

**Procedure for Master's Degree Thesis Defense,**  
**Graduate Institute of Art History,**  
**National Taiwan Normal University**

Passed at the General Affairs Committee, June 13, 2011

Revisions passed at the General Affairs Committee, January 6, 2012

Revisions passed at the General Affairs Committee, September 19, 2014

Revisions passed at the General Affairs Committee, April 10, 2015

Revisions passed at the General Affairs Committee, May 18, 2016

**Article 1:** These guidelines are undertaken in accordance with regulations of the National Taiwan Normal University's rules for graduate student's thesis defense.

**Article 2:** GIAH students can request authorization to schedule the master's degree *thesis defense* when he/she has passed the thesis proposal examination and has finished the thesis draft within the master program duration.

**Article 3:** The MA degree *thesis defense*

Application date: Before the end of May or the end of November. Defense date: The defense should be completed before the end of each semester (January 31st for the fall semester, July 31st for the spring semester).

**Article 4:** Those requesting a thesis defense must submit the following documents:

- (1) Application form for the Master's Degree Thesis Defense
- (2) A copy of each year's grade sheets
- (3) Certificate of the Thesis Proposal Examination
- (4) The thesis draft and its abstract. The thesis draft and thesis abstract should be written in Chinese. An English written thesis can be accepted if the advisor considers it to be necessary. An abstract written in Chinese is required if the thesis is written in English. An applicant's other degree thesis can never be submitted to the GIAH office as master's degree thesis.
- (5) Thesis advisor's recommendation letter.

The documents mentioned above should be reviewed and approved by the GIAH director. Afterwards, the GIAH student who will defend the thesis should submit to the GIAH office five copies of her/his thesis (abstract included). The date of the thesis

defense will be announced by the GIAH office.

(6) one report on thesis originality from the online plagiarism system

(7) one affidavit for applying for their Graduate Degree Examination

**Article 5:** A committee composed of 3 to 5 members will be convoked for the thesis defense. The committee should consist of GIAH faculty members (including full-time, adjunct, or visiting fellows), and non NTNU members. At least one-third of the committee members should be non NTNU members. The committee is convoked by a non NTNU member.

The committee members should:

(1) Have held the post of professor or associate professor.

(2) Is an Academician of the Academia Sinica, or has held the post of researcher or associate researcher in Academia Sinica.

(3) Have obtained a PhD degree(s) and is recognized for academic achievement.

(4) Has academic or professional contributions to rare or special disciplines.

**Article 6:** The master's degree thesis defense is an oral examination.

The committee members should give a grade to the student who defends her/his master degree's thesis. The highest grade is 100 points. A student who fails to obtain 70 points cannot obtain the master degree. Only one grade can be given by the committee members. The grade is averaged out from the points given by each present committee member. However, if one-half present committee members give the student less than 70 points for her/his defense, she/he cannot obtain the master degree. If the committee members don't offer any grade, this thesis defense is also considered as having failed and the student cannot obtain her/his master degree. Any plagiarism or cheating in regard to the content of thesis, if proved by the committee members, is considered as failure in thesis defense.

**Article 7:** A student who fails in the thesis defense can apply for a second defense in the following semester or the next academic year if her/his studies do not exceed the program duration. In this case, only one application is allowed. The highest grade obtainable at second attempt is 70 points. A student who fails in the second defense is required to abandon the GIAH master program.

**Article 8:** The date of MA thesis defense should be scheduled according to the NTNU academic calendar. If a committee member is on a business trip or abroad and cannot be present at the scheduled time, the student can ask to postpone the defense date (That is, later than January 31<sup>st</sup> or July 31<sup>st</sup>). The postponement will be valid only when agreed by the GIAH director and approved by the NTNU Dean of Academic

Affairs.

**Article 9:** In any case, a student who requests a thesis defense but cannot complete the defense before the end of the semester (the precise date is calculated according to the NTNU academic calendar) has to cancel her/his application in advance. If she/he does not cancel the application before the scheduled defense date, it is considered that she/he fails in the thesis defense. If the student is in the last year of the master degree's duration, she/he cannot request for postponement of the thesis defense. A student who fails to complete the thesis defense before the end of the master program duration is asked to abandon her/his studies in GIAH.

**Article 10:** The amount of the committee member's fee and their transport subvention is in accordance with the NTNU regulations relative to the master degree's thesis defense. Each GIAH student can apply for the subvention (fee and transport included). In case she/he takes the second defense, she/he has to pay for the committee members at her/his own expense (fee and transport included).

**Article 11:** When the thesis defense is completed, the student has to submit her/his thesis (with the committee members' signatures on the copy) to the GIAH office. The GIAH office will then submit this thesis to the NTNU Academic Affairs Office. The thesis final version has to be submitted before the end of February (fall semester session) or August 31<sup>st</sup> (spring semester session). The student's graduate semester is in accordance with the date of the submission of thesis. If she/he fails to submit the thesis final version before the due date, she/he is asked to be registered in the next semester and attend the GIAH courses. In case she/he is in the last year and cannot submit the thesis final version before the due date, it is considered that she/he fails to finish her/his studies and she/he will be asked to withdraw from the GIAH master program.

**Article 12:** The final grade of the master degree is calculated by two grades: the grade averaged out by each course she/he has attended (50%) and the grade of thesis defense (50%).

**Article 13:** Any information about thesis defense should be separately and secretly sent to each committee member. The student who defends her/his own thesis is forbidden to be engaged in any administrative affairs concerned.

**Article 14:** In case the thesis or the technical report is proved as a work of plagiarism or any other cheating, or does not provide correct citation, the student concerned must return her/his master degree diploma to the GIAH office.

**Article 15:** These guidelines went into effect after being passed by the GIAH General

Affairs Committee and submitted to the NTNU. Any future revisions must follow the same procedure.