

# NATIONAL SUN YAT-SEN UNIVERSITY

## Institute of Education Regulations of Degree Examinations for in-service master's program Degree Students

Applicable for Students Starting in School Year 110

Authorized by the President on April 17, 2003.

Authorized by the President on April 10, 2007.

Authorized by the President on November 19, 2008.

Authorized by the President on June 12, 2012.

Authorized by the President on January 19, 2015.

Approved by the 1<sup>st</sup> Institute General Meeting on August 28, 2020, School Year 109.

Approved by the 2<sup>nd</sup> Institute General Meeting on September 15, 2020, School Year 109.

Approved by the 1<sup>st</sup> College General Meeting on December 31, 2014, School Year 103.

Authorized by the President on October 30, 2020.

- I. This set of regulations is issued based on the Ministry of the Education Degree Conferral Law and its enforcement rules, "Academic Regulations," and "Enforcement Rules of Postgraduate Students Degree Examinations" of National Sun Yat-sen University (NSYSU).
- II. Relevant items during study periods:
  - A. Degree studying periods: one to four years in accordance with regulations of the Ministry of Education and regulations for master's program of the university (periods of retainment of student status and suspensions are not included). The student is allowed to extend his or her period of study for two years.
  - B. Crediting and course criteria:
    1. All selections of courses by students must be approved by supervisors and the director of the institute.
    2. Compulsory courses and minimal graduating credits shall be processed in accordance with the Table of Compulsory Courses for New Students of each school year authorized by the Academic Affairs Committee. Students who are unable to complete the minimal credits and "MASTER THESIS" course before the end of the same semester may not apply for master's degree examinations.
    3. Prior to completing the minimal graduating credits of master's degree courses of the institute, students shall participate in research or academic activities in accordance with regulations of the institute.
    4. Master's students' applications for credit transfer/waiver of the program shall be processed in accordance with NSYSU's "Regulations of Credit Waiver and Transference for Students" and "Regulations for Credit Waiver and Transference Process."
  - C. Assignments of supervisors:
    1. Graduate students of the program shall finalize their choices of supervisors before April 30 in the spring semester of their first school year after entrance. Supervisors shall principally be full-time or adjunct faculty members of the university. A student who intends to change his/her supervisor due to certain reasons may only do so when supervisor variation is agreed by both the original and new supervisors in writing. In cases of a supervisor being on a long-term sick leave or in other situations that a student applies for supervisor variation, the director of the institute may be authorized to bring

Any dispute over interpretations of these regulations shall be resolved in the court of law based on the Chinese version.

the case of supervisor variation to an institute general meeting for discussions.

2. Each faculty member may supervise at most four students every school year (include master's program and in-servers master's program) .The Co-employment and adjunct member may supervise at most 2 students every school year (include master's program). In cases of requiring faculty members from other institutes to be co-supervisors, co-supervision shall be agreed by original supervisors and co-supervision applications shall be submitted to the institute prior to thesis proposal reviews.

D. Others:

1. At least one conference paper shall be published during study.
2. Matters with respect to living advisory of graduate students of the program shall be processed in accordance with the institute's "Enforcement Rules of Mentor System."
3. Graduate students of the program may apply for academic research grants in accordance with the institute's "Regulations of Graduate Student Academic Research Grants."

E. Regulations for course selection:

1. The maximum amount of credits that may be obtained every semester shall be processed in accordance with relevant regulations of the university. An independent application for studying three additional credits may be submitted for approval.
2. For a student who studies additional undergraduate courses (including the teachers program), a maximum of twelve additional credits may be applied as an independent case each semester, but the total credits of undergraduate courses (including the teachers program) studied by the student shall be processed in compliance with regulations of each program.
3. Compulsory courses shall be studied in "the institute" and shall not be inter-university, college, or department/institute courses. Elective courses may not be taken inter-university.
4. The maximum elective course of inter-institutional or inter-departmental courses during the study period is 10 credits.

III. Regulations for thesis publication

- A. Graduate students who have completed their graduation credits (including the current semester) may apply to the Institute for proposal of thesis publication with the consent of the supervising professor and the Director of the Institute.
- B. Graduate students of the program shall each proposes a "Thesis proposal publication" three months before master's degree examinations. Thesis proposal publications shall be processed in accordance with regulations of the institute. Students who do not pass thesis proposal publications may not apply for master's degree examinations.

IV. Master's degree examination: It is processed in accordance with "Enforcement Rules of Postgraduate Students Degree Examinations."

Degree examination may be applied on "the first day of the semester." Degree examinations shall be commenced before the last day of the semester as stated in the university calendar during which the graduate students apply for degree examinations.

Definitions of semesters: The fall semester starts on August 1 of each year and ends on January 31 of the next year, and the spring semester starts on February 1 of each year and ends on July 31 of the same year.

- A. Thesis proposal reviews: Completed theses shall be submitted to the institute office and sent to oral examiners for preview two weeks before degree examinations. The oral examinations will not be arranged if the theses are not submitted in time.
- B. Regulations for thesis publication: Graduate students of the program shall each propose a "Thesis proposal publication" three months before master's degree examinations. Thesis proposal publications shall be processed in accordance with regulations of the institute. Students who do not pass thesis proposal publications may not apply for master's degree examinations.
- C. There are three to five thesis oral examiners for each oral examination, with the supervisors being ex officio members. There shall be at least one member from outside the institute. A list of oral examiners is recommended by a thesis supervisor. One examiner shall be appointed by the institute as the convener; the supervisor shall not be the convener. In regards of degree examination performances, a grade B (scored 70 out of 100) indicates a pass, and a grade A+ (scored 100 out of 100) is a full mark. Attending examiners shall determine a single result as a resolution, and may only give one mark each (marks may not be re-assessed or re-evaluated).
- D. Others:
  - 1. A graduate student may only participate in a degree examination by the recommendation of his/her supervisor after meeting thesis publication regulations.
  - 2. Students who fail the degree examinations and have not yet completed extended study periods may re-sit the exams in the next semester or the next school year. A student may only re-sit the exams once. Students who fail the re-sits will face withdrawals in accordance with regulations of the university.
  - 3. Master's theses shall be composed in accordance with "Regulations of Thesis Format for Master's Degree" and examined by the institute.
- V. Graduations: students who meet all requirements described above may apply for graduations.
- VI. Students enrolled before the 109th academic year (inclusive) may apply Article 2, Section 3, and Articles 3 and 4 of the Regulations.
- VII. Relevant rules and regulations of the NSYSU apply to any other outstanding issues.
- VIII. The present regulations shall be implemented following approvals of institute and college general meetings as well as the authorization of the president. The same procedure shall be carried out when amendments are to be made.