

# **Academic Regulations for Master's Students**

## **Department of Applied Chinese, Kainan University**

Approved by the 1st Department Meeting on December 19, 2007  
Amended and approved by the 2nd Department Meeting on September 17, 2020  
Amended and approved by the 1st College Meeting on September 21, 2020  
Amended and approved by the 1st Academic Affairs Meeting of Academic Year 2020 on  
September 22, 2020  
Amended and approved by the 8th Department Meeting on December 30, 2020  
Amended and approved by the 4th College Meeting on January 6, 2021  
Amended and approved by the 4th Academic Affairs Meeting of Academic Year 2020 on March 4,  
2021  
Amended and approved by the 1st Department Meeting on September 17, 2025  
Amended and approved by the 1st College Meeting on September 21, 2025  
Amended and approved by the 3rd Academic Affairs Meeting of Academic Year 2025 on  
September 23, 2025

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### **Article 1**

These regulations are established by the Department of Applied Chinese (hereinafter “the Department”) of Kainan University (hereinafter “the University”) in accordance with the University’s Academic Regulations, in order to guide and supervise Master’s students (including both regular and in-service students).

### **Article 2**

The duration of study for Master’s students shall be in accordance with Article 83 of the University’s Academic Regulations.

### **Article 3**

After enrollment, students may apply for credit transfer. Credits may be transferred only after review and approval by the Department. Relevant regulations shall follow the University’s Credit Transfer Guidelines and the Department’s implementation rules.

### **Article 4**

Master’s students must select a thesis advisor before the end of their first academic year and submit a signed “Thesis Supervision Agreement.”

At least one advisor must be a full-time professor, associate professor, or assistant professor of the Department.

If a change of advisor is necessary, written consent from both the original and

new advisors must be obtained and submitted to the Department for approval and filing with the Office of Academic Affairs.

#### **Article 5**

Each advisor may supervise up to two graduate students per academic year (including co-supervision) and must submit a written application.

Advisors must be full-time faculty members of the Department unless approved by the Department Chair.

#### **Article 6**

The thesis topic and content must be related to the Department's professional fields.

If there is any dispute regarding relevance, the issue shall be reviewed by the Department Curriculum Committee, with the advisor invited to attend and provide explanation.

#### **Article 7**

Thesis evaluation is conducted in two stages. After at least one year of study, the advisor may form a Thesis Examination Committee to conduct:

- 1. Thesis Proposal Review:**

The proposal must be approved by the committee, including verification of relevance to the professional field.

- 2. Oral Defense:**

Students may apply for the oral defense at least three months after passing the proposal review.

The defense must be conducted publicly and orally; written-only evaluation is not permitted.

#### **Article 8**

The Thesis Examination Committee shall consist of 3 to 5 members, with one serving as convener.

The advisor may not serve as convener.

At least one-third of the committee members must be external to the University.

## **Article 9**

Students who meet the following requirements may apply for the Master's degree examination:

1. Completion of at least two-thirds of the required graduation credits, including core and required courses (excluding current semester courses).
2. Submission of at least one academic paper to a domestic or international conference or journal before graduation. If publication is delayed, the advisor may apply for deferred submission.
3. Approval of the thesis proposal.

## **Article 10**

Students must submit all required documents before the University's deadline each semester, including:

- Thesis draft
- List of proposed oral defense committee members
- Academic records and credit documentation
- Qualification review form

The complete thesis must be delivered to committee members at least three weeks before the scheduled defense.

## **Article 11**

Before the oral defense, the thesis draft must undergo plagiarism detection, and the report must be provided to the committee for reference.

Committee members shall also confirm whether the thesis aligns with the professional field.

## **Article 12**

After the defense, the final thesis must again undergo plagiarism detection.

The report must be reviewed by the advisor and the Department.

Students must submit a signed “Thesis Revision Completion Approval Form” for record.

### **Article 13**

Theses, written reports, technical reports, or professional practice reports shall in principle be publicly accessible for academic sharing.

However, if confidentiality, patent issues, or legal restrictions apply, students may apply for delayed public access before the defense.

Approval must be granted by the examination committee during the defense.

### **Article 14**

The Department must verify that the thesis has been uploaded to the Taiwan Thesis and Dissertation Knowledge Value-Added System before approving graduation and issuing the degree certificate.

### **Article 15**

Any matters not covered herein shall be handled in accordance with relevant University regulations.

### **Article 16**

These regulations shall be implemented upon approval by the Department Meeting, College Meeting, and Academic Affairs Meeting, and upon authorization by the University President. The same procedure applies to amendments.