

# **Graduate Institute of E-learning Design and Management**

## **National Chiayi University**

### **Guidelines for Implementing Paper Review**

Decision Made in 3<sup>rd</sup> Faculty Meeting (2009/10/12)

Decision Made in 1<sup>st</sup> Faculty Meeting on 2002/03/06

1. The guidelines are based on the NCYU examination regulations for graduate students.
2. Goals
  - (1) To stimulate the academic progress and to pursue excellent quality
  - (2) To cultivate student's research competence and diverse professions
  - (3) To enhance student's thesis level and to cultivate higher-standard researcher
3. Application Process: the paper review is divided into two processes – thesis plan review and degree examination (also called oral defense).

#### Step 1) Thesis plan review

- a. The introduction, literature review, research method and design, and reference should be consisted in the thesis plan.
- b. Two weeks before thesis plan review, the graduate student should fill in the application form compiling with “Application Form for Paper Review” and outline of thesis plan, both of the forms should be approved by adviser. With the approval of adviser, the paper review could undergo.
- c. The graduate student could begin the thesis after the thesis plan review is approved.

## Step 2) Degree examination

- a. 1. The following documents should be sent to the office one month ago ahead of degree examination: grade transcript, complete thesis, thesis abstract, adviser's reference, copy of published paper, and participation records.
2. The chair of oral defense committee should recommend committee members for the school. After ratification, the school will offer the certificate of appointment for the committee members, the oral defense could undergo hence. Without the certification of the school, the degree examination will not be admitted.

## 4. Implementation

- (1) No time restriction on thesis plan review. But the thesis plan review and the degree examination should make an interval of at least two months.
- (2) Degree examination starts from the second week of each semester and ends at two weeks before end of semester. The revised thesis should be handed in to the office two weeks after degree examination, or the following documentary works will be delayed until the next semester.
- (3) The time duration of degree thesis plan review and degree examination is two hours.
- (4) All the documents about thesis plan review or degree examination should be made two copies for the office and the adviser two weeks before.
- (5) The thesis plan review or degree examination should not proceed without the presence of the adviser.

(6) The oral defense committee is comprised by the adviser and two recommended member. One of the two members should be from outside the school. If the special situation is occurred, it will be discussed later on.

(7) The result of thesis plan review or degree examination will be sent to the office be the adviser within one week.

(8) The presenter (graduate student) is responsible for administrative affairs including application for room use, invitation for committee members, preparation for meal, etc.

(9) The presenter (graduate student) should prepare related documents to be referenced by committee members.

5. If the thesis plan is rejected, the presenter should re-propose the thesis plan. If the degree examination is not done at the last semester of studying years, no re-propose is allowed.

6. The guidelines for implementing paper review are approved at the faculty meeting. After the notification from the principal, the guidelines are established. Any correction will be approved follows the steps above.