

# **Master's Program Regulations for the Department of Applied Chinese at Kainan University**

Approved at the 1st Departmental Meeting on December 19, 96 (Academic Year 2007)

Revised and Approved at the 2nd Departmental Meeting on September 17, 109 (Academic Year 2020)

Revised and Approved at the 1st College Meeting on September 21, 109 (Academic Year 2020)

Revised and Approved at the 1st Academic Affairs Meeting for the 109 Academic Year on September 22, 109 (Academic Year 2020)

Revised and Approved at the 8th Departmental Meeting on December 30, 109 (Academic Year 2020)

Revised and Approved at the 4th College Meeting on January 6, 110 (Academic Year 2021)

Revised and Approved at the 4th Academic Affairs Meeting for the 109 Academic Year on March 4, 110 (Academic Year 2021)

Article 1: The Department of Applied Chinese at Kainan University (hereinafter referred to as the department) establishes these regulations for the master's students (including regular and in-service students) to facilitate their studies, in accordance with the university regulations.

Article 2: The master's program duration for students in this department follows the regulations outlined in Article 83 of the university regulations.

Article 3: After admission, master's students may apply for credit exemption. Exemptions are granted upon approval by the department. The regulations for credit exemption follow the guidelines set by the university's student credit exemption policy and the specific regulations of the department.

Article 4: Master's students should select a thesis advisor by the end of the first academic year. The advisor, who must be a full-time professor, associate professor, or assistant professor in the department, will sign the 'Thesis Advisor Agreement.' In case of changing advisors, approval from both the current and new advisors is required, and a written application must be

submitted to the department for review.

Article 5: Each advisor can supervise a maximum of two master's students (including co-supervision) in the same academic year. Advisors must be full-time professors, associate professors, or assistant professors in the department. Otherwise, approval from the department head is required.

Article 6: The thesis topic and content for master's students should align with the department's professional field. If there are doubts about the alignment between the thesis and the professional field, the case will be submitted to the department curriculum meeting for review, with the advisor invited to provide clarification.

Article 7: The evaluation of master's theses in this department consists of two stages. The thesis advisor may organize a thesis examination committee for the following:

- a. Evaluation of the thesis proposal: The proposal must pass the review by the thesis proposal examination committee and undergo a professional field review.
- b. Thesis defense: The defense can be applied for three months after the proposal review. The thesis defense must include a public oral presentation and cannot be conducted in writing.

Article 8: The thesis examination committee consists of three to five members, with one member serving as the convener. The advisor cannot be the convener, and the number of external members must be at least one-third of the total committee members.

Article 9: Master's students eligible for the master's degree examination must:

- a. Complete at least two-thirds of the required credits on the master's program curriculum (excluding the current semester's courses).

- b. Have submitted at least one professional paper to a domestic or international academic conference or journal before graduation. If not published in time, the student may apply to supplement it, with a recommendation from the advisor.
- c. Pass the thesis proposal review.

Article 10: Master's students must prepare all required documents, including the initial draft of the thesis, a list of proposed thesis defense committee members, an explanation of completed courses and credits, and the thesis qualification review form, by the university-specified deadline each semester. At least three weeks before the scheduled defense date, the complete thesis draft must be submitted to the committee members for review before the thesis defense can take place.

Article 11: Before submitting the application for the master's degree examination, master's students must have their initial thesis draft verified using the university's plagiarism detection system. The comparison report must be attached and provided to the defense committee for reference. Committee members will confirm whether the thesis aligns with the professional field.

Article 12: After the thesis defense, the final thesis draft must undergo another plagiarism check using the university's system. The comparison report should be submitted to the advisor and the department for confirmation. Students must also complete and submit the 'Completion Agreement for Master's Thesis' for departmental records.

Article 13: Before the final draft of the thesis is completed, master's students must fill out the 'Application for Public Release of Master's Thesis' form. After obtaining the advisor's signature, the form is submitted to the department for record.

Article 14: The department must review the master's thesis, upload it to the Taiwan Electronic Theses and Dissertations (ETD) system, and only then proceed with the examination process. Upon system approval, the department can review the student's eligibility for graduation and issue the diploma.

Article 15: For matters not covered in these regulations, relevant university regulations shall apply.

Article 16: These regulations are approved by the departmental meeting, college meeting, and academic affairs meeting. After approval by the university president, they will be implemented on the publication date, and any amendments will follow the same process.