

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

Drafted by the General Affairs Committee, April 10, 2009
Passed at the General Affairs Committee, June 29, 2009
Revisions passed at the General Affairs Committee, March 31, 2011
Revisions passed at the General Affairs Committee, April 29, 2011
Revisions passed at the General Affairs Committee, June 13, 2011
Revisions passed at the General Affairs Committee, September 16, 2011
Revisions passed at the General Affairs Committee, January 6, 2012
Revisions passed at the General Affairs Committee, January 11, 2013
Revisions passed at the General Affairs Committee, October 27, 2014
Revisions passed at the General Meeting, April 12, 2018
Revisions passed at the General Meeting, June 13, 2022

1. Application Date:
 - A) Fall semester: By November 30
 - B) Spring semester: By May 31
2. Examination Date:
 - A) Fall semester: By January 31
 - B) Spring semester: By June 30
3. Application Requirements: Students of the Graduate Institute of Art History (GIAH) can apply for their Master's Degree Thesis Proposal Examination only when getting 15 or more credits (half of the credits required for graduation) and their advisor's consent.
4. Examination Committee Members: 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 and adjunct faculty, or visiting fellows), and external members (non NTNU members). At least one-third of the committee members should be external members. The committee is convoked by an external member.

The committee members should have one of the following qualifications:

 - (1) Has held the position of professor or associate professor.
 - (2) Is an Academician of the Academia Sinica, or has held the position of researcher or associate researcher of the Academia Sinica.
 - (3) Holds a PhD degree and is recognized for academic achievement.
 - (4) Has academic or professional contributions to rare or special disciplines.

5. Examination Procedure:
 - (1) Submission of an (approximately) twenty-page thesis proposal
 - (2) Oral examinationTo pass the examination, students must score at least 70 out of a total of 100 marks.
6. Students failing the examination are required to repeat it within six months. Only one make-up examination will be permitted. Those who fail in the make-up examination will be ordered to drop out.
7. According to NTNU regulations relating to master's degree thesis defense, any information about the thesis proposal examination should be separately and secretly sent to each committee member. Students taking the examination are forbidden from involvement in any relevant administrative affairs.
8. Committee members' fees and transportation expenses are calculated in accordance with NTNU regulations relating to master's degree thesis defense. GIAH students may apply for subsidization of these fees and transportation for one defense, but in the case of having to make subsequent defenses, must themselves pay the fees and expenses of the committee members.
9. A Master's Degree Thesis Proposal Exam cannot be recorded with any audio or video recording devices without the agreement of the examination committee.
10. This *Procedure for Master's Degree Thesis Proposal Examination* went into effect after being passed by the GIAH Curricular Affairs Committee and the GIAH General Affairs Committee. Any future revisions must follow the same procedure.

This is a notice. If there is a discrepancy between this notice and the Chinese document, the Chinese version shall govern.

本件係通知函，如兩者有不同之處，以中文函為準。