

# National Taipei University of Nursing and Health Sciences

## Guidelines for Reviewing the Professional

### Consistency of Dissertations

Approved by the Academic Affairs Meeting on April 13, 2022.

- Article 1. To maintain the academic self-discipline of doctoral and master's degree students (hereinafter, "graduate students") and to ensure that their dissertations are consistent with their academic program's area of expertise, the National Taipei University of Nursing and Health Sciences (hereinafter, "the University") has formulated the National Taipei University of Nursing and Health Sciences Guidelines for Reviewing the Professional Consistency of Dissertations (hereinafter, "the Guidelines").
- Article 2. The dissertations mentioned in these Guidelines refer to the doctoral and master's degree theses described in the Degree Conferral Act (including works, proof of achievement accompanied by a written report, technical reports, professional practice reports, and others).
- Article 3. All Departments and Graduate Institutes of the University shall establish a protocol for reviewing the professional consistency of dissertations based on the educational goals and relevant areas of expertise for each academic program at Department, Graduate Institute, and College affairs meetings. The protocol must then be submitted to the academic affairs meeting for review. The scope of the academic program's area of expertise, review methods, and specific procedures shall be delineated in the protocol.
- Article 4. Graduate students from all Departments, Graduate Institutes, and Colleges of the University shall complete the Form for Reviewing the Professional Consistency of Dissertations and submit it to a Department- or Graduate Institute-level examination review committee (consisting of members whose areas of expertise are consistent with the contents of the dissertation) for approval no later than three months prior to their degree examination. Any inconsistencies that arise between the dissertation and the student's academic program's area of expertise, Department, or Graduate Institute shall result in the revocation of the degree examination application. Graduate students who

dispute the review results shall complete the Form for Re-Examining the Professional Consistency of Dissertations and file for re-examination with their affiliated College.

The Department- or Graduate Institute–level examination review committee responsible for reviewing the professional consistency of dissertations shall consist of three to five members who meet the University’s master’s and doctoral degree examination committee member qualifications. The Head of the Department or Graduate Institute shall appoint one member to be the convener of the committee. The College-level examination review committee responsible for reviewing the professional consistency of dissertations shall consist of three to five members who meet the University’s master’s and doctoral degree examination committee member qualifications. The Dean of the College shall appoint one member to be the convener of the committee. Should any inconsistencies arise, the College shall readily revoke the degree examination application.

Article 5. When undertaking their degree examination, graduate students whose dissertations are deemed by an examination review committee to be inconsistent with their academic program’s area of expertise will be considered as having failed the degree examination, and the Department (Graduate Institute) shall provide remediation measures.

Article 6. The Office of Academic Affairs shall be responsible for handling reports describing any inconsistencies between a graduate student’s dissertation and their academic program’s area of expertise. The informant shall provide a detailed account of the matter in writing and include their real name and contact details. The identity of the informant shall be kept confidential. If the informant fails to provide their actual identity, the report shall be deemed an anonymous report. An anonymous report that contains sufficient and detailed evidence of the aforementioned inconsistencies shall be handled in accordance with the preceding paragraph.

Article 7. The Dean of Academic Affairs and the Chief of the Teaching Affairs Division shall complete a components review within ten days after receiving a report.

1. The case shall be dismissed, and the informant shall be informed in writing if the components of the report are deemed incomplete.
2. If a report is approved for assessment, the accused’s affiliated College shall be requested to form an academic review committee within two weeks and

shall complete the review within two months. All procedures therein shall be kept confidential.

Article 8. The composition of the academic review committee and its review procedures are as follows:

1. The committee shall consist of five to seven members, including the Dean of the accused's affiliated College, the Head of the accused's Department or Graduate Institute, and internal and external experts whose academic expertise is consistent with the accused's area of expertise. Committee members affiliated with the accused's Department or Graduate Institute shall not constitute more than one-third of the committee's composition. The list of committee members shall be kept confidential and be submitted to the President, who shall appoint them.
2. The Dean of the accused's affiliated College shall serve as the chair and convener of the committee. If the Dean has recused themselves, the Dean of Academic Affairs shall serve as the chair and convener of the committee. If both individuals have recused themselves, the President shall appoint one of the other committee members to serve as the chair and convener of the committee.
3. Individuals who are serving or have previously served as an advisor for the accused's dissertation, have served as an oral defense committee member, are relatives of the accused (by blood within the fourth degree or by marriage within the third degree of consanguinity), or have any legal interest in the case shall not serve as committee members.
4. When convening an academic review committee meeting, the accused shall be notified in writing to provide a written statement within a specified deadline or allowed to make a statement in person at the meeting. If necessary, the committee shall request the accused's dissertation advisor(s) and oral defense committee members to attend the meeting.
5. At least two-thirds of committee members must be present during an academic review committee meeting, and a resolution is reached only upon the agreement of at least two-thirds of committee members. Committee members must attend the meetings in person and may not designate a proxy.

Article 9. The academic review committee shall arrive at a resolution based on the findings of their review and shall submit the review report and the meeting minutes to an academic affairs meeting for approval. After the report has been finalized by the President, the Office of Academic Affairs shall notify the

informant and the accused in writing of the outcome.

Article 10. If the accused disputes the review results, the accused shall file an appeal with the University's Student Grievances Committee, in accordance with the University's Guidelines for Processing Student Appeals, within 30 days from the day after receiving the written notice.

Article 11. Disciplinary actions for cases in which a dissertation has been determined to be inconsistent with the relevant academic program's area of expertise:

1. Students whose offense is deemed a major violation shall have their degree revoked, and any degree certificates that have been issued shall be invalidated or recalled. Other junior colleges, universities, and relevant institutions and agencies shall be notified of any invalidations or recalls. Furthermore, the National Central Library shall be requested to remove the physical and digital copies of the student's dissertation. Students whose eligibility for graduation has been canceled or whose degrees have been revoked shall be regarded as having been dismissed from the University, even if they have yet to meet the minimum length of study, and shall not continue their studies at the University. Any other violations shall be handled in accordance with relevant laws and regulations.
2. For violations that are deemed to be less severe than those stated in the preceding subparagraph, the review committee shall demand that the accused complete amendments with a specified deadline or impose other suitable disciplinary actions on the accused. The accused shall complete the amendments within the specified deadline and submit proof of their completion to their affiliated Department or Graduate Institute, which shall, in turn, submit the proof for verification at an academic affairs meeting.
3. The advisor of a graduate student whose dissertation is verified to be inconsistent with their academic program's area of expertise shall be held liable and may not serve as a dissertation advisor to new graduate students for one year, beginning from the second semester after the violation is announced. Their affiliated Department or Graduate Institute shall re-evaluate their dissertation professional consistency verification protocol.

Article 12. Matters not specified in the Guidelines shall be processed in accordance with the relevant laws and regulations of the Ministry of Education and the University.

Article 13. The Guidelines have been approved at an academic affairs meeting and shall be implemented starting in the 2022 academic year and onwards, after verification from the President. The same shall apply to any amendments.