state the reasons. Upon obtaining the consent of both the original thesis advisor and the newly proposed thesis advisor, the application shall be submitted to the Program Director for review and approval. However, if the change is due to the advisor's illness, resignation, departure abroad, decease, or other circumstances not attributable to the student, the Program may assist in processing the change without being subject to the restriction of obtaining the original

thesis advisor's consent.

A graduate student may change their thesis advisor only once. The procedure for appointing a new thesis advisor shall be handled in accordance with Article 2 of these guidelines. For students who bypass the required procedures and change their thesis advisor without authorization, their degree examination results shall not be recognized, and the case shall be handled in accordance with the "National Taipei University of Education Guiding Principles for Thesis Advising Relationships."

Article 8 Matters not covered in these guidelines shall be handled in accordance with relevant laws, acts, and regulations.

Article 9 These guidelines shall be implemented upon passage by the Program Affairs Meeting and subsequent review and passage by the Academic Affairs Meeting; the same procedure shall apply to any amendments.

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