

# National Taipei University of Nursing and Health Sciences

## Master's Degree Examination Policy

Stipulated and carried into effect at the Academic Affairs meeting on March 19, 2002  
Amended and approved in the Academic Affairs meeting on March 16, 2004  
Amended and approved at the Academic Affairs meeting on March 15, 2006  
Amended and approved at the Academic Affairs meeting on May 10, 2006  
Amended and approved at the Academic Affairs meeting on December 23, 2009  
Amended and approved at the Academic Affairs meeting on January 5, 2011  
Amended and approved at the Academic Affairs meeting on June 8, 2011  
Amended and approved at the Academic Affairs meeting on December 21, 2011  
Amended and approved at the Academic Affairs meeting on October 23, 2013  
Amended and approved at the Academic Affairs meeting on March 26, 2014  
Amended and approved at the Academic Affairs meeting on April 30, 2014  
Article 5 amended and approved at the Academic Affairs meeting on June 4, 2014 and carried into effect on  
August 1, 2014  
Amended and approved at the Academic Affairs meeting on October 15, 2014  
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Amended and approved at the Academic Affairs meeting on June 21, 2017  
Amended and approved at the Academic Affairs meeting on June 5, 2019 and carried into effect on August 1,  
2019  
Amended and approved at the Academic Affairs meeting on December 25, 2019  
Amended and approved at the Academic Affairs meeting on December 30, 2020  
Amended and approved at the Academic Affairs meeting on November 02, 2022  
Amended and approved at the Academic Affairs meeting on January 08, 2025

- Article 1. The Master's Degree Examination Policy (hereinafter referred to as "the Policy") is formulated in accordance with the University Act and its enforcement rules, the Degree Conferral Law, the Regulations Governing the Conferral of Degrees and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation, and other relevant laws and regulations.
- Article 2. The applicability of degree theses in the specified field of research shall be reviewed by the department (institute), degree program, or college of the graduate student based on educational objectives and specializations. Reviews shall be completed prior to applying for the degree examination. Graduate students whose degree thesis is found to be inconsistent with the specified field of research or the specialization of their department (institute) shall refrain from applying for the degree examination until the applicability of their submission is confirmed.
- Article 3. Graduate students that meet the following requirements may apply for the master's degree examination:
1. Completed one semester of their master's degree program.

2. Completed all required credits for the department (institute) or degree program and have met the graduation criteria of the department (institute) or degree program.
3. Completed the thesis draft or submitted thesis alternatives, such as Achievement Certificates and Reports, Technical Reports, or Professional Practice Reports, and all content conforms to the department (institute) specialization.
4. Graduate students may be required to pass the qualification examination and comply with the regulations of their respective departments.
5. In addition to the preceding requirements, graduate students are required to complete the Research Ethics Education Course in accordance with the Directions for Implementing the NTUNHS Research Ethics Education Course.
6. Has completed the Dissertation Professional Consistency Review Form in accordance with the National Taipei University of Nursing and Health Sciences Guidelines for Reviewing the Professional Consistency of Dissertations.
7. Has completed the dissertation originality check procedure in accordance with the National Taipei University of Nursing and Health Sciences Guidelines for Reviewing the Originality of Dissertations, and achieved a similarity result no more than 25%.

Article 4. Applications for the master's degree examination shall be processed in accordance with the following provisions:

1. Unless otherwise more strictly specified by their respective departments (institutes) or degree programs, graduate students must submit their applications within three weeks prior to the date of the degree examination. Late applications will not be accepted.
2. Applicants must fill out the application form and prepare the following documents:
  - (1) Annual transcripts (one copy).
  - (2) Thesis draft or thesis alternatives, such as Achievement Certificates and Reports, Technical Reports, or Professional Practice Reports (one copy).
  - (3) Research Ethics Education Course Certificate of Completion.
  - (4) Academic Achievement Record for Graduate Students (one copy).
  - (5) Dissertation Professional Consistency Review Form.
  - (6) Dissertation Originality Check Results Form.

3. Applicants must acquire permission from their advising professors, the chairperson of their institutes or the director of their degree programs, and their college dean and subsequently obtain approval for the reference of the University.
4. Graduate students whose research procedure or thesis composition is suspected of violating research ethics shall be prohibited from applying for the degree examination until ethical compliance is confirmed.
5. Graduate students in institutes of the arts, applied technology, or sports sciences shall submit works, Achievement Certificates and Reports, or Technical Reports instead of a degree thesis. Such alternative submissions shall be of a standard equivalent to a degree thesis. Graduate students of professional practice programs shall submit a Professional Practice Report instead of a degree thesis. Such alternative submissions shall be of a standard equivalent to a degree thesis.

The thesis alternatives characterized in the preceding paragraphs, including works, Achievement Certificates and Reports, Technical Reports, and Professional Practice Reports, shall be reviewed in a Department (Institute) Affairs meeting or Degree Program Affairs meeting and a College Affairs meeting. The thesis alternatives shall be disclosed on the University's Teaching Affairs Webpage once approved and carried into effect in a Teaching Affairs meeting. The scope, format, content, and other matters concerning thesis alternatives, including works, Achievement Certificates and Reports, Technical Reports, or Professional Practice Reports, shall be handled in accordance with the Conferral of Degrees and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation disseminated by the Ministry of Education.

Article 5. The degree examination shall be organized in accordance with the following procedures:

1. Assemble a Master's Degree Examination Committee.
2. Carry out the degree examination.

Article 6. The Master's Degree Examination Committee shall be assembled as follows:

1. The committee shall comprise three to five members with no fewer than one member unaffiliated to the department (institute) or degree program. The number of committee members must not be smaller than that of the advising professors. The committee shall appoint one chairperson through mutual recommendation. Advising professors may not be appointed as chairpersons.

2. All members of the Master's Degree Examination Committee must possess specialized research backgrounds in the relevant field of research and meet no fewer than one of the following requirements:
  - (1) Current or former professor or associate professor.
  - (2) Academician of Academia Sinica and current or former researcher or associate researcher at Academia Sinica.
  - (3) Professor with a doctoral degree and major contributions to their field.
  - (4) Professor specializing in rare or specialized academic disciplines or professional practices with major contributions to their field.  
The appointment qualification standards of Items (3) and (4) shall be established in a Department (Institute) Affairs meeting, College Affairs meeting, or Degree Program Affairs meeting.
3. Advising professors and examination committee members shall be appointed in accordance with avoidance of conflict of interest principles. Degree examination committee members related to the graduate student, including spouses, blood relatives to the fourth degree, or relatives by marriage to the third degree, shall voluntarily disqualify themselves from committee duties.
4. Members of the Master's Degree Examination Committee shall be nominated by directors of department (institute) or degree program and appointed by the principal.
5. Part-time professors of the University shall be regarded as unaffiliated committee members. However, part-time professors serving as advising or co-advising professors shall be regarded as affiliated committee members.

Article 7. The degree examination shall be managed as follows:

1. Students must apply for degree examination pre-approval before applying for degree examination.
2. The examination will be carried out orally and openly. When necessary, written or experimental examinations will be carried out.
3. The examination must be performed on the University campus. All examination committee members are required to appear at the examination and may not delegate the task to others. Should video calls be required, graduate students must submit a request with the department (institute) head, degree program director, or college dean and gain approval on a per-case basis. The request shall then be submitted to the Director of Academic Affairs for approval. Video examinations shall be fully recorded and

archived in the department (institute) and degree program for future reference.

4. A minimum of three committee members, with no fewer than one extradepartmental member, must be present during the examination. Otherwise, the examination may not commence, and the grades of the students participating in the examination shall not be recognized.
5. The minimum score to pass the degree examination is 70. The score is decided collectively by the attending examination committee members. Degree theses or alternatives, including works, Achievement Certificates and Reports, Technical Reports, and Professional Practice Reports in violation of research ethics shall be disqualified upon review and confirmation of the Master's Degree Examination Committee.
6. Theses, works, Achievement Certificates, written reports, Technical Reports, or Professional Practice Reports that have already been submitted for a degree from overseas or to domestic institutions may not be re-submitted for admittance to the degree examination at the University. However, academic collaboration papers and co-authored theses are exempt from this provision.
7. If a student fails the degree examination, but the years of study of the student have not expired, then the student must retake the examination by no later than the following semester. The student is allowed only one reexamination. Should the student fail a second time, the student will be required to withdraw from the University.

Article 8. Degree examinations are held once per semester, by January 31 in the first semester and by July 31 in the second semester.  
Degree examination applicants that are unable to take the examination in the current semester for a valid reason must cancel their applications before January 31 in the first semester and before July 31 in the second semester. Students that fail to cancel or complete the examination shall receive a failing grade on their transcripts.

Article 9. After the degree examination has concluded, scorecards shall be signed by an examination committee member and submitted to the Office of Academic Affairs before the designated deadline (by January 31 in the first semester and by July 31 in the second semester).  
After the degree examination has concluded, graduate students that have taken the degree examination but failed to attain the required course credits in the current semester shall not receive an examination score, and their attendance

shall not be counted. Students in the preceding situation may re-apply for the degree examination at their own expense.

Graduate students that have taken the degree examination shall submit a paper copy, video recording, audio recording, compact disk copy, or other acceptable media of their degree theses, written reports, Technical Reports, or Professional Practice Reports (The review report signed by the examination committee, the dissertation originality check results form signed by the advisor or co-advisor(s), and the first and last pages of the originality check report) to the library before the specified deadline in the same semester (March 3 for the first semester and August 31 for the second semester). Graduate students shall also send a digital copy of their submission to the Office of Academic Affairs and complete the University's school-leaving process to graduate in the current semester and receive their degree certificate from the Office of Academic Affairs. The paper format (hardcover or paperback) of the degree thesis and the number of copies of relevant reports (including paper documents, video recordings, audio recordings, compact disks, or other media) may vary based on the requirements of individual departments (institutes), degree programs, or the library.

The following provisions are applicable to graduate students that have not completed the school-leaving process:

1. The degree examination grades for the semester shall be recorded as incomplete.
2. All students are required to submit registration fees for their follow-up semesters and may not attend any courses other than those relevant to their master's thesis. Scores obtained from attending non-thesis courses attended shall be automatically discarded. Regarding registration fee standards, students enrolled in general and specialized master's programs are subject to base tuition and fees for the semesters.
3. Graduate students that have submitted their theses by the final deadline shall graduate in the current semester. Students that have not submitted their theses by the end of their years of study shall receive a failing grade (zero) for their degree examination and be withdrawn from the University in accordance with University regulations.

Article 10. Dissertations shall be made available for public reference in general. However, as per the National Taipei University of Nursing and Health Sciences Guidelines for Dissertation Embargo, an embargo may be requested if a dissertation contains confidential information, entails patent registration, or is

subjected to any legitimate reason that grants an embargo. Students who wish to do so shall complete the dissertation embargo application form. The maximum delay of public access to the dissertation shall be five years.

- Article 11. Students with conferred degrees who are confirmed to have falsified, altered, plagiarized, or outsourced their theses, works, achievement certificates, written reports, Technical Reports, or Professional Practice Reports shall have their submissions rejected and their degrees publicly revoked. Other legal violations shall be handled in accordance with relevant laws and regulations. Graduate students revoked of their degree certificates shall be notified to return their certificates to the University. In addition, other colleges, universities, and related institutions shall be notified of the revocation, and the student shall receive a failing grade (zero) for their degree examination.
- Article 12. Graduate students that wish to dispute the results of their degree examination provided by their advising professor may file an appeal with their department (institute) or degree program. After submitting an appeal, a review committee shall be established within the department (institute) or degree program, with the head of the department (institute) or director of the degree program serving as the arbitrator. Arbitration results shall be provided to the appealing student within one month of receiving the appeal. Should the appealing student disapprove of the arbitration results, they may file an appeal with the Student Appeal Committee starting from the day after the publication of the arbitration results in accordance with the Student Appeal Policy of the University.
- Article 13. Matters not mentioned in this shall be handled in accordance with relevant regulations disseminated by the University and the Ministry of Education.
- Article 14. This policy was approved at an Academic Affairs meeting and was carried into effect with the approval of the president with a copy sent to the Ministry of Education. The same rules apply to subsequent amendments.