

# National Taiwan Normal University

## Graduate Institute of European Cultures and Tourism

### Regulations for Thesis Proposal Oral Defense

2009.5.12 Passed during the 2<sup>nd</sup> Institute General Meeting  
2010.4.13 Amendment passed during the 3<sup>rd</sup> Institute General Meeting  
2010.6.11 Amendment passed during the 4<sup>th</sup> Institute General Meeting  
2011.9.19 Amendment passed during the 2<sup>nd</sup> Institute General Meeting  
2020.11.12 Amendment passed during the 2<sup>nd</sup> Institute General Meeting

- Article 1 These Regulations are established in accordance with the *Guidelines for Enrolled Students* of the Graduate Institute of European Cultures and Tourism (hereinafter referred to as “the Graduate Institute”) and the resolutions reached by the General Meeting of the Graduate Institute.
- Article 2 Before participating in their final thesis oral defense, students in the Graduate Institute shall observe these Regulations and apply to participate in a thesis proposal oral defense (hereinafter referred to as a “proposal oral defense”), during which they shall conduct an oral defense of their graduate thesis proposal.
- Article 3 The contents of a thesis proposal shall include the title, motivation, research purpose, scope of research, definition of terms, preliminary literature review, research methodology and steps, and bibliography. The format for the bibliography, footnotes/endnotes, main body, cover, and front and back covers shall be in compliance with Article 9 of the National Taiwan Normal University Graduate Institute of European Cultures and Tourism’s *Regulations for Degree Conferral and Degree Examinations*.
- Article 4 The students who are currently enrolled in the Graduate Institute, have completed the 15 course credits required for graduation from the Graduate Institute, and meet the criteria set forth in the preceding articles, may apply for a proposal oral defense in the semester following completion of the required credits and with the consent of the student’s thesis advisor. Applications for participation in a final thesis oral defense may be submitted within two months of passing a proposal oral defense.
- Article 5 The proposal oral defense committee shall consist of two to three members. The thesis advisor shall serve as an ex officio member and shall recommend four candidates to the head of the Graduate Institute for consideration. The candidates must hold the title of assistant professor or above at National Taiwan Normal University or elsewhere. The head of the Graduate Institute shall select one or two candidates from the list to serve as committee members. Appointed committee members who are unable to serve may be replaced with the approval of the head of the Graduate Institute.
- Article 6 Proposal oral defenses may be held before January 31 in the fall semester and before July 31 in the spring semester. Applications for participation in a proposal oral defense shall be submitted at least one month prior to the date of the defense. Late submissions will be accepted only for the following semester.
- Article 7 The outcomes of a proposal oral defense can be “passed,” “passed after revision,” or “not passed.” For a thesis proposal to pass an oral defense, a decision of “passed” or “passed after revision” must be handed down by the majority of the committee members. Students who pass their proposal oral defense can continue to research and write their thesis.

Students whose proposal is passed after revision can continue the research and writing process only after revising the contents of their proposal, submitting it to their thesis advisor for review, and receiving the thesis advisor's approval. Students who fail their oral defense may reapply to participate in the proposal oral defense during the same semester.

- Article 8 In principle, the length of a proposal oral defense is 90 minutes for each student, but the length may be adjusted if necessary. Each graduate student shall appoint their own minute taker for their proposal oral defense.
- Article 9 A proposal oral defense consists of a written review and oral examination.
- Article 10 Graduate students' proposal oral defense results shall be submitted to the Graduate Institute Office to be filed for future reference.
- Article 11 Matters not addressed herein shall be subject to the applicable regulations stipulated by National Taiwan Normal University and the Graduate Institute.
- Article 12 These Rules shall take effect after being passed at the Institute General Meeting. The same applies to all subsequent amendments.