

Regulation on Academic Studies for Master Degree Program of International Affairs (English-taught Program), Wenzao Ursuline University of Languages

Revised by Course Planning Group and Department Affairs Meeting on Mar. 31, 2016.

Verified by the Dean of College of English and International Studies on Mar 11, 2016

Revised and passed by Academic Affairs Meeting on May 29, 2016

I. General Rules

Master Degree Program of International Affairs (English-taught Program), Wenzao Ursuline University of Languages manage the all affairs of course requirements for graduate students in the Master Program, based on Regulation on Academic Studies for Master Students, in Master Degree Program of International Affairs (English-taught Program), Wenzao Ursuline University of Languages.

II. The Period of Study

The period of study is 4 years at maximum.

III. Course Requirements

1. The course requirement for graduate students in the Master Program of this graduate institute is based on the course lists of that year.
2. If a graduate student is admitted with the same education level or admitted with the Bachelor's degree from a non-relevant program, after the evaluation of this Graduate Institute and if necessary, he/she needs to select all necessary courses in the undergraduate program during his/her period of study. The courses selected must be listed on the transcript for the future reference.

IV. Waiving Credits

1. Those who have attended other Master Programs and who would like to apply

for waiving credits need to follow the related regulations of waiving credits.

2. The criteria for waiving credits:
 - a. Credits taken within seven years.
 - b. Waiving 12 credits at maximum.
 - c. Credits which need to be waived must be the professional courses listed and approved by this Graduate Institute. Then they can be waived.
3. Within the limited period after enrollment, the freshmen could only apply for waiving credits once.

V. Thesis Supervisor

1. The graduate student needs to apply for the appointment of thesis supervisor. He/she needs to submit the application form of thesis supervisor, thesis proposal or research direction, (which needs to be related to the discipline of this Graduate Program). After hiring the thesis supervisor, the graduate student can start to select the course for thesis writing.
2. The thesis supervisor should be an Assistant Professor (or above) and mainly the teacher at Wenzao in principle.
3. The thesis supervisor should be eligible to be one of the members on the defense committee. If there is more than one thesis supervisor, at least one of them should be eligible.
4. Each teacher in this Graduate Institute, in principle, can supervise two graduate students simultaneously at maximum.
5. Teachers from other graduate institutes, in principle, can supervise one student simultaneously at maximum.
6. If there are two teachers who co-supervise, then each supervises 0.5. The fourth-year graduate student is not counted as one of the supervisees.

VI. Thesis Proposal Review Procedure

1. When the graduate students in Master Program take courses of “thesis” they could get the agreement of course advisor; and the research thesis. Graduate student should send one application of Thesis Proposal Review to the institute office before the deadline. The marks of graduate “paper” on behalf of the effort and performance of course curriculum don’t represent the marks of the oral exam of research thesis.
2. Graduate students will select one topic from a wide variety of subject areas in International Affairs and submit the thesis proposal under the advisor’s

agreement. The committee of thesis proposal must have three members. Besides student's own research thesis advisor or co-advisor, two more members who must hold an academic position not lower than Assistant Professors can be invited to be the committee members from other school and the university. The committee members who are introduced from research thesis advisor must apply for it 20 days prior to the review date and engaged under the agreement of Dean of Graduate Institute.

3. Application deadline for Thesis Proposal Review is held every academic year: in 1st semester is Jan. 10; in 2nd semester is Jul. 10.
4. Thesis proposal review may only be required to attend all members. The Thesis Proposal Evaluation rating is classified into "passed", "pass after revisions", and "no pass". However, if there is two or more attendants score rating as failed, and then the result is considered to be failed. Within one month after no passing of the Thesis Proposal Review, the student may apply for the review.
5. Should a graduate student decide to change the thesis topic for any reason after the submission of Thesis Proposal, the said student shall submit a "Thesis Topic Change Application Form;" and such form shall be submitted to the meeting of Graduate Institute and adopted by advisor.
6. If graduate student requires changing the research thesis advisor with necessary reason, it needs to be confirmed by Dean of Graduate Institute and must re-submit the Thesis Proposal Review.

IX. Master's Thesis and Master's Degree Exam

1. Graduate students have completed the required credits, pass the qualifying examination. They should complete assessment of the relevant provisions and the thesis proposal review. After two months they may apply for Master's Degree Examination.
2. Application deadline for Master's Degree Exam is held every academic year: in 1st semester is the end of January; in 2nd semester is the end of July.

3. Master's thesis exam committee shall comprise at least 3 members; the advising professor or co-advisor shall be a committee member, and two more members who must hold an academic position not lower than Assistant Professors can be invited to be the committee members from other school and the university. The committee members as candidates for the semester in which the part-time teacher of the school shall be deemed to the school member. Examiners have been recommended by the advisor and the Dean of Graduate Institute review them and designate one of them under the agreement. If there are more than two advisors one of them will accept to participate in the degree examination. If necessary two advisors attend the thesis exam the two scores must be calculated by average with other members.

4. Except for the scholars/experts specialized in the research fields of the master examinee the committee members of Master's Degree Exam shall have one of the hiring qualifications described as follows:

- a. Assistant professor (or above)
- b. He/She has earned a Ph.D. degree
- c. He/She is a scarce area expert or specialized in specific research fields, and has academic or professional achievement.

5. The graduate students' spouse, ex-spouse, third-class relatives and in-laws, employees are not allowed to be the member(s) of Thesis Defense Committee. After designating the examiners if the graduate students have the above relationship should automatically apply for withdrawal. If not the Graduate Institute should re-apply the designation.

6. Committee members should attend the examination, shall be commissioned on behalf of, and the examination may only be required to attend all members.

7. The Graduate Institute should review the examination application that complies with the requirements will submit the thesis containing an abstract, examination system, timetable, location and shall make recommendation for an oral defense committee member from the school and others to the Office of Academic Affairs for making a double check. If it is accurate this provision shall be approved by the president prior to implementation.

8. The oral exam passes is 70 grades and 100 grades for full marks based on the average of committee members' score in only one time. However, if there is two or more attendants score rating as failed, and then it is considered to be failed. If there is any plagiarism or fraudulence in our graduate student's research thesis, it will be considered failed under the verification of the committee members for the oral exam of research thesis.

9. Those who failed the exam and whose term of study has not yet expired may take a re-exam after the four months and apply the re-exam that shall be taken only once. Those who passes the re-exam more than 70 grades and students must receive 70 grades in the content area to pass. Those who failed the re-exam shall be discontinued in accordance with the provisions provided by the school.

10. If the graduate student has applied for the degree examination, but is not able to take the examination due to special circumstances, the student may request "withdrawal of the application" prior to the opening of the following semester. tudents can re-apply for degree examinations and complete registration after the approval of advisor and dean of Graduate Institute. If the student fails to withdraw the application within the deadline, the examination shall have the grade of "fail".

11. After the degree examination is completed after one month and the graduate students should submit four printed copies of their thesis and an electronic copy to his/her enrolled institute with approval signatures of the Examination Committee members. Students must complete the graduation procedures before he/she may obtain his/her diploma if they don't and have reached the limit of the study term he/she should be dropped out of school. Students who have not reached the limit of the study term should complete the registration in the following semester. Students who have reached the limit of the study term and haven't submitted their thesis. The master degree examination will be deemed invalid and he/she should be dropped out of school.

12. Through the oral exam of research thesis passes, graduate student should upload the research thesis to the National Central Library Web Search System, MOE for the Dissertation Information of Collaboration in Building and Services of National before finishing the graduate procedure.

13. The date of master's graduation is the last day of the semester to submit the thesis. If the students pass the degree exam and postpone submitting the thesis to the it is still in this semester.

14. If there is any plagiarism or fraudulence in our graduate student's research thesis, it will be considered failed under the verification of the committee members for the oral exam of research thesis. If it is found after diploma conferment, the Office of Academic will cancel the conferred diploma and he/she should be dropped out of school. And there are those who violate its laws, and he/she must be handled by the relevant departments according to law.

X. The Title of the Degree

After the completion of the period of study, all required courses, all related requirement of assessment, and the submission of Master thesis, one passes the defense and approved by his/her committee, and then he/she will be granted the degree, Master of Arts.

XI. Appendix

For further unfinished affairs, please refer to the University Act, Degree Conferral Law, Regulations of Master Degrees Examination of Wenzao, Guidelines Regarding Hiring Supervisors and Committee Members of Graduate Institutes and other related regulations.