文藻外語大學國際事務系碩士班(全英語授課)
研究生修業辦法
Regulations of Academic Study for the Master's Program of International Affairs (English-Taught Program) of Wenzao Ursuline University of Languages

壹、總則
1. General Rules

文藻外語大學國際事務系碩士班(全英語授課) (以下簡稱本碩士班)處理研究生之修業事宜，悉依本「文藻外語大學國際事務系碩士班(全英語授課)研究生修業辦法」(以下簡稱本辦法)辦理。

Academic affairs for graduate students of the Master's Program of International Affairs (English-taught Program; hereinafter referred to as "the program") at Wenzao Ursuline University of Languages is managed according to the Regulations of Academic Study for the Master's Program

of International Affairs (English-taught Program; hereinafter referred to as "the Regulations") of Wenzao Ursuline University of Languages (hereinafter referred to as "the University").

貳、修業期限
2. Study period

本碩士班修業期限以四年為限。

The maximum study period for completion of the program is four years.

參、修課規定
3. Course Requirements

一、本碩士班研究生修業規定以入學當年學分科目表為準。

1. The course requirements for students of the program are based on the curriculum issued in the year of enrollment.

二、研究生如以同等學力或非相關科系畢業錄取者，經本碩士班評核如有需要，在學期間應至大學部修習相關之必要課程。其大學部修習課程成績不列入本碩士班畢業學分，但得將修習科目列於成績單上，以供參考。

2. The program office evaluates a student enrolled with the equivalent education level or with a Bachelor's degree of a non-relevant program to determine if the student is required to take relevant undergraduate courses during his/her studies. Undergraduate credits obtained will not be recognized as the credits for completing the program, but undergraduate courses completed may be listed on the transcript for reference.

肆、抵免學分
4. Credit Waiver

一、曾於相關研究所修讀碩士學位者，得申請抵免學分，依本校抵免學分之相關規定辦理之。

1. A student who has studied under any other Master's program may apply for credit waiver according to the relevant regulations.

二、抵免學分之範圍如下：

　(一)限近七年內所修學分。

　(二)抵免至多十二學分。

　(三)以本碩士班科目學分表內之專業科目為原則，並經本碩士班評定認可，始可抵免。

2. The criteria for waiving credits:

　(1) Credits must have been obtained within the last seven years.

　(2) A maximum of 12 credits may be waived.

　(3) The course which a student seeks to waive must be listed in the curriculum, and the approval of the program office is required.

三、新生以入學時規定之時間內辦理一次為原則。

3. Freshmen may only apply for credit waiver once within the defined period after enrollment.

伍、論文指導教授
5. Thesis Advisor

一、研究生得於一年級下學期結束前，提出論文指導教授之申請。需填交指導教授申請表及論文計畫或研究方向〔須與本碩士班屬性之領域相關〕。研究生指導教授聘定後，始得修習「論文/產學合作研究案技術報告」課程。

1. A first-year student may request the appointment of his/her thesis advisor by the end of the spring semester. He/she needs to submit the thesis advisor application form, and thesis proposal or research direction (must be related to the program). After appointment of a thesis advisor, the student can start to complete the course: Thesis/Academic-Industry Research Technical Report.

二、碩士班指導教授以任教於各大專校院之助理教授(含)以上教師為原則,以本校教師為主。

2. A thesis advisor shall be a teacher of the University with the rank of Assistant Professor or higher.

三、指導教授須具口試委員資格,若兩人共同指導,至少須一人具口試委員資格。

3. A thesis advisor is eligible for membership of the oral defense committee. If there are two thesis advisors, at least one of them shall be the member of the oral defense committee.

四、本系所教師以至多同時指導二位研究生為原則。

4. Each teacher of the Department of International Affairs may only advise up to two students of the program at a time.

五、外系所教師以至多同時指導本碩士班研究生一人為原則。

5. Teachers from any other department/graduate institute may only advise one student of the program at a time.

六、兩位教師共同指導以0.5人計;碩四指導教授之指導員額不納入計算。

6. If there are two advisors for one student, each advisor will be recognized for advising 0.5 students. Advising a fourth-year graduate student is not included in the count.

陸、相關考核規定
6. Relevant Evaluation Regulation

自106學年度(含)起入學之碩士生,於申請碩士學位考試前,須通過「文藻外語大學學術倫理教育課程實施要點」所訂之學術倫理教育課程。

Before applying for the Master's Degree exam, a student enrolled in the 2017 academic year and later must take and pass the academic ethics education course defined in the University's Regulations Governing the Implementation of the Academic Research Ethics Education Course.

柒、論文/技術報告計畫書審查
7. Thesis/Technical Report Proposal Review Procedure

一、研究生於修習「論文/產學合作研究案技術報告」(論文/技術報告)課程階段,即可開始與指導教授商談論文寫作及研究方向,並於規定時間提交論文/技術報告計畫書(計畫書)審查申請。研究生「論文/技術報告」課程成績僅代表學生修習課程之努力過程與績效,並不代表通過論文「口試」成績。

1. During the study of the course: Thesis/Academic-Industry Research Technical Report (thesis/technical report), a student may discuss thesis writing and research direction with his/her advisor and apply for a review of the thesis/technical report proposal within the defined period. The grade awarded for said course is only recognized as the effort made for study and performance achieved; it is not the grade given for the "oral defense".

二、研究生可在本碩士班屬性之相關領域中選一論文/技術報告題目,並在指導教授同意後,提出計畫書。計畫書審查委員共三位,指導教授或共同指導教授其中一位為當然委員,校外委員一位,另一位由校內助理教授(含)以上之教師擔任。計畫書審查委員名單於審查前 20 日由指導教授推薦,經所長審查後聘任之。

2. A student shall select one topic from a wide variety of subject areas of the program, obtain approval from his/her thesis advisor and submit a proposal. The review committee of the thesis proposal consists of three members. The thesis advisor or one of the co-advisors is an ex officio member of the committee. The other two members shall be one internal teacher with the rank of Assistant Professor or higher and one external member. Members shall be recommended by the thesis advisor 20 days prior to proposal review, and reviewed by the head of the program office for appointment.

三、各學年度計畫審查申請截止日期:第一學期為 1 月 10 日,第二學期為 7 月 10 日。

3. Review application deadline: January 10th in the fall semester and July 10th in the spring

semester.

四、各學年度計畫書審查截止日期：上學期為 1 月 31 日，下學期為 7 月 31 日。

4. Review deadline: January 31st in the fall semester and July 31st in the spring semester.

五、計畫書審查方式：以書面審查進行，由所辦公室寄送給聘任之審查委員。審查時間以一個月為限。

5. Proposal review: Written documents are sent to the committee members by the program office. A review shall be done within one month.

六、計畫書審查成績：成績分為通過、修改後通過及不通過三種。二位(含)以上委員評定不通過者，以不通過論。未通過者，得於二個月後再提出審查申請。

6. Proposal review rating is classified into 3 categories: pass, pass after revision and fail. If two or more review members give the rating of fail, the proposal is not passed. Another review may be requested after two months.

七、研究生提交計畫書後，如欲更換論文/技術報告題目，須原指導教授簽名同意，並填妥「論文/技術報告題目更換申請表」後，送交本碩士班事務會議報備存查。

7. If a student decides to change his/her thesis/technical report topic after submitting the proposal, he/she shall obtain his/her advisor's signature for approval and submit the Thesis/Technical Report Topic Change Application Form. Topic change shall be reported to the affairs meeting of the program for reference.

八、如遇特殊狀況而需更換指導教授時，需依規定程序提出書面申請，並經學程主任審查協商後，重提計畫書審查之申請。

8. If a student needs to change his/her thesis advisor under a special circumstance, the request shall be made in written form and reviewed by the head of the program. A new proposal review may be requested upon change approval.

捌、碩士論文及學位考試
8. Master's Thesis and Master's Degree Exam

一、研究生修畢所規定學分，並完成本碩士班相關考核規定與計畫書審查通過二個月後，始得申請學位論文/技術報告學位考試。

1. If a student obtains the required credits, meets evaluation conditions and passes the thesis proposal review, he/she may apply for the Thesis/Technical Report Degree Exam two months after passing the review.

二、各學年度學位考試截止日期：上學期為 1 月 31 日，下學期為 7 月 31日，逾期者　　視為該學期未畢業。

2. Exam deadline: January 31st in the fall semester and July 31st in the spring semester. Graduation is not permitted for a late exam.

三、碩士學位考試委員會置考試委員三位，指導教授或共同指導教授其中一位為當然委員，校外委員一位，另一位由本院內助理教授(含)以上之教師擔任，委員人選如為該學期在本碩士班授課之兼任教師則須視為校內委員。考試委員得由指導教授推薦經本碩士班主任審查後聘任之。指導教授二位以上者，以一位代表參與學位考試為原則。若有需要二位同時出席，則論文/技術報告考試之成績計算，須先將二位分數平均後再與其他委員分數平均之。

3. The Master's degree exam committee consists of three members. The thesis advisor or one of the co-advisors is an ex officio member of the committee. The other two members shall be one internal teacher with the rank of Assistant Professor or higher and one external member. A part-time teacher of the program can only serve as the internal teacher. Members shall be recommended by the thesis advisor and reviewed by the head of the program for appointment. If there are more than two co-advisors, one co-advisor shall be the exam committee member. If two co-advisors are required, the average score given by both co-advisors will be used to calculate the average score of the exam.

四、本碩士班學位考試委員，除對該研究生所提出論文有專門研究外，並應具有下列資格之一：

    (一)助理教授(含)以上之教師。

    (二)獲有博士學位。

    (三)屬於稀少或特殊學科，在學術或專業上著有成就者。

4.   A Master's degree exam committee member is required to be specialized in the field on which a student's thesis is based and meet one of the following conditions:

    (1) Assistant professor or higher

    (2) Earned a Ph.D. degree

    (3) Has academic or professional achievement in neglected or special fields.

五、考試委員不得與應考研究生有配偶、前配偶、三親等內之血親、或二親等內之姻親或曾有此親屬關係，或有僱傭等利害關係。考試委員經提聘後，始察覺與應考研究生有上述關係者，應自動申請迴避。如未自行迴避，本碩士班於確認後，亦應重新辦理提聘。

5.   A student's spouse, ex-spouse or relatives within the third degree of consanguinity may not serve as a member of the Master's degree exam committee. Any member is also not allowed to have or have had in-law relationships within the second degree of consanguinity or have other relationships that may cause conflicts of interest (employment, etc.) with the student. If it is found that a candidate member has the aforementioned relationship with the student after recommendation, the member shall voluntarily avoid the conflict of interest. A new member shall be recommended if a conflict of interest is identified by the program office.

六、考試委員應親自出席委員會，不得委託他人代表，考試需全體委員出席始得進行。

6.   Members shall attend committee meetings in person. No proxy is allowed. Exams can only be held when all members are present.

七、考試申請經本碩士班審查合於規定者，由本碩士班將論文/技術報告、摘要、考試方式、時間、地點及擬聘校內外考試委員名單，提經教務處複核無誤後，簽請校長核定後辦理，並至遲於一週前通知應試人。考試應秉持公平、公正、公開之原則辦理。

7.   After reviewing and approving the exam application, the program office shall submit the following to the Office of Academic Affairs for a second review and approval: thesis/technical report, abstract, exam method, time, place, and the members to be appointed for the Master's degree exam committee. Exam application is further processed after obtaining approval from the President. At least one week advance notice will be provided to the student. The exam will be heled in a fair and transparent manner.

八、考試成績以七十分為及格，一百分為滿分，評定以一次為限，並以出席委員評定分數平均決之；但有2位(含)以上委員評定不及格者，即以不及格論。論文有抄襲或舞弊情事，經考試委員會審查確定者，以不及格論。

8.   The passing grade is 70 and the highest possible grade that can be earned is 100. An evaluation can only be done once. The final grade depends on the average grade of grades given by the present members. When two or more members give the rating of fail, the student does not pass the exam. If any plagiarism or fraudulence is found in the thesis, the student may not pass the exam, upon verification by the committee.

九、考試成績不及格而其修業年限尚未屆滿者，得於四個月後再提出審查申請，重考以一次為限，重考成績七十分以上者，概以七十分計算；重考成績仍不及格者，以重考前成績為準，應令退學。

9.   A student who fails the exam and whose term of study has not yet expired may apply for another exam after four months. Only one additional exam can be conducted. The passing grade as well as the final grade is 70 for the second exam. If the student fails the exam again, he/she will be expelled from the University based on the final grade of the second exam.

十、已申請學位考試之研究生，若因故未能如期舉行考試且其修業年限未屆滿者，應於次學期開學日前填具「取消學位考試通知單」，經指導教授及本碩士班主任核可後送教務處並完成註冊後即可再提出學位考試之申請。逾期未撤銷者，以一次不及格論。

10. If a student who has already applied for the degree exam is unable to take the exam due to special circumstances and his/her term of study is not expired; he/she shall fill out the Degree Exam Cancellation Application Form and submit it to his/her advisor and the head of the program for approval before the beginning of the next semester. The Form will be submitted to the Office of Academic Affairs. The student may apply for the degree exam after semester registration. If the student fails to cancel the exam within the deadline, he/she will be recognized as having failed the exam.

十一、 學生應於學位考試通過後一個月內，繳交附有考試委員簽字同意之論文/技術報告正本四冊及論文電子檔至學程辦公室，辦理畢業相關手續；逾期未繳交，其修業年限已屆滿者，應予退學；未達修業最高年限者，次學期仍應註冊，並於該學期繳交論文最後期限前繳交，屬該學期畢業。至修業年限屆滿時仍未繳交論文者，該學位考試以不及格論，並依規定退學。

11. After passing the degree exam, a student shall submit four original copies of the thesis/technical report with signature of the exam members and its electronic file to the program office for handling graduation affairs. For a student whose term of study has expired, late submission leads to expulsion from the University. If a student's term of study has not expired, he/she shall register for the next semester and submit the thesis/technical report by the deadline of the next semester in order to graduate in the next semester. Any student whose term of study has expired and who has not submitted the thesis/technical report will be recognized as failing the degree exam and expelled from the University according to relevant rules.

十二、 研究生完成之論文/技術報告，應於辦理畢業離校程序前，配合本校及教育部國家圖書館推廣全國博碩士論文摘要線上建檔。

12. A student shall disclose the abstract of his/her thesis/technical report online for the national promotion, which is conducted by the University and National Central Library of the Ministry of Education, in creating an online thesis and dissertation abstract before completing the graduate procedure.

十三、 研究生畢業日期，以繳交論文/技術報告之當學期上課結束日為準。當學期通過學位考試，論文展延至次學期開學前繳交者，仍屬當學期。

13. The date of graduation is the last day of the semester on which the thesis is submitted. If a student passes the degree exam in the current semester and does not submit his/her thesis until the next semester begins, the date of graduation is still the last day of the semester on which the thesis is submitted.

十四、 對於已授予之學位，如發現論文/技術報告有抄襲或舞弊之情事，經論查屬實者，應予撤銷，並公告註銷已發之學位證書，並予退學；且有違反法令者，並依相關法令處理。

14. If any plagiarism or fraudulence is found in the thesis/technical report after the Master's degree is granted, the University will revoke the degree upon verifying that such plagiarism or fraudulence is true. The revocation will be publicly disclosed and the student will be expelled from the University. Any violation of law shall be handled according to the corresponding regulations.

十五、研究生申請學位考試前需完成「論文原創性比對」，且相似度需低於百分之二十，並於完成論文後，經指導教授同意申請碩士學位論文口試。申請學位考試前，繳交論文口試本及相似度百分比低於二十之佐證交予口試委員審閱及辦公室存查；未能於期限前提交論文者，不得依申報時間舉行口試。(本條文適用111學年度(含)以前入學之學生)

15. Before applying for the examination of Master's thesis, graduate student must submit the report of original comparison system, with the percentage of similarity lower than 20%. After finishing the thesis, with the permission of the advisor professor, graduate student can apply for the examination of Master's thesis. Before the examination, graduate student must submit the report of parentage of similarity lower than 20% to the thesis committee and the Department office. Without finishing the steps above, graduate student cannot apply for the examination. (This clause applies to the graduate student enrolled before and included year of 111)

玖、 學位名稱
9. Degree Title

碩士班研究生修業期滿，完成碩士學位應修課程及相關考核規定，提出論文/技術報告，經碩士學位考試委員會考試通過者，授予文學碩士學位。

A Master's of Arts degree is awarded after a student completes the required courses, meets the evaluation conditions, submits the thesis/technical report and passes the degree exam held by the Master's degree exam committee within the defined term.

拾、 附則
10. Supplementary Provisions

一、本辦法未盡事宜，依大學法、學位授予法、文藻外語大學碩士學位考試辦法、文藻外語大學研究所論文計畫考核作業要點、各所聘任研究生指導教授暨口試委員相關作業要點及其他相關規定辦理。

二、本辦法經**系務會議、**院務會議及教務會議通過後，公告實施，修正時亦同。

1. For any unstated matters, please refer to the University Act, Degree Conferral Act, Guidelines for Master's Degree Exam, Guidelines for Thesis Proposal Review, guidelines for appointing thesis advisors and oral defense committee members set by various Program offices and other related regulations.

2. The Regulations become effective after being approved at the College Affairs Meeting and Academic Affairs Meeting. Amendments must follow the same procedure.