

Master's Degree Program of  
International Affairs  
Wenzao Ursuline University  
of Languages  
(For 2020 Students)

**Student Handbook**

Name : \_\_\_\_\_

Student ID : \_\_\_\_\_

Date of activation : \_\_\_\_\_

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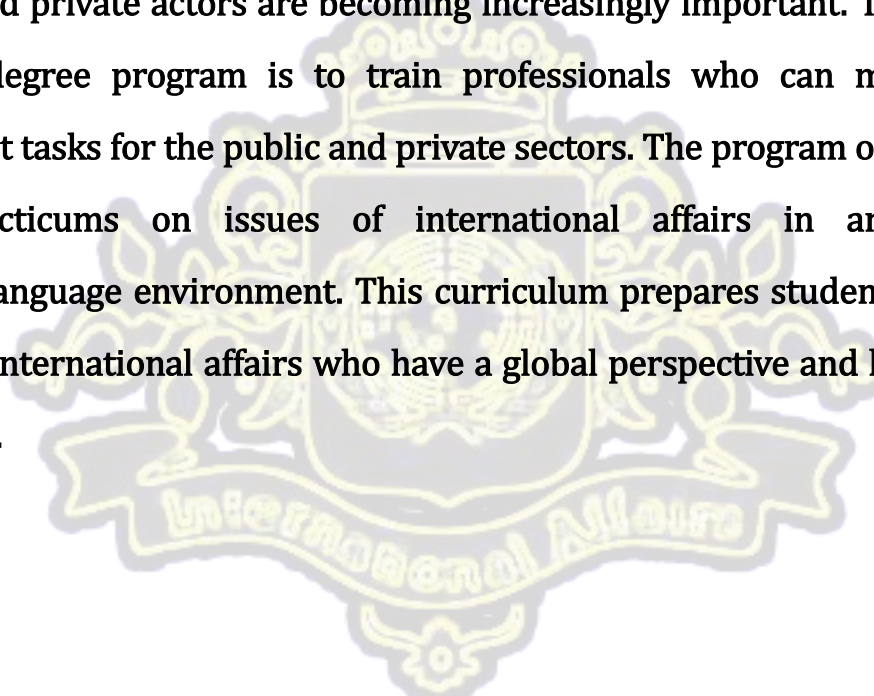
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# Introduction- Objective of Program

Due to globalization and global governance, the traditional role of nation states in developing substantial relationships among nations is becoming subdued. In their stead, trade, cultural exchange, and other activities by all levels of public and private actors are becoming increasingly important. The main goal of this degree program is to train professionals who can manage these important tasks for the public and private sectors. The program offers theories and practicums on issues of international affairs in an immersive English-language environment. This curriculum prepares students to become elites of international affairs who have a global perspective and humanitarian concerns.



# Faculty



No.	Name	Position	Department	Education	Professional Specialties	Course
1	Ching Chang	Assistant Professor	Department of International Affairs	Ph.D. in Politics, University of Hull, UK	National Security, Political Proposition Analysis	Theories and practices of leading foreign-related task force
2	YuJane Chen	Associate Professor	Master's Degree Program of Southeast Asian Studies	Ph. D. in Politics and International Studies, University of Hull, UK	International Political Economy, Analysis of Political Economy of the Cross Straits	Global competition and challenges for international business; Issues of global economic and financial security
3	Yuan-Ming Chiao	Contract Assistant Professor	Department of International Affairs	Ph.D. in Social Sciences, University of Kassel, Germany	Theory of International Political Economy, Cross-Strait relations	Global regional economic integration and development
4	Ren-Her Hsieh	Associate Professor	Department of International Affairs	Ph.D. in China Studies, National Sun Yat-sen University, Taiwan	Management, Enterprise Management,	Business models of Taiwanese business in China
5	Samuel C.Y. Ku	Professor	Master's Degree Program of Southeast Asian Studies	Ph.D. in Political Science Ohio State University, U.S.A.	Comparative Politics Theory, Southeast Asian Governments and Institutions,	Case studies and practices of crisis management for foreign-related tasks
6	Mark Lai	Associate Professor	Department of International Affairs	Ph.D. in Political Science, State University of New York at Albany, U.S.A.	Political International Relations, Political Economy,	Philosophy, theories and issues of international political economy; Global governance and international regime
7	Yu-Hsuan Lee	Assistant Professor	Department of International Affairs	Ph.D. in International Cultural Studies, The Nottingham Trent University, UK	City Culture, Cultural Political Economy	Independent study; China's political economy and social development
8	Daniel Lin	Associate Professor	Department of International Affairs	Ph. D. in International Affairs, University of Pittsburgh, PA, U.S.A.	International relations, Crisis management, Asia-Pacific Security Policy,	Research methods for international affairs; Case studies and practices of crisis management for foreign-related tasks
9	Vincent ROLLET	Associate Professor	Graduate Institute of European Studies	Ph.D. in Political Science (International Relations)-Sciences Po Paris	International Political Economy, EU's foreign policy	Philosophy, theories and issues of international political economy
10	Shao-Tzu Wu	Assistant Professor	Department of International Affairs	Ph.D. in Business Administration, National Chengchi University, Taiwan	Social Networks and Organizations, Strategic Management	Theories and practices of strategic management for foreign-related tasks
11	Ho Khai Leong	Visiting Professor	Southeast Asian Studies Department	Ph.D. in Political Science, The Ohio State University	Southeast Asia Politics, Malaysian and Singapore Studies	Cultural Politics in Southeast Asia; Political Economic Development in Southeast Asia
12	Philipp Fluri	Visiting Professor	Master Program of International Affairs	Ph.D. Philosophy, University of Fribourg, Switzerland	Management, Political education, International humanitarian law	Global Governance and National Regime
13	Steve On	Visiting Professor	Department of International Affairs	Ph.D. Political Science University of California, Los Angeles (UCLA), U.S.A.	Political Philosophy, Politics and Economics	History, Theories, and Practices of Global Development

## Training and Skill



Graduate students of Master's Degree Program of International Affairs should possess four professional abilities:



## Prospects for Students

At all levels of government, large-scale multinational corporations, foreign-related business, small-to-medium-sized business, international organizations, non-profit organizations, and religious organizations, the professionals needed for foreign-related tasks are normally those who can adapt to the changing nature of globalization and not those who have doctoral degrees or highly-specialized skills. This degree program, with its whole-English learning environment and practicum-oriented courses in various issues of international affairs, positions its graduates to the exact needs of the public and private sectors.

## Checklist of Courses and Core Professional Ability



Professional Ability	Objectives	Courses✕
Professional Ability in International Affairs	To understand and apply the research methodology of international affairs	Research methods for international affairs
	To comprehensively understand the history, theory and practice of global development	History, theories and practices of global development
	To integrate the knowledge of philosophy, theory and issue of international political economy	Philosophy, theories and issues of international political economy
	To understand and apply the knowledge of cross cultural communication and negotiation	Cross-cultural communication and negotiation
	To generate thesis and report of international affairs issues with research logic	Thesis/technical report of industry-academia-cooperation research project
	To draft a workable research project including basic understanding of research methodology and research questions	Independent study
	To write an English research thesis with accurate academic knowledge	Thesis/technical report of industry-academia-cooperation research project
Professional Ability in Grand understanding of International Affairs	To comprehend the related subjects in competition of international enterprises	Global competition and challenges for international business
	To understand related subjects of global economic financial security	Issues of global economic and financial security
	To understand related issues of global governance and international regime	Global governance and international regime
	To understand related subjects of	International development and



Professional Ability	Objectives	Courses✳
	international development and non governmental organization management	NGO management
	To understand related subjects in Taiwanese business in Mainland China	Business models of Taiwanese business in China
	To understand related subjects in China's political economy and social development	China's political economy and social development
	To understand related subjects of global regional economic integration and development	Global regional economic integration and development
Professional Ability of Managing International Team	To understand and apply the theory and practice of foreign-related task force	Theories and practices of leading foreign-related task force
	To understand and apply the theory and practice of foreign-related crisis management cases	Case studies and practices of crisis management for foreign-related affairs
	To understand and apply theory and practice of foreign related strategy and management	Theories and practices of strategic management for foreign-related tasks
	To understand and apply international marketing and market research	International marketing and market research
Professional Ability of Planning Foreign Related Activities	Professional ability to lead individual research foreign-related team	Independent Study

Note:

Course numbers are to be announced before the semester.

Please refer to “Course Selection System”→ “curriculum” to check course numbers.

# Important Events



## Master's Thesis and Master's Degree Exam



The Master's degree exam committee consists of three members. The passing grade is 70 and the highest possible grade that can be earned is 100. A Master's of Arts degree is awarded after a student completes the required courses, meets the evaluation conditions, submits the thesis/technical report and passes the degree exam held by the Master's degree exam committee within the defined term.

## International Affairs Forum



This forum is conducted in English. In order to strengthen students' ability to learn independently in international affairs, speakers are invited to discuss political, economic and cultural issues. In the field of international affairs, with the concept of regional research, experts and scholars are invited to explore the current international issues from politics, law, and culture, so that students have a more comprehensive understanding of the current state of international affairs.



## Guest teacher and Brown Bag

Guest teachers are invited into classes to give a speech in terms of international affairs. Graduate students can discuss issues with professionals and be inspired by different opinions from both guest teachers and peers.

## Graduation paper presentation

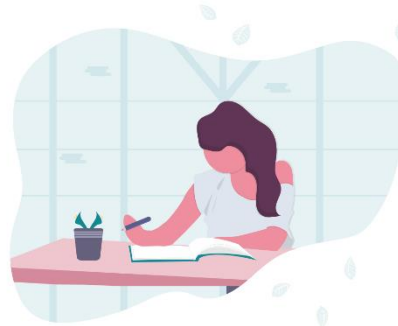


This activity invites full-time teachers and off-campus teachers to participate, and jointly examine the learning results of the graduating students in the past four years. This event will be conducted in full English mode. After the graduation papers are presented (in November each year), 12-15 outstanding students will be selected to enter the final conference. A paper presentation will be held in the Cardinal Shan International Conference Room. At the meeting, people and parents from inside and outside the school will be invited to enjoy the students' great speech.



# Curriculum Design

The Curriculum of this degree program includes required core courses and elective courses. The purpose of core courses is to establish a solid research foundation of international studies. The design of the curriculum aims to provide interdisciplinary courses to let students understand the diverse nature of international environment and to foster their humanitarian concerns. Besides, some courses of management of international business work to nurture students' competency of business management and international negotiation.



- **Required credits for graduation (for 2019 students):**
- 33 credits (15 required credits & 18 elective credits)
  
- **Required courses (15 credits in total):**
- Research Methods for International Affairs (3)
- History, Theories and Practices of Global Development (3)
- Philosophy, Theories and Issues of International Political Economy (3)
- Cross-Cultural Communication and Negotiation (3)
- Thesis/Technical Report of Industry-Academia-Cooperation Research Project (3)

# Curriculum Map



## Nurturing Elites of International Affairs Who Have A Global Perspective And Humanitarian Concerns

### First Year

### Second Year

**FIA Core**

- Research methods for international affairs (3)
- Philosophy, theories and issues of international political economy (3)
- History, theories and practices of global development (3)
- Cross-cultural communication and negotiation (3)

- Thesis/technical report of industry-academia-cooperation research project (3)

**General Electives**

- Global competition and challenges for international business (3)
- Issues of global economic and financial security (3)
- International development and NGO management (3)
- China's political economy and social development (3)
- Theories and practices of leading foreign-related task force (3)
- Case studies and practices of crisis management for foreign-related affairs (3)
- Global regional economic integration and development (3)

- Business models of Taiwanese business in China (3)
- Theories and practices of strategic management for foreign-related tasks (3)
- Regional Study Seminar (3)
- Global governance and international regime (3)
- International marketing and market research (3)
- Independent study (3)

Total credits required for graduation: 33 credits(15 core credits and 18 elective credits)

# Course Schedule & Credits



## Curriculum of the Master's Degree Program of International Affairs

For 2020 students

Categories	Course	Lecture Hours									
		Total Credits	Total Lecture Hours	First Year				Second Year			
				Fall		Spring		Fall		Spring	
				Credits	Hours	Credits	Hours	Credits	Hours	Credits	Hours
FIA Core (Required Credits)	Research methods for international affairs	3	3	3	3						
	History, theories and practices of global development	3	3	3	3						
	Philosophy, theories and issues of international political economy	3	3			3	3				
	Cross-cultural communication and negotiation	3	3			3	3				
	Thesis/technical report of industry-academia-cooperation research project	3	3							3	3
	<b>TOTAL</b>	15	15	6	6	6	6	0	0	3	3
General Electives	Global competition and challenges for international business	3	3	3	3						
	International development and NGO management	3	3	3	3						
	Theories and practices of leading foreign-related task force	3	3	3	3						
	Issues of global economic and financial security	3	3			3	3				
	China's political economy and social development	3	3			3	3				
	Case studies and practices of crisis management for foreign-related tasks	3	3			3	3				
	Global regional economic integration and development	3	3			3	3				
	Business models of Taiwanese business in China	3	3					3	3		
	Theories and practices of strategic management for foreign-related tasks	3	3					3	3		
	Regional Study Seminar	3	3					3	3		
	Global governance and international regime	3	3							3	3
	International marketing and market research	3	3							3	3
	Independent study	3	3							3	3
	<b>TOTAL</b>	39	39	9	9	12	12	9	9	9	9

### NOTES:

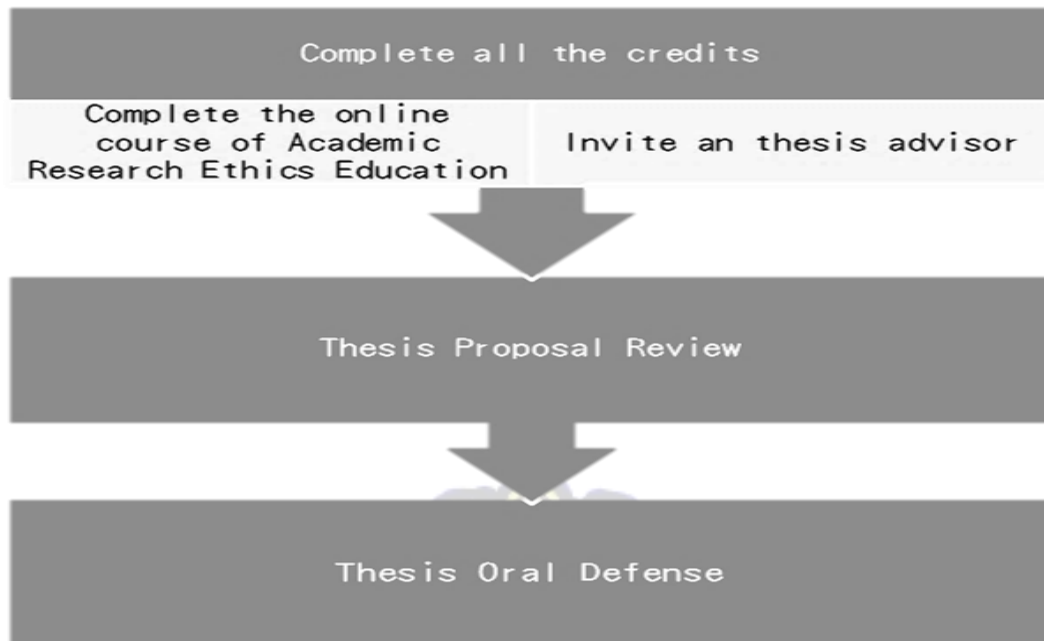
1. Total credits required for graduation: 33 credits(15 core credits and 18 elective credits)
2. Before applying for the oral exam for the MA Degree, the graduate student must pass the academic ethics education course according to the "Regulations Governing the Implementation of the Academic Research Ethics Education Course".

# Course Record



Course Category	Required Credits	General Elective		Total Credits
1 <sup>st</sup> semester	<input type="checkbox"/> Research methods for international affairs (3) <input type="checkbox"/> History, theories and practices of global development(3)	<input type="checkbox"/> <input type="checkbox"/> Total:	<input type="checkbox"/> One general elective course from other department can waive “Independent study” (3) Course: _____	
2 <sup>nd</sup> semester	<input type="checkbox"/> Philosophy, theories and issues of international political economy(3) <input type="checkbox"/> Cross-cultural communication and negotiation(3)	<input type="checkbox"/> <input type="checkbox"/> Total:		
3 <sup>rd</sup> semester	/	<input type="checkbox"/> <input type="checkbox"/> Total:		
4 <sup>th</sup> semester	<input type="checkbox"/> Thesis/ technical report of industry-academia-cooperation research project(3)	<input type="checkbox"/> <input type="checkbox"/> Total:		
Accumulated Credits				
Required Credits before Graduation	15	18		33
Academic Research Ethics Education Course: <input type="checkbox"/> Completed <input type="checkbox"/> Not yet				

# Study Process



# Off Campus Activities



## Lunch with Director of the Master's Program

To talk with Director and homeroom teacher of the Master's Program so that students can understand every aspect of the program. Professors can also know the situation and needs of every student through this event.



## Field Trip – National Science and Technology Museum

Professor Vincent Rollet led the postgraduate students to National Science and Technology Museum to understand industrial history of Taiwan.



# Dual-Degree Program

Selection: April



## Lumiere Lyon 2 University – UFR of Languages, Master LEA, Art, Letters, Languages, parcours international Commerce International et Language Appliquees ( CILA)

Application Qualifications	Year of Graduate School	Second year of graduate school	
	Language Proficiency Requirement	Justify a minimum level C1 in the two languages other than the student's native language.	
	Documents to be Reviewed	<ol style="list-style-type: none"> <li>1. Application form(typed)</li> <li>2. Transcripts of a Bachelor's degree (with ranking)</li> <li>3. Resume</li> <li>4. Letter of motivation</li> <li>5. Language proficiency official result</li> <li>6. Other supporting documents</li> </ol>	(Documents in triplicate, one original and two copies)
	Interview	<ol style="list-style-type: none"> <li>1. Pass an interview held by MIA in Chinese, French, and English.</li> <li>2. Pass an interview held by Campus France in French and apply student visa at Campus France(with Admission Letter).</li> </ol>	Campus France interview and student visa application information refer to: <a href="http://www.taiwan.campusfrance.org/node/8095">http://www.taiwan.campusfrance.org/node/8095</a>
Admission	Admission Quota	2	
	Exchange Semester	Fall (one semester)	
	Enrollment and School Fees	Respectively register at Wenzao and Lyon 2, and pay to Wenzao.	
Graduation Requirements	ECTS	15 ECTS International Business Management 15 ECTS Marketing Optional : 2 courses of French at the CIFE ( Centre international d'Etudes françaises, if deemed necessary for a greater mastery of the French language.	
	Other Requirements	Internship related to business	Students from Wenzao shall have an internship with a minimum duration of 3 months and up to 6 months in France, in Taiwan or in another country after their mobility in Lyon. This internship shall enable students from Wenzao to

			obtain two separate marks, one for the internship report and one for the oral examination, which will be held in Wenzao.
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Fort Hays State University			
Application Qualifications	Year of Graduate School	Second year of graduate school	
	GPA	Students must have at least a 3.0 GPA (on a 4-point scale) in all coursework completed at Wenzao	GPA Calculator : <a href="https://www.fhsu.edu/registrar/gpa-calculator/">https://www.fhsu.edu/registrar/gpa-calculator/</a>
	Language Proficiency Requirement	English proficiency exam with a minimum score of 79-TOEFL (internet- based), or 6.5-IELTS.	The English proficiency exam requirements can be found on the FHSU website: <a href="http://fhsu.edu/future-international/Language-Requirements/">http://fhsu.edu/future-international/Language-Requirements/</a>
	Documents to be Reviewed	<ol style="list-style-type: none"> <li>1. Application form(typed)</li> <li>2. Transcripts of a Bachelor’s degree (with ranking)</li> <li>3. Resume</li> <li>4. Letter of motivation</li> <li>5. Language proficiency official result</li> <li>6. Other supporting documents</li> </ol>	(Documents in triplicate, one original and two copies)
	Interview	Pass an interview held by MIA in Chinese and English	
Immigration Requirements	Financial Form and Bank Certification	Complete the FHSU financial form or provide a letter of financial support signed by your sponsor.	Related information : <a href="http://fhsu.edu/academic/gradsch/apply/">http://fhsu.edu/academic/gradsch/apply/</a>
	Other Related Documents	Passport I.D.page – Copy of I.D. page that includes passport number, picture, name, date of birth, sex, place of birth, date issued, and the expiration date.	
Admission	Admission Quota	Wenzao will recruit appropriate students for this 1+1 program	
	Exchange Semester	Fall and Spring Semester (one year)	
	Enrollment and School Fees	Register at FHSU, and pay to FHSU.	

Graduation Requirements	Credits	<p>1 credit Introduction to Graduate Liberal Studies</p> <p>3 credits Ways of Knowing in Comparative Perspective</p> <p>3 credits Origins and Implications of the Knowledge Society</p> <p>3 credits Information Literacy</p> <p>3 credits Global Challenges</p> <p>1 credit Concentration Elective</p>	
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# Master Thesis

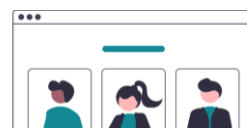


No.	Graduation Month	Name	Advisor	Title
1	2017.06	Emilie* *	Mark Lai	法國人及德國人對激進回教恐怖主義的回應，對於民主價值的潛在威脅：比較研究 2016 年尼斯和柏林的攻擊 French and German Responses to Radical Islamist Terrorism, A Threat to Democratic Values: A comparative Study of the 2016 Nice and Berlin Attacks
2	2018.01	陳**	Mark Lai	21 世紀日本重新武裝研究：歷史文化、國際關係及政治經濟 Japanese Rearmament in the 21st Century: Historical Culture, International Relations, and Political Economy
3	2018.06	Melanie**	Shao-Tzu Wu	中介中心性對口碑活動之影響 The Mediating Effect of Betweenness Centrality on Word-of-Mouth Activity
4	2018.07	郭*	Mark Lai	中國對埃及與衣索比亞直接投資策略研究 An Analysis of China's FDI Strategies in Egypt and Ethiopia
5	2018.07	李**	YuJane Chen	台灣低成本航空之經營策略分析：以台灣虎航為例 The Analysis of Business Strategy of Low Cost Carriers in Taiwan: A Case Study of Tiger Air Taiwan
6	2019.01	Rami **	Ren-Her Hsieh	當前台灣海峽貿易及商業交流的影響因素：以半導體產業例證一個動態交流 Factors Influencing Current Taiwan Strait Trade and Business Exchanges: a dynamic interaction exemplified semiconductor industry
7	2019.06	Tsog-**	Mark Lai	蒙古與中國當代政治經濟挑戰 - 以 2017-2019 年為例 The Contemporary Political Economic Challenges to Mongolian and Chinese Connection - A Case study in 2017 -2019 Taiwan
8	2019.06	Nestor**	Vincent ROLLET	台灣與拉丁美洲/加勒比海國家之間外交關係中斷之因素及可能影響



				Reasons and Implications of Diplomatic Breaks Between Taiwan and Latin American / Caribbean countries
9	108.11	Kevin* *	李宇軒 老師	印尼華人女性在台灣的文化適應 Female Indonesian Chinese Cultural Adaptation in Taiwan
10	108.12	洪**	林建宏 老師	企業經濟策略研究：以國碩集團為例 Business Strategy Research: A Case Study of the Gigastorage Corporation

## Outstanding Alumni (Sort by graduation year)



陳○麟

Graduation year: 2018.01  
Overseas Business Develop Manager  
– CRUX matter holding incorporated

Melanie ○

Graduation year: 2018.06  
International purchaser  
– Dag Import (France)

李○霖

Graduation year: 2018.07  
Overseas Business Sales  
– FONG CHUAN MACHINERY

郭 ○

Graduation year: 2018.07  
Business Manager  
– China Petroleum & Chemical Corporation (Guangdong)

Tsog-○

Graduation year: 2019.06  
Foreign Sales Manager  
–Khanbogd Cashmere Co., Ltd

Nestor ○

Graduation year: 2019.06  
Salesman  
– Plant City Products (Florida, USA)

## Guest Teachers and Brown Bag



In terms of collaborative teaching, we will invite scholars, experts and practitioners with relevant backgrounds in international affairs to collaborate in classrooms every semester.

For example, in course “Business models of Taiwanese business in China”, we invite Mr. John Stephenson, Chair of the Kaohsiung East West Education and Cultural Association & the Past President of the American Chamber of Commerce in Kaohsiung, to give a speech titled “Doing Business in China versus Taiwan: Legal and Cultural Framework Differences.”



## Jon Fair



The Career Development Centre of the Academic Affairs Office holds an on-campus employment fair from about the end of April to the beginning of May each year. It invites quality manufacturers and alumni companies to set up a booth for the public to provide a platform for open employment, and to meet face-to-face with job-seeking students through business vendors.



Graphic and text provided by the Career Development Center)

At the same time, it also promotes government employment counseling policies and information to promote young students to understand and use the employment resources of the public sector. For related information, please refer to the Career Development Center webpage at

<http://d009.wzu.edu.tw/>



- 「文藻外語大學學術倫理教育課程」：依據文藻外語大學碩士學位考試辦法之規定，自106學年度（含）起入學之碩士班及碩士在職專班學生，均須於入學第一學年結束前修習本課程，若已修過相關課程且出示修課證明者，得經各所同意免修。
- 研究生於申請碩士學位考試前，須出示本課程之修課及格證明書或完成相關替代措施證明。

台灣學術倫理教育資源中心：<https://ethics.moe.edu.tw/>



操作手冊及 Q&A：<http://d001.wzu.edu.tw/category/145880>



- “Academic Research Ethics Education” Course: starting from the Academic Year of 2016, all students of master’s degree programs and in-service degree programs must take the Course during their first year of enrollment. Students who have already taken the course should present the proof of course completion for the course to be waived by their graduate institutes.
- Students of master’s degree programs must present the proof of course completion or relevant proof showing that the student has completed the course or completed the alternative measure **before applying for the master’s degree examination.**

Center for Taiwan Academic Research Ethics Education:  
<https://ethics.moe.edu.tw/>



Manuals & Q&A: <http://d001.wzu.edu.tw/category/145880>



# **Regulations of Academic Study for the Master’s Degree Program of International Affairs (English-Taught Program) of Wenzao Ursuline University of Languages**

Approved at the Program Affairs Meeting for the Master’s Degree Program of International Affairs (English-Taught Program) on March 29, 2016

Approved at the College Affairs Meeting of the College of English and International Studies on May 11, 2016

Approved at the Academic Affairs Meeting on May 31, 2016

Approved at the Program Affairs Meeting for the Master’s Degree Program of International Affairs (English-Taught Program) on June 13, 2017

Approved at the College Affairs Meeting of the College of English and International Studies on October 6, 2017

Approved at the Academic Affairs Meeting on October 24, 2017

Approved at the Program Affairs Meeting for the Master’s Degree Program of International Affairs (English-Taught Program) on April 17, 2018

Amended and approved at the College Affairs Meeting of the College of English and International Studies on May 9, 2018

Approved at the Academic Affairs Meeting on May 22, 2018

Approved at the Program Affairs Meeting for the Master’s Degree Program of International Affairs (English-Taught Program) on November 14, 2018

Amended and approved at the College Affairs Meeting of the College of English and International Studies on

December 19, 2018

Approved at the Academic Affairs Meeting on January 8, 2019

## **1. General Rules**

Academic affairs for graduate students of the Master’s Degree Program of International Affairs (English-taught Program; hereinafter referred to as “the Program”) at Wenzao Ursuline University of Languages is managed according to the Regulations of Academic Study for the Master’s Degree Program of International Affairs (English-taught Program; hereinafter referred to as “the Regulations”) of Wenzao Ursuline University of Languages (hereinafter referred to as “the University”).

## **2. Study period**

The maximum study period for completion of the Program is four years.

## **3. Course Requirements**

1. The course requirements for students of the Program are based on the curriculum issued in the year of enrollment.
2. The Program office evaluates a student enrolled with the equivalent education level or with a Bachelor’s degree of a non-relevant program to determine if the student is required to take relevant undergraduate courses during his/her studies. Undergraduate credits obtained will not be recognized as the credits for completing the Program, but undergraduate courses completed may be listed on the transcript for reference.

## **4. Credit Waiver**

1. A student who has studied under any other Master’s program may apply for credit waiver according to the relevant regulations.
2. The criteria for waiving credits:
  - (1) Credits must have been obtained within the last seven years.
  - (2) A maximum of 12 credits may be waived.
  - (3) The course which a student seeks to waive must be listed in the curriculum, and the approval of the Program office is required.
3. Freshmen may only apply for credit waiver once within the defined period after enrollment.



## 5. Thesis Advisor

1. A first-year student may request the appointment of his/her thesis advisor by the end of the spring semester. He/she needs to submit the thesis advisor application form, and thesis proposal or research direction (must be related to the Program). After appointment of a thesis advisor, the student can start to complete the course: Thesis/Academic-Industry Research Technical Report.
2. A thesis advisor shall be a teacher of the University with the rank of Assistant Professor or higher.
3. A thesis advisor is eligible for membership of the oral defense committee. If there are two thesis advisors, at least one of them shall be the member of the oral defense committee.
4. Each teacher of the Department of International Affairs may only advise up to two students of the Program at a time.
5. Teachers from any other department/graduate institute may only advise one student of the Program at a time.
6. If there are two advisors for one student, each advisor will be recognized for advising 0.5 students. Advising a fourth-year graduate student is not included in the count.

## 6. Relevant Evaluation Regulation

Before applying for the Master's Degree exam, a student enrolled in the 2017 academic year and later must take and pass the academic ethics education course defined in the University's Regulations Governing the Implementation of the Academic Research Ethics Education Course.

## 7. Thesis/Technical Report Proposal Review Procedure

1. During the study of the course: Thesis/Academic-Industry Research Technical Report (thesis/technical report), a student may discuss thesis writing and research direction with his/her advisor and apply for a review of the thesis/technical report proposal within the defined period. The grade awarded for said course is only recognized as the effort made for study and performance achieved; it is not the grade given for the "oral defense".
2. A student shall select one topic from a wide variety of subject areas of the Program, obtain approval from his/her thesis advisor and submit a proposal. The review committee of the thesis proposal consists of three members. The thesis advisor or one of the co-advisors is an ex officio member of the committee. The other two members shall be one internal teacher with the rank of Assistant Professor or higher and one external member. Members shall be recommended by the thesis advisor 20 days prior to proposal review, and reviewed by the head of the Program office for appointment.
3. Review application deadline: January 10<sup>th</sup> in the fall semester and July 10<sup>th</sup> in the spring semester.
4. Review deadline: January 31<sup>st</sup> in the fall semester and July 31<sup>st</sup> in the spring semester.

**5. Proposal review: Written documents are sent to the committee members by the Program office. A review shall be done within one month.**

**6. Proposal review rating is classified into 3 categories: pass, pass after revision and fail.** If two or more review members give the rating of fail, the proposal is not passed. Another review may be requested **after two months**.

7. If a student decides to change his/her thesis/technical report topic after submitting the proposal, he/she shall obtain his/her advisor's signature for approval and submit the Thesis/Technical Report Topic Change Application Form. Topic change shall be reported to the affairs meeting of the Program for reference.
8. If a student needs to change his/her thesis advisor under a special circumstance, the request shall be made in written form and reviewed by the head of the Program. A new proposal review may be requested upon change approval.

## 8. Master's Thesis and Master's Degree Exam

1. If a student obtains the required credits, meets evaluation conditions and passes the thesis proposal review, he/she may apply for the Thesis/Technical Report Degree Exam two months after passing the review.
2. Exam deadline: January 31<sup>st</sup> in the fall semester and July 31<sup>st</sup> in the spring semester. Graduation is not permitted for a late exam.
3. The Master's degree exam committee consists of three members. The thesis advisor or one of the co-advisors is an ex officio member of the committee. The other two members shall be one internal teacher with the rank of Assistant Professor or higher and one external member. A part-time teacher of the Program can only serve as the internal teacher. Members shall be recommended by the thesis advisor and reviewed by the head of the Program for appointment. If there are more than two co-advisors, one co-advisor shall be the exam committee member. If two co-advisors are required, the average score given by both co-advisors will be used to calculate the average score of the exam.
4. A Master's degree exam committee member is required to be specialized in the field on which a student's thesis is based and meet one of the following conditions:
  - (1) Assistant professor or higher
  - (2) Earned a Ph.D. degree
  - (3) Has academic or professional achievement in neglected or special fields.
5. A student's spouse, ex-spouse or relatives within the third degree of consanguinity may not serve as a member of the Master's degree exam committee. Any member is also not allowed to have or have had in-law relationships within the second degree of consanguinity or have other relationships that may cause conflicts of interest (employment, etc.) with the student. If it is found that a candidate member has the aforementioned relationship with the student after recommendation, the member shall voluntarily avoid the conflict of interest. A new member shall be recommended if a conflict of interest is identified by the Program office.
6. Members shall attend committee meetings in person. No proxy is allowed. Exams can only be held when all members are present.
7. After reviewing and approving the exam application, the Program office shall submit the following to the Office of Academic Affairs for a second review and approval: thesis/technical report, abstract, exam method, time, place, and the members to be appointed for the Master's degree exam committee. Exam application is further processed after obtaining approval from the President. At least one week advance notice will be provided to the student. The exam will be held in a fair and transparent manner.
8. The passing grade is 70 and the highest possible grade that can be earned is 100. An evaluation can only be done once. The final grade depends on the average grade of grades given by the present members. When two or more members give the rating of fail, the student does not pass the exam. If any plagiarism or fraudulence is found in the thesis, the student may not pass the exam, upon verification by the committee.
9. A student who fails the exam and whose term of study has not yet expired may apply for another exam after four months. Only one additional exam can be conducted. The passing grade as well as the final grade is 70 for the second exam. If the student fails the exam again, he/she will be expelled from the University based on the final grade of the second exam.
10. If a student who has already applied for the degree exam is unable to take the exam due to special circumstances and his/her term of study is not expired; he/she shall fill out the Degree Exam Cancellation Application Form and submit it to his/her advisor and the head of the Program for approval before the beginning of the next semester. The Form will be submitted to the Office of Academic Affairs. The student may apply for the degree exam after semester registration. If the student fails to cancel the exam within the deadline, he/she will be recognized as having failed the exam.
11. After passing the degree exam, a student shall submit four original copies of the thesis/technical report with signature of the exam members and its electronic file to the Program office for handling graduation affairs. For a student whose term of study has expired,

late submission leads to expulsion from the University. If a student's term of study has not expired, he/she shall register for the next semester and submit the thesis/technical report by the deadline of the next semester in order to graduate in the next semester. Any student whose term of study has expired and who has not submitted the thesis/technical report will be recognized as failing the degree exam and expelled from the University according to relevant rules.

12. A student shall disclose the abstract of his/her thesis/technical report online for the national promotion, which is conducted by the University and National Central Library of the Ministry of Education, in creating an online thesis and dissertation abstract before completing the graduate procedure.
13. The date of graduation is the last day of the semester on which the thesis is submitted. If a student passes the degree exam in the current semester and does not submit his/her thesis until the next semester begins, the date of graduation is still the last day of the semester on which the thesis is submitted.
14. If any plagiarism or fraudulence is found in the thesis/technical report after the Master's degree is granted, the University will revoke the degree upon verifying that such plagiarism or fraudulence is true. The revocation will be publicly disclosed and the student will be expelled from the University. Any violation of law shall be handled according to the corresponding regulations.

## **9. Degree Title**

A Master's of Arts degree is awarded after a student completes the required courses, meets the evaluation conditions, submits the thesis/technical report and passes the degree exam held by the Master's degree exam committee within the defined term.

## **10. Supplementary Provisions**

1. For any unstated matters, please refer to the University Act, Degree Conferral Act, Guidelines for Master's Degree Exam, Guidelines for Thesis Proposal Review, guidelines for appointing thesis advisors and oral defense committee members set by various Program offices and other related regulations.
2. The Regulations become effective after being approved at the College Affairs Meeting and Academic Affairs Meeting. Amendments must follow the same procedure.

# Wenzao Ursuline University of Languages

## Guidelines for Master's Degree Exam

Approved at the Executive Committee on April 17, 2007

Ratified by the President on May 8, 2007

Approved by Ministry of Education Letter Tai-Chi (4)-Zhi No. 960076437 on May 21, 2007

Ratified by the President on June 5, 2009

Approved by Ministry of Education Letter Tai-Chi (4)-Zhi No. 0980104035 on June 23, 2009

Approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

Approved by Ministry of Education Letter Tai-Chiao-Chi (4)-Zhi No. 1020158330 on October 29, 2013

Approved at the Academic Affairs Committee on June 6, 2017

Ratified by the President on June 20, 2017

Approved by Ministry of Education Letter Tai-Chiao-Chi (4)-Zhi No. 1060109803 on July 28, 2017

- Article I The Guidelines are established in accordance with the University Act, Enforcement Rules of the University Act, Degree Conferral Law, and Enforcement Rules of Degree Conferral Law.
- Article II Students of master's degree programs who meet the following qualifications may apply to take the Master's degree exam. The Master's degree will be awarded to those students who pass the exam given by a Master's Examination Committee.
1. The student has acquired all the required credits or is about to acquire all the required credits in accordance with the relevant regulations of his/her graduate school.
  2. The student's graduate school must have approved his or her thesis proposal two months prior to the submission of the application for the exam.
- Article III **Students who wish to apply for the Master's Degree exam must take and pass the academic ethics education course according to the "Regulations Governing the Implementation of the Academic Research Ethics Education Course" and apply for it following the time specified by the University.** The Master's Degree exam is held once a semester at a time specified by the department/graduate school, but the exam shall be held before the end of January for the fall semester and before the end of July for the spring semester.
- Article IV The Master's Degree exam shall be conducted in accordance with the following procedures:
1. Establishment of the Master's Examination Committee.
  2. Organization of the Master's Degree exam.
- Article V The Master's Examination Committee shall be established in accordance with the following regulations:
1. The Committee shall be comprised of at least three examiners, with the student's supervisor (assistant supervisor) as the ex officio member and at least one third of the committee members shall be external examiner(s) hired from outside of the University. The list of potential examiners shall be recommended by the supervisor to be reviewed and appointed by the dean of the graduate school.
  2. Anyone related to the graduate student, including the graduate student's spouse, ex-spouse, relatives within the third degree of kinship, and in-laws shall not be hired as the examiner. If the examiner, upon being appointed, realizes that he/she is related to the graduate student, he/she shall apply to be excused, and a new appointment of the examiner shall be made when necessary.

Article VI Members of the Master's Examination Committee shall specialize in the subject related to the thesis, exhibition/performance or technical report submitted by the graduate student taking the exam, and shall have at least one of the following qualifications:

1. He/she is/was a professor or associate professor.
2. He/she is/was an academician, research fellow or associate research fellow of Academia Sinica.
3. He/she has been conferred a PhD degree and has academic achievements.
4. He/she has expertise in an unusual or special academic subject and has significant academic or professional achievements.

The detailed qualification required under sub-paragraphs 3 and 4 above shall be subject to review and approval by the Department Affairs Meeting.

Article VII The Master's Degree exam shall be carried out in accordance with the following regulations:

1. The application for the Master's Degree exam shall be reviewed by the applicant's graduate school. If the application has complied with the requirements, the thesis containing an abstract, the examination method, the time and the location of the exam and the recommended list of examiners shall be submitted to the Office of Academic Affairs to be reviewed and verified. The exam will take place after receiving ratification from the President and the examinee shall be notified at least one week prior to the exam. The exam shall be conducted in a fair, just and open manner.
2. Examiners on the Examination Committee must preside in person and shall not be replaced by another person. All examiners must be present for the Master's Degree exam.
3. The examination shall take the form of an oral defense, but a written exam may be conducted when necessary. The oral defense may be open to the public, but the audience attending the oral defense shall not engage in any misconduct that may interrupt the oral defense; otherwise, he/she shall be ordered to leave by the attending examiners, or university security will be notified to remove him/her. If the person interrupting the oral defense is a student of the University, he/she will be punished in accordance with relevant regulations.
4. An average grade of at least 70 is required for the student to pass the examination. The highest grade is 100. The grade for the Master's Degree exam is determined by averaging grades from all examiners. The student does not pass the defense if more than half of the examiners give a grade of less than 70. The granted grade shall be the result of the one-off assessment.
5. If the master thesis contains any instances of plagiarism or unethical conduct, upon being evaluated and confirmed by the Examination Committee, the student shall receive a non-passing grade.
6. If a student fails the Master's Degree exam and the permitted period of study has not yet expired, that student may apply to retake the Master's Degree exam after 4 months. Only one re-examination is permitted. If the student fails the re-examination, he/she will receive the grade determined before the re-examination and shall be dismissed from the program.
7. In principle, the master thesis shall be written in Chinese and shall include English and Chinese abstracts; if the topic has been proposed in a previous



degree, it cannot be proposed again. If the master thesis is written in a foreign language, a Chinese abstract shall be provided.

8. Graduate students from graduate schools related to art or applied technology may use creative works, exhibition/performance and technical reports to replace their master thesis. However, to determine if a graduate school is related to art or applied technology, proposals shall be proposed by each graduate school to be verified and approved by the Academic Affairs Committee.

Article VIII If a graduate student has applied to take the Master's Degree exam, but the exam is not held due to special circumstances and the student's permitted period of study has not yet expired, the student shall submit the "Notice for Cancellation of Master's Degree Examination" before the school start date of the following semester. After obtaining signatures from the supervisor and the dean of the graduate school, the notice shall be submitted to the Office of Academic Affairs. The student can only apply for another Master's Degree exam after completing the registration procedures. If the student fails to submit the notice in time, a non-passing grade for the Master's Degree exam will be given.

Article IX Within one month after passing the Master's Degree exam, four original copies of the master thesis with the approval signatures of the examiners, an electronic copy of the abstract and the grade of the student shall be submitted to the Office of Academic Affairs. If the procedures have not been completed before the permitted period of study expires, the student shall be dismissed from the program. If the student's permitted period of study has not expired, the student is required to register for the following semester and submit the master thesis before the due date, and the degree will be awarded in the same semester. If the student fails to submit the master thesis within the permitted period of study, he/she will be given a non-passing grade and shall be dismissed from the program.

Article X Before completing the graduation procedures, the graduate student shall upload the completed master thesis to the National Digital Library of Theses and Dissertation for the university and the National Central Library and the Ministry of Education.

Article XI The date of graduation for the graduate student is the last day of the semester in which the student submits the thesis. If the student has passed the Master's Degree exam and the master thesis has been submitted before the school start date of the following semester, the graduation date shall be the last day of the semester when the student passes the exam.

Article XII Substantiation of any instance of plagiarism or misconduct in the submitted thesis, creative work, written report, or technical reports will result in degree revocation and the student will be dismissed from the program. If the student is found to violate other laws and regulations, he/she shall be punished in accordance with relevant laws and regulations.

Article XIII Any matters not stipulated herein shall be conducted in accordance with relevant laws and regulations, and the relevant academic regulations of the University.

Article XIV The Guidelines become effective after they are approved by the Academic Affairs Committee, ratified by the President and filed with the Ministry of Education for record. Revisions must follow the same procedures.

Applications for the Master's Degree exam shall be submitted in accordance with the time specified by the regulations of the University.

## Wenzao Ursuline University of Languages

### Application for graduate students to invite advisors

Date:   yyyy   mm   dd

Graduate Institute		Program	<input type="checkbox"/> Master's program ____year <input type="checkbox"/> Master's on-job program ____year	
Name		Student ID No.		
Proposed thesis topic or research direction				
Advisor	Name	Title <small>(leave empty for school teacher or part-time teacher of</small>	School and department <small>(leave empty for school teacher</small>	Advisor's signature
Chairperson's signature				

**Explanation:**

1. Before the end of second semester of the first year, graduate students must apply to select an advisor; in general, advisors for graduate students shall be above the rank of full-time assistant professors; at the most, each advisor shall advise four graduate students at a time and, when necessary, the dean can invite advisors who are professors above the rank of assistant professor from outside the school.
2. In order to prevent conflicts of interest among thesis advisors, degree examination committee members and graduate students, advisors or academic examination committee members shall reclude themselves if there is any current or former spousal, ex-spousal, with four degrees of kinship, or three degrees of marital relationship with the graduate students.
3. After filling out this form, please submit it to the person in charge.



equipment.

**Wenzao Ursuline University of Languages**  
**Master's Thesis Defense Application Form**

Graduate Institute		Program	<input type="checkbox"/> Master's program ____year <input type="checkbox"/> Master's on-job program ____ year
Name		Student ID No.	
Thesis title	Chinese: English:		
Advisor's comments	(signature)		

academic    year    semester    month

Graduate institute's review of student's graduation qualifications	<ol style="list-style-type: none"> <li>1. Completed years of study:</li> <li>2. Number of credits required for graduation (according to each graduate institute):</li> <li>3. Number of credits earned for degree:</li> <li>4. Has the student passed the proposal hearing?</li> </ol> <p>Review by the graduate institute: (please check)</p> <p><input type="checkbox"/> 1. This student has met requirements to apply for thesis defense.</p> <p><input type="checkbox"/> 2. This student has not met requirements to apply for thesis defense.</p> <p style="padding-left: 20px;">* <input type="checkbox"/> Student has not completed the number of credits required by the graduate institute.</p> <p style="padding-left: 20px;">* <input type="checkbox"/> other</p> <p>Signature of staff of graduate institute: _____</p> <p>Signature of Dean of graduate institute: _____</p> <p>Signature of Dean of college: _____</p>
Proposed date of thesis oral defense	yyyy                      mm                      dd

1. Applicants should complete this form, seek approval from their advisors and submit the form to the office of the pertinent graduate institute with 4 copies of the thesis.
2. Graduate students who meet the following requirements may apply to defend their theses:
  - (1) the student has completed or will complete in the current semester all required courses and meet all requirements of the graduate institute.
  - (2) Two months have passed since the student has passed his/her proposal hearing.
3. Deadlines for submitting thesis oral defense applications: January 10 for the 1st semester, July 10 for the 2<sup>nd</sup> semester.
4. Dates for thesis oral defenses: from November 1 to January 31 for the 1<sup>st</sup> semester, from May 1 to July 31 for the 2<sup>nd</sup> semester.
5. Issuing of Master's degree diplomas: January and June are the diploma issuing months. Students who complete oral defenses before January 31 are considered to be graduating in the 1<sup>st</sup> semester and receive diplomas dated January. Students who complete oral defenses before July 31 are considered to be graduating in the 2<sup>nd</sup> semester and receive diplomas dated June. Graduate students must complete exit procedures within a month after the date on their diplomas. Students who miss the deadline must register for the following semester and pay tuition and fees. Their graduation date is postponed until the next diploma issuing month.



**Wenzao Ursuline University of Languages**  
**Master's Thesis Defense Committee Members**

Graduate Institute: \_\_\_\_\_ semester of the \_\_\_\_\_  
 academic year

Student	Class	Student ID No.	Name	Date and location of examination	Thesis title
Committee members	Name	Internal/External/Advisor		Title	Affiliated institution/unit
Student	Class	Student No.	Name	Date and location of examination	Thesis title
Committee members	Name	Internal/External/Advisor		Title	Affiliated institution/unit

**Explanations :**

1. Thesis defense applications should be reviewed by the appropriate graduate institute and forwarded to the Office of Academic Affairs with the thesis, abstract, format of the defense, time, location and list of internal and external committee members attached. Once reviewed for errors by the Office, the form is sent to the University President for approval and then processed.
2. The defense committee consists of 3 members with the advisor as an ex officio member. One third of the members must be external. The committee members are nominated by the advisor. They are invited after approval by the dean of the graduate institute.
3. Members of the defense committee may not be interested parties or be related to the student currently or formerly by blood or marriage including being a spouse, former spouse, a blood relative within the third degree of kinship, or a collateral relative within the second degree of kinship. Nominees who are related to the students in any of the ways stated above should recuse themselves. If necessary, the nomination process should be carried out a second time.
4. For other pertinent information, see the Wenzao Ursuline University of Languages Master's Thesis Defense Regulations.

Advisor:

Staff of Graduate Institute:

Dean of Graduate Institute:

Dean of College:

Dean of Academic Affairs:

President:

## Graduate Student Thesis Forming

<http://d001.wzu.edu.tw/article/297307>



For more information and forms, please check the following link or scan the QR Code:

<http://d001.wzu.edu.tw/category/138148>



(Download)

# Campus Map

## 文藻外語大學校區平面圖 Wenzao Ursuline University of Languages Campus Plan



建築物 BUILDING	主要場所 MAIN LOCATION	建築物 BUILDING	主要場所 MAIN LOCATION	建築物 BUILDING	主要場所 MAIN LOCATION
1 行政大樓 Administration Building	國際會議廳 International Conference Room Kochuan System 新傳劇場 Newspaper Theatre	10 露德樓 Lourdes Hall	英文系 English Department 進修中心 In-service Center	16 自強樓 Ziqiang Hall	法文系 French Department 西班牙系 Spanish Department 專業口語表達服務 Professional Oral Expression Service
2 文園 Wenyuan	文藻演講廳 Wenzao Lecture Hall	11 求真樓 Qiu zhen Hall	英語教學中心 英外語能力診斷輔導中心 Center for English Learning Center Language Diagnostic & Consulting Center	17 公簡廳 Gongjian Hall	法文系 French Department 西班牙系 Spanish Department
3 圖書館大樓 Library	文藻圖書館 Wenzao Library	12 至善樓 Zhishan Hall	歐羅巴學院 文藻圖書服務館 名人故居服務館 Europa College Wenzao Library Service Center Famous Residence Service Center	18 莊敬樓 Zhuangjing Hall	學生活動中心 Extracurricular Activities Center
4 正氣樓 Zhengqi Hall	歐亞語文學院 College of Euro-Asian Languages	13 聚賢館 Scholar's Residence	紐芬蘭 國際會議廳 國際文學院服務館 Newfoundland International Conference Hall International College of Languages Service Center	19 民族校門 School Gate at Minzu Road	民族校門 School Gate at Minzu Road
5 明園 Mingyuan	文瑞樓 Wen-Ruey Hall	14 育美體育館 Yumei Gym	傳道部系 國際事務系 翻譯系 外語教學系 Department of Evangelism International Affairs Translation Department Foreign Language Teaching Department	B 鼎中校門 School Gate at Dingzhong Road	鼎中校門 School Gate at Dingzhong Road
6 文瑞樓 Wen-Ruey Hall	千禧樓 Millennium Hall	15 化雨堂 Auditorium	學生輔導 Student Guidance 談話室 Counseling in Phase of Jesus	C 民族路牌樓 The Archway of Minzu Gate	民族路牌樓 The Archway of Minzu Gate
7 千禧樓 Millennium Hall	聖安班修會館 St. An Ursuline Convent Faculty Residence				
8 修院 Convent	如蘭廳 Lillian Hall				
9 聖安琪靈修中心 St. Angela Spiritual Center					

