

**Department of Education, National Taiwan Normal University  
Graduate Institute of Education Policy and Administration  
Graduate Institute of Curriculum and Instruction**

**Provisions for the Implementation of the Oral Defense of the  
Thesis/Dissertation Proposal**

Approved at the departmental meeting on January 17, 1998

Amended and approved at the 2nd departmental meeting of Academic Year 1999/2000 on November 3, 1999

Amended and approved at the 5th departmental meeting of Academic Year 1999/2000 on June 7, 2000

Amended and approved at the 3rd departmental meeting of Academic Year 2001/2002 on April 10, 2002

Amended and approved at the 4th departmental meeting of Academic Year 2002/2003 on June 25th, 2003

Amended and approved at the 4th departmental meeting of Academic Year 2004/2005 on June 23, 2005

Amended and approved at the 4th departmental meeting of Academic Year 2004/2005 on June 23, 2005

Amended and approved at the 1st departmental meeting of Academic Year 2010/2011 on October 14, 2010

Amended and approved at the 4th departmental meeting of Academic Year 2011/2012 on June 19, 2012

Amended and approved at the 3rd departmental meeting of Academic Year 2012/2013 on June 18, 2013

Amended and approved at the 2nd departmental meeting of Academic Year 2019/2020 on January 14, 2020

Amended and approved at the 4th academic affairs committee meeting of Academic Year 2019/2020 on April 22, 2020

- Article 1 These regulations have been established in accordance with the department's course requirements for M.A. and Ph.D. graduate study, the course requirements for the in-service M.A. program, and the relevant resolutions of departmental meetings.
- Article 2 These regulations apply to all students in the department's M.A., Ph.D., and in-service M.A. programs.
- Article 3 Students in the department's M.A. and Ph.D. programs are to apply to take their thesis/dissertation proposal oral defense (hereafter referred to as "proposal defense") in accordance with the regulations stated in this document, before taking their final examination. The content of the proposal defense shall be on the topic of the thesis/dissertation.
- Article 4 The proposal for the thesis/dissertation shall include the following: title, motivation, research purpose, scope of the research, definition of terms, a preliminary literature review, research method, references, etc. The format of the references, notes, main essay, cover page, and spine of the thesis/dissertation is to be in accordance with Article 10 of the "Regulations Governing the Granting of M.A. and Ph.D. Degrees and Implementation of Examinations in the Department of Education of National Taiwan Normal University, Graduate Institute of Education Policy and Administration, and Graduate Institute of Curriculum and Instruction".
- Article 5 Prior to applying to take the proposal defense, M.A. students are required to have completed one year of study, while Ph.D. students are required to have completed two and also passed the Ph.D. candidacy examination. M.A. students may apply to take their final examination (thesis defense) four months after they have passed their proposal defense; Ph.D. students may apply to take their final examination (dissertation defense) six months after they have passed their proposal defense. Students who meet the above criteria can submit their applications after obtaining the approval of their advisor.
- Article 6 The make-up of the proposal defense committee:

i. M.A. students: The proposal defense committee shall consist of three members, with the advisor as an ex-officio member of the committee. The advisor shall recommend four candidates to the Chairperson of the department. The candidates must have obtained the title of Assistant Professor and above, and they can be faculty members of NTNU or other universities. From this list, the Chairperson shall select two candidates to be on the student's proposal defense committee.

ii. Ph.D. students: The proposal defense committee shall consist of five members, with the advisor as an ex-officio member of the committee. The advisor shall recommend eight candidates to the Chairperson of the department. The candidates must have obtained the title of Associate Professor and above, and they can be faculty members of NTNU or other universities. From this list, the Chairperson shall select four candidates to be on the student's proposal defense committee.

In the event that a chosen committee member is unable to fulfill their commitment, permission must be obtained from the Chairperson of the department before a change in committee member can be carried out. Committee members from other universities shall make up at least one-third of the committee. Priority shall be given to an external committee member to be the Chair of the committee. The only member not allowed to be the Chair is the advisor of the student.

- Article 7 Applicants should complete the application procedures for the proposal defense three weeks before the date of the oral examination and download the relevant documents for the oral defense within one week after the application is approved. After the forms have been filled in, they are to be emailed to the person-in-charge within the department for follow-up action.
- Article 8 The possible outcomes of the oral defense are: (1) Pass, (2) Pass subject to revisions, and (3) Fail. A student is considered to have passed their proposal defense when at least half of their committee members award them a "Pass" or "Pass subject to revisions". Students who receive a "Pass" in the proposal defense may begin to work on their thesis/dissertation after the defense; students who receive a "Pass subject to revisions" in the proposal defense are to revise their proposal and submit the revised version to their advisor for approval. The student may begin to work on their thesis/dissertation after obtaining the approval of their advisor. Students who receive a "Fail" may apply to take the oral defense again.
- Article 9 Duration of proposal defense: In principle, each M.A. student shall be allocated 90 minutes for their defense; Ph.D. students shall be allocated 2 hours. The duration of each session might vary according to the circumstances. The student shall engage their own note-taker for the proposal defense.
- Article 10 The proposal defense shall be conducted orally.
- Article 11 The results of the proposal defense shall be sent to the department's administrative office for future reference.
- Article 12 These provisions have been reviewed in departmental meetings prior to being implemented. The same review process has been observed when there are amendments made to the content. All other matters will be handled in accordance with the regulations of the university and the department.