

National Yang Ming Chiao Tung University  
Department of Transportation & Logistics Management  
Academic Regulations for Master Program

Amended at the 7<sup>th</sup> Academic Affairs Meeting in Academic Year 2019 (24 March 2020)

Amended at the 7<sup>th</sup> Academic Affairs Meeting in Academic Year 2020 (23 March 2021)

Amended at the 6<sup>th</sup> Academic Affairs Meeting in Academic Year 2021 (22 March 2022)

Amended at the 4<sup>th</sup> Course Meeting in Academic Year 2021 (3 May 2022)

Article 1. The Academic Regulations for Master Program (referred to as Regulation hereunder) were formulated in accordance with the "National Yang Ming Chiao Tung University (referred to as NYCU hereunder) Regulations for Graduate Degrees Conferment."

Article 2. The master's program of Department of Transportation & Logistics Management (referred to as TLM hereunder) of NYCU admits full-time and part-time students through recommendation-selection programs or examinations.

Article 3. Students having graduated from domestic (public or private) universities, colleges, or institutes registered in the Ministry of Education, or overseas universities, colleges, or institutes recognized by the Ministry of Education, and having acquired the bachelor's degree or equivalent education level, are qualified to enter the master program of TLM through recommendation-selection programs or examinations of NYCU.

Article 4. There are two master's programs offered by TLM for different research directions: "Graduate Program in Traffic and Transportation" and "Graduate Program in Logistics Management." When applying for admission, students should select one of the two graduate programs as the major program according to their interests. Students who are admitted to the "Transportation Planning and Policies Study" group under the Graduate Program in Traffic and Transportation are not allowed to transfer their selected group of study. For students who are admitted to the "Transportation Operation and Technology Study" under the Graduate Program in Traffic and Transportation and all students in the Graduate Program in Logistics Management, transfer of study group is allowed with the following rules:

For students who have been admitted for one academic year, they are required to complete at least 9 credit hours of the Core Courses in the graduate program they select with an average score of 86 or above (in 100-score scale). They should fill out the NYCU Program Transfer Form and submit the application of transfer to the departmental office for review and approval at the Committee of Departmental Affairs meetings. Students can only apply for transfer once. The application must be submitted no later than the end of the third semester after the student is admitted.

In situations where the advisor of the student or head of the Department recommends the transfer application, the student can transfer group of study upon the approval at the Committee of Departmental Affairs meetings without being subject to the restriction described in this article.

Article 5. For the TLM master's program, the typical study term of full-time students is limited between two and four years, and that of part-time students is between two and five years (the aforementioned time excludes the suspension period). The suspension period of master students should be limited to two academic years (cumulative across the whole study term). However, if a student suffers from serious illness and receives medical treatment, serves in the army, takes gestation and parturition, or nurtures children under 3 years old, the time spent may be exempted from counting towards the suspension period, but certificates or documentations should be submitted as a proof.

Article 6. TLM master's students may apply for graduation by fulfilling the following requirements within their study term:

1. Complete four semesters of Seminar. Students who graduate early (i.e., study term being less than two academic years) should complete and pass the Seminar for each semester.
2. Students should complete a minimum of 30 credit hours of courses in total. Among them, at least 21 credit hours must be courses offered by the graduate program in TLM, including at least 9 credit hours of the Core Courses, 3 credit hours of Simulation and Statistical Analysis or equivalent courses, and 3 credit hours of Optimization or equivalent courses). The minimum required credit hours exclude Seminar and Independent Study.
3. Complete a master thesis and pass the degree examination.

Article 7. A full-time graduate student (including pre-master program students) must register for a minimum of 6 credit hours per semester in the first academic year. A non-pre-master-program full time graduate student must register for a minimum of 3 credit hours per semester in the second academic year. A part-time graduate student must register for a minimum of 3 credit hours and a maximum of 10 credit hours per semester.

Article 8. The TLM master students should apply for credit waiver within two weeks after the beginning of the first semester after registration. After the application is approved by the course instructors and the head of the Department and submitted to the school authority for examination and final approval, the students can waive or exempt the credit hours. The limitations of credit waiver or exemption are listed as follows:

1. If students intend to transfer credits earned from other departments of NYCU, they should first acquire the approval of the instructor of the course that they wish to transfer their credits for to have these credits count towards graduation credits before taking the course.
2. If undergraduate students have completed some courses of the graduate program, and if these courses have not been counted towards their required undergraduate graduation credit hours, students can apply for transferring at most 9 credit hours into their graduate study. Approved pre-master program students or students acquiring the approval of the Committee of Institute Affairs can transfer 15 credit hours at most.

3. Part-time student without academic degree and non-degree master students can transfer at most 9 credits within five years since the credits are earned.
4. Students who have taken courses in the TLM master's program within three years before admission with scores above 80 (in 100-score scale) can transfer at most 9 credit hours (a transcript that shows the final grades of those courses must be provided).

Article 9. Before registering the 2nd semester of the 1st academic year (including the registration day), a master student should identify and invite a faculty member (a full-time assistant professor, associate professor, or professor) of TLM as an advisor. When the advisor is selected, the student should fill out the "Master Thesis Advisor Agreement" and submit it to the departmental office of TLM. The student can apply for the degree examination one semester after the advisor is selected. If necessary, the advisor should invite experts with outstanding academic achievements to be co-advisors, subject to approval of the Committee of Departmental Affairs (For an advisor, the number of graduate students with co-advisors should not be more than half of the total number of graduate students advised by that advisor). If the advisor retires or resigns, the student must immediately invite a new advisor or co-advisor from the full-time faculty members ranked assistant professor or above in TLM. Full-time faculty members of TLM can advise at most five master students per year.

Article 10. Whenever the student would like to terminate the thesis instruction relationship with the advisor or change the thesis advisor, the student should submit an application to the departmental office. The process will be effective after the process is initiated. The relationship termination does not require any approval from the thesis advisor.

Article 11. If the thesis advisor wishes to terminate the thesis instruction relationship with the student, a written application should be submitted to the departmental office for approval, and the results will be notified to the student by the department. After the termination of the thesis instruction relationship, the department will assist the student to find a new thesis advisor.

Article 12. The research results related to the ideas or concepts of the original thesis advisor under the thesis instruction can only be used as part of the student's thesis with the agreement of the original thesis advisor.

Article 13. Master thesis

1. Students can apply for submitting a master thesis proposal when they expect to complete 15 credit hours offered by TLM (excluding Seminar credit hours) by the end of a semester.
2. After the title and content of the thesis are approved by the Thesis Review Committee of TLM, the students can embark on the proposed research study. The oral defense may be applied for after the midterm report and final report review are completed and approved.
3. The thesis must be completed within the designated duration. Before the student can apply for the oral defense, the thesis must pass the "Turnitin" originality

test for plagiarism prevention, with a similarity score 20% or less. In the case that the similarity score is higher than 20%, the thesis needs to be examined and approved by the academic committee and signed by the thesis advisor.

4. Students who can complete the required courses and earn the appointed credits for the master's program by the end of a semester are eligible to apply for early degree examination when proposing the master thesis, upon the approval and recommendation by the advisor. After they pass the degree examination, NYCU will confer a master's degree on the students. If they cannot complete the required courses by the end of the semester they apply for the degree examination, the results of degree examination will not be recognized.

#### Article 14. Master thesis review and oral defense:

1. The degree examination consists of oral defense and thesis review. The examination of master's degree is held orally. If it is necessary, written exams may be administered. The committee of the master's degree examination is made up of three to five members. TLM will recommend scholars and experts inside or outside of NYCU with expertise in the domain of the student's research and at least one of the following qualifications to the Principal of NYCU, who selects the members to form the committee. A committee member must meet at least one of the following requirements:

- (1) currently be (or have been) a full professor, associate professor, or assistant professor.
- (2) be a research fellow, or currently be (or have been) a researcher, associate researcher, or assistant researcher at Academia Sinica.
- (3) hold a doctoral degree and have outstanding academic achievements.
- (4) have outstanding academic or professional achievements in certain rare or specific fields. Those qualified to be invited into the committee should, in terms of academic performance, have published at least two papers in SCI, SCIE, SSCI, EI, or TSSCI journals within five years, or in terms of professional experience, have served in government agencies, nonprofit organizations, or one of the top 1,000 enterprises in Taiwan as senior managers with at least 20 years of experiences. Scholars and experts that meet this criterion should not account for more than one-fourth of the committee members of the oral defense.

Master students' spouse, or blood and affinity relatives within the third degree should not serve as the member of degree examination.

2. All committee members of oral defense must attend the committee in person. Stand-ins are not permitted. An oral defense for the master's degree should be attended by at least three committee members, and it should be conducted openly. The time and place of the oral defense and the title of the thesis must be announced in advance.
3. The head of the department must appoint one member to be the chairperson from the degree examination committee. The adviser cannot serve as the chairperson.
4. The passing grade of the oral defense is B<sup>-</sup> (70 out of 100 total score) or above with the highest grade being A<sup>+</sup> (100). The evaluation is limited to be once,

based on the average scores given by all committee members. But if half or more of the committee members evaluate the performance to be “failed”, the result is "failed" without scores being averaged. Students who fail to pass the oral defense may apply for retrial after six months. Only one retrial is allowed. Students who fail to pass the retrial are required to drop out of NYCU.

5. A candidate is deemed failed when plagiarism or cheating is discovered in the thesis and confirmed by the oral defense committee.
6. If students of the master's program cannot pass the oral defense or cannot complete all required courses within the study term, they are required to drop out of NYCU.
7. Master theses (including abstracts) must be written primarily in Mandarin or English and comply with the NYCU Format for Thesis/Dissertation. After passing the oral defense, students must submit four hardcopies of the thesis and upload an electronic version of the thesis abstract and the full content of the thesis on the website within one month (according to NYCU Library Abstract, Thesis and Dissertation Electronization Specification for details).

Article 15. For students who pass the oral defense, committee members should provide clear suggestions and constructive comments for the students' reference to revise the thesis. After revising the thesis, the students should apply for thesis review. The thesis review is passed if the advisor and all committee members approve the thesis revision. The final revised thesis must pass the originality check, and the Originality Comparison System Report (e.g., Turnitin) must be completed and approved by the advisor. The thesis review does not alter the grading of the degree examination. When students pass the thesis review, "The Authorization of Oral Members for Research Thesis/Dissertation" should be signed by all committee members who attend the oral defense. After the thesis review is complete, the score of the oral defense is the score of the degree examination.

Article 16. After passing the degree examination, students must submit the Degree Examination Evaluation Form by the end of January 31<sup>st</sup> if the exam is taken in the Fall semester and by the end of July 31<sup>st</sup> if it is taken in the Spring semester.

Students who passed the degree examination must complete the following before being granted the degree certificate from the Division of Registrar:

- 1) Submit the Degree Examination Evaluation Form, hardcopy of the master thesis, Originality Comparison System Report (e.g., Turnitin), and Statement of Academic Ethics and Originality Comparison
- 2) Upload and register thesis abstract and electronic version of the thesis file
- 3) Complete Leaving School Process

The hardcopy of the master thesis shall be deposited no later than the last business day before the beginning of the next semester (first day of the classes of the semester). A student whose master thesis deposit is overdue must register the next semester if the student has not reached the limit of study terms. If the student's limit of their study terms is reached, but the student does not submit the Degree Examination Evaluation Form by the last semester of the study term or deposit the master thesis by the last business day before the beginning of the next

semester (first day of the classes of the semester), the student will be required to drop out of NYCU in accordance with regulations.

Article 17. Regulations for early graduation:

1. Students should study in NYCU for at least one academic year, and they should fulfill the requirements of graduation course credit hours.
2. Students should take the Seminar course in each semester during the study term.
3. During the study term, students should publish one paper in one of the SCIE, SSCI, TSSCI, or EI journals, as the sole author, excluding the name(s) of the full-time faculty member(s) of TLM, and the paper should be reviewed and approved by the Committee of Departmental Affairs. However, if they are approved students of pre-master's program or if they are approved for early graduation, this requirement may be exempted.

Article 18. If fraud, alternation, plagiarism, thesis being written by others, cheating, or any unethical act is found in the student's master thesis after the master's degree is awarded to a graduate, the awarded degree will be revoked and the graduate has to surrender the certificate of degree.

Article 19. These Regulations were formulated at the Committee of Departmental Affairs meeting and took effective after the review and approval of, and announcement by, the Curriculum Committee of the College of Management and the NYCU Curriculum Committee. The same procedure shall be applied if the Regulation is amended. When incomplete or in conflict, the Regulation is superseded by the National Yang Ming Chiao Tung University Regulations for Master and Doctoral Degrees Conferment, the National Yang Ming Chiao Tung University Guidelines for the Interaction between Thesis Advisor and Graduate Students, and the University Law.