

## Academic Guidelines for Master's Thesis Writing

### Department of English—National Dong Hwa University

- I. These guidelines are formulated by the Department of English (hereinafter referred to as the Department) in order to effectively regulate the master's thesis direction and improve the quality of thesis writing.
- II. These guidelines include finding thesis advisor(s) and arranging oral examinations.
- III. Thesis advisers should be faculty members of the Department. If a student's research topic is outside the range of expertise of the professors of the Department, the student is obliged to issue a statement of reasons why this is so; only with the consent of the Chair of the Department can the student ask a professor, an expert, or a researcher from another department, at another university, or in another research institution to serve as the thesis advisor.
- IV. The rules of an oral examination of a master's thesis are as follows:
  - A. The deadline for the oral examination is January 31 in the first semester and July 31 in the second semester. Students who intend to graduate should ensure they meet the pertinent deadline.
  - B. An application form for the oral examination, a list of examination committee members, and a report generated by a master's thesis plagiarism checker should be submitted to the Department before the deadline set by the University.
  - C. The oral examination committee should consist of three to five members who have relevant expertise; at least one-third of the committee should be members external to the University. If the thesis advisor is an external member, at least one committee member should be a full-time faculty member of the Department.
  - D. The qualifications of the examination committee members shall comply with the provisions of Article 14 of the NDHU Regulations of Master and Doctoral Degrees Examination. A committee member should have specialization in the field related to the student's thesis and have one or more of the following qualifications:
    1. Be a former professor or associate professor.
    2. Be an academician of Academia Sinica or a former research fellow or associate research fellow of Academia Sinica.
    3. Hold a doctorate degree and have a distinguished record of academic achievements.
    4. Have distinguished themselves by academic or professional achievements in a rare or specialized discipline.

An individual who belongs to Category 3 or Category 4 should also possess one or more of the following qualifications:

- (1) Hold a doctorate degree in an academic field related to the master's thesis by a domestic or foreign university.
- (2) Be a current or former assistant professor, associate professor, or professor, and hold a doctorate degree in an academic field related to the master's thesis by a domestic or foreign university.
- (3) Have published monographs in an academic field related to the master's thesis or published more than three papers in a related field in academic journals published in Taiwan or abroad.

- V. After the Master's Degree has been awarded, if it is proved that the student committed plagiarism, the degree shall be revoked and the issued degree certificate shall be recalled and nullified.
- VI. In the case of any discrepancies or other matters arising that are not specifically covered herein, these guidelines are subject to the relevant regulations of the Ministry of Education, the NDHU Academic Regulations, the NDHU Regulations of Master and Doctoral Degrees Examination, and the Study Regulations for Master's Students of the Department.
- VII. These guidelines are implemented after being passed by the faculty meeting of the Department.

Note: This English version is translated from the original Chinese version. In the case of any discrepancy between the two, the Chinese version shall prevail.