

# Notice for New Master's Students in the Department of Marine Biotechnology and Resources

Approved by the November 04, 2003 3<sup>rd</sup> Department Affairs Council Meeting for the 2003 academic year

Amended and Approved by the May 28, 2019 8<sup>th</sup> Academic Committee Meeting for the 2018 academic year

Amended and Approved by the August 16, 2021 1<sup>st</sup> Curriculum Committee Meeting for the 2021 academic year

Amended and Approved by the October 02, 2023 1<sup>st</sup> Department Affairs Council Meeting for the 2023 academic year

1. Required courses: Based on the required course list announced by the school. Seminar (3) and (4) in each group are required courses for the 2<sup>nd</sup> year of the master's program. If you cannot take the courses, you need to get permission from your advisor and the department head.
2. Teaching Practice: The course, Teaching Practice, is required by the department. Students must complete and pass one semester of "Teaching Practice" (only one completed class is required before graduation). The department's curriculum committee discusses and announces the class enrollment list of new master's students for "Teaching Practice" every academic year (early September). If laboratory classes are scheduled for the fall/spring semesters, students need to pay attention to whether "Teaching Practice" is selected during the fall/spring semester's course selection to receive credit for the semester.
3. Advisor: Each research student should ask a full-time department faculty member to be an advisor for their academic paper. If you want a professor from another department to instruct you, there should be a full-time professor from our department also advising. For more information about the department's faculty, please go to the department's website: [mbr.nsysu.edu.tw](http://mbr.nsysu.edu.tw)
4. New students should ask a full-time faculty member of this Department to be their advisor based on their admission group. Only when none of the faculty members in their group are available, can they look for a full-time faculty member from another group. Please submit the "Thesis Advisor Application Form" to the department staff before June 30<sup>th</sup>.
5. All Master's theses and Ph.D. dissertations submitted to this Department should involve research in "Marine Science" (Approved by the November 04, 2003, 3<sup>rd</sup> Department Affairs Council meeting for the 2003 academic year).
6. Newly enrolled students may provide temporary substitute affidavits if they are currently unable to submit academic credentials. New students must submit

their affidavit as soon as possible so staff can arrange student ID numbers in time. Please submit your affidavit to the department after the registration process is completed. If you cannot submit your degree certificate in time, due to summer courses, please provide proof of summer courses.

7. All graduate students need to have the Academic Research Ethics Education Certificate of Completion to show they have enhanced academic ethics and a high quality of academic research capabilities. Master's, master's executive, and doctoral programs from the academic year 2015 onwards (including the academic year 2015) must comply to this rule (Based on the March 4, 2015, 1<sup>st</sup> administrative meeting approval of the spring semester for the 2014 academic year).
8. **Since the academic year 2024, graduate students during their study period must participate in the department's Columbus Academic Poster Competition, and at least one external seminar presentation.** (Passed by the October 02, 2023, 1<sup>st</sup> Department Affairs Council Meeting for the 2023 academic year.)
9. Master's and doctoral students must give a public presentation to the department before their thesis defense. The topic, time, and location of the presentation will be announced by the department staff. This requirement was implemented in the 2020 academic year (Approved by the November 21, 2019, 3<sup>rd</sup> department meeting for the 2019 academic year).
10. The graduate thesis must undergo an originality check (the "Turnitin Similarity Check System" or the "Paper Plagiarism Verifying System"; the advisor decides which system the graduate should use). One week before the graduation examination, the draft of the thesis and results of the originality check should be submitted to the thesis examination committee for review. After the originality report is sent to the thesis advisor for approval, the oral defense can be held (Based on the resolution of the November 14, 2014, 1st College Affairs Faculty Meeting for the 2014 academic year, and the attached official letter from the university's Academic Affairs Office on June 21, 2021).
11. When graduate students go through school leaving procedures, after their degree examination, they need to submit their "Thesis or Dissertation Originality Report" and "Declaration for Graduates' Thesis or Dissertation Fulfilling Academic Ethics Requirements". The similarity index of the

graduation thesis should exclude the introduction, references, table of contents, appendices, etc. In general, the overall similarity index of the originality check results should not exceed 12%. If the results exceed this limit, the advisor must sign to confirm that there are no concerns of plagiarism before approving the thesis (Based on the amendment passed by the March 19, 2021, 167th Academic Affairs Meeting, Implementation bylaws for Ph.D. and Master's Degree Examination of the university, the Article 3-3).

12. Master's and doctoral students must submit the Thesis/Dissertation Validation Letter (original copy) and the Transcript of the Degree Examination to the office to complete school leaving procedures (Based on the Article 64 of the University's Academic Regulations and the resolution of the 1st Department Affairs Council Meeting for the 2019 academic year).
13. When master's and doctoral students go through school leaving procedures, they must submit "one copy of the Graduation Thesis (including a copy of the Authorization for Public Access of Thesis/ Dissertation)", the "Originality Report," and the "Graduate Student's Statement on Compliance of Their Theses and Dissertations with Academic Ethics Guidelines " to the office to retain for reference (Announced and implemented immediately by the Office of Academic Affairs on January 31, 2021).