

Wenzao Ursuline University of Languages

Guidelines of Quality Control and Inspection of a Graduate Thesis

Approved at the Academic Affairs Committee on December 21, 2021
Ratified by the President on January 14, 2022

- I. The guidelines are established to ensure the theses of Wenzao graduate students conform with their specialized field of study, to implement academic ethics and to guarantee the quality of the thesis.
- II. Wenzao's quality control and inspection of a thesis includes the conformity of the thesis with the specialized field of the department (institution), the implementation of academic ethics, the disclosure of the thesis, and the accountability mechanism for breaches of quality assurance.
 1. The conformity of the thesis with the specialized field of the department (institution)
 - a. The thesis's title and content shall conform with training objectives of the department (institution), the core competencies, and the academic or professional practice in fields related to the department (institution).
 - b. The students shall apply for the appointment of their thesis advisor before the end of the second semester of the first school year. The thesis advisor and the department (institution) director shall confirm the relevance between the thesis title and the specialized field. The application must be submitted to the curriculum planning group of the department (institution) for consideration.
 - c. The thesis defense committee members must have specialized research in the field related to the thesis. Their appointment qualifications shall be considered in accordance with the regulations in Wenzao's "Guidelines for Master's Degree Exam".
 - d. All departments (institutions) must establish an inspection mechanism in order to ensure that every thesis conforms with the specialized field.
 2. Standard examination of academic ethics
 - a. Before applying for the thesis defense, students must complete the "Academic Research Ethics Education Courses" stipulated in the "Regulations Governing the Implementation of the Academic Research Ethics Education Course".
 - b. The students must have their first draft of the thesis examined by the online plagiarism detection system and submit an Academic Ethics Statement. The application shall be examined and

- approved by the advisor in advance, and reviewed in accordance with the procedure prescribed by the department (institution).
3. Thesis disclosure mechanism
 - a. The thesis shall be disclosed in principle, non-disclosure shall be an exception.
 - b. Applications for thesis non-disclosure or delayed disclosure shall be handled in accordance with the “National Library Regulations for Disclosure or Embargo of Thesis”. The students shall submit an “Application Form for Embargo of Thesis” along with supporting documents to their department (institution) to scrutinize.
 4. Accountability mechanism for breaches of quality assurance
 - a. Thesis advisors are the main instructors of the thesis, so they must pay attention to the study status of the students as well as the quality of their theses, and guarantee to implement academic ethics. If the thesis does not conform to the specialized field or violates academic ethics, after our investigation process and confirmation procedure, the advisor shall take responsibility for the poor supervision and must not serve as a thesis advisor or co-advisor within two years (excluding the cases they have already been in charge of).
 - b. The punishment for a thesis violating academic ethics shall be decided in accordance with Wenzao’s “Guidelines for Students in Violation of Academic Ethics”.
- III. Any matters not stipulated herein shall be conducted in accordance with relevant laws and regulations of the Ministry of Education and Wenzao Ursuline University of Languages.
- IV. The guidelines come into effect after being approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.