

Institute of Social Innovation, National Sun Yat-sen University

Regulations and Rules for Master's Degree Conferral

(Applicable to students enrolling in the 2022-2023 academic year)

Approved by the President on September 8, 2021

Approved by the President on December 28, 2022

- Article 1. The Institute of Social Innovation of National Sun Yat-sen University established the Regulations and Rules for Master's Degree Conferral (hereafter "the Regulations") based on the Degree Conferral Act by the Ministry of Education, the Academic Regulations and the Implementation Bylaws for Ph.D. and Master Degree Examination by the university.
- Article 2. The study duration is 1 to 4 years according to the regulations of the Ministry of Education, (not including deferral or suspension, maximum for suspension period is 2 years).
- Article 3. Course requirements and advisor assignment:
1. Minimum graduation credits:
Students must acquire a minimum of 30 credits, with at least 15 credits of required courses (including thesis course), and 15 credits of elective courses. Apart from courses offered by this institute, up to 6 credits of elective courses can be selected from courses offered by other institutions or courses with credit recognition agreements signed with the university.
 2. Selection of advisor:
Students must submit the name of the advisor before the end of first academic year (exact time to be confirmed by the institute). The advisor should be a full-time, jointly appointed or contracted faculty member of the Institute. If more than one advisors are involved, at least one of them has to be an academic faculty member of the institute. After obtaining the advisor's consent, the student should submit a letter of consent from the advisor to the institute office for approval.
 3. Change of thesis advisor:
With the consent of the original advisor, an application form for changing the advisor should be filled out and submitted to the institute for approval.
 4. Graduation thesis:
Completion of courses Thesis (I) and (II) (3 credits for each course).

Article 4. Thesis proposal presentation:

1. Upon completion of the graduation credits (including the current semester), students may apply to the institute for thesis proposal presentation, which shall be conducted after receiving consent from the advisor and the director.
2. Thesis proposal presentations shall be conducted in the form of oral examinations and be processed according to the relevant regulations of the institute, with maximum one application per semester. Those who pass the oral examination may participate in the master's degree examination three months after the end of the oral examination. Those who fail the oral examination cannot apply for the master's degree examination.

Article 5. Master's degree examination:

Definition of Semester: The first semester is from August 1 to January 31 of the following year. The second semester is from February 1 to July 31.

Examination Format: (1) Thesis and thesis defence or (2) professional practice report and oral examination.

1. Degree Examination and Related Regulations:

- (1) The degree examination is conducted in the form of an oral examination. Students should apply for it at least 14 days before the oral examination (excluding holidays). At the time of application, students must fill out the degree examination application form, which, after being signed by the thesis advisor, must be submitted along with other documents, including the academic activity record, transcripts and proof of passing academic research ethics courses, to the institute office for review.
- (2) The Master's degree examination committee consists of three to five members, including at least one external member. (Conducted in accordance with the Implementation Bylaws for Ph.D. and Master Degree Examination)
- (3) Graduate students must meet the relevant regulations for thesis examinations and obtain consent from the advisor before the conduction of the degree examination.
- (4) For those who take the professional practice report as the degree examination, the report should include at least the following items: background concepts and case descriptions, theoretical basis, interpretation of methods/techniques and analysis, expected contributions and other derivative achievements.
- (5) After completing the degree examination, the thesis must be modified in accordance with the opinions of the oral examination committee.

The revised thesis must be submitted before the end of the semester according to the university calendar with the agreement of the advisor.

- (6) If students fail the degree examination and have not yet reached the maximum duration of the study period, they may retake the examination in the next semester. Only one retake is allowed. If they still fail the retake, they shall be expelled from the university according to the university regulations.
2. The application and execution of the degree examination shall be handled in accordance with the relevant regulations of the university.
3. Academic Ethics Quality Control Mechanism for Master's Thesis:

All graduate theses of the institute must undergo a two-stage check of academic thesis originality comparison system (for thesis proposal and graduation thesis). The similarity in the check results, excluding abstracts, references, contents and attachments, should not exceed 12% in principle. If it exceeds the threshold, the advisor must sign to confirm that there are no concerns about plagiarism before the thesis can be approved.

- (1) One week before the thesis oral defence (excluding holidays), students must submit the thesis (including the abstract) compared by the thesis originality comparison system of the Office of Library and Information Services (the similarity should not exceed 12% in principle) to the advisor and the oral examination committee for review. The committee members shall confirm in the evaluation form whether the comparison results of the oral thesis meet the requirements of the committee.
 - (2) When graduate students undertake the graduation and leaving procedures, they must also submit the "Thesis Originality Report" (after excluding quoted materials and references, the similarity in comparison results should not exceed 12% in principle)" and the "Declaration for Graduates' Thesis or Dissertation Fulfilling Academic Ethics Requirements" to the institute office for future reference before graduation.
4. Master's theses shall be written in Chinese or English, and their format shall be in accordance with the "Thesis/Dissertation Format Regulations" of the university.

Article 6. Matters that have not yet been included in the Regulations shall be governed by relevant legal regulations.

Article 7. The Regulations, as well as all amendments thereto, shall come into effect upon The approval by the Institute Affairs Meeting, the approval by the College Affairs Meeting, and the ratification by the president.

Disclaimer. The document was translated from its Chinese version. The Chinese guidelines supersede the English ones shall there be discordance between them.