

# National Chengchi University Guidelines for Graduate Degree Examinations

Approved at the Academic Affairs Meeting on June 14, 1996

Article 5 Amended and Approved at the Academic Affairs Meeting on January 15, 2001

Approved for Reference by the Ministry of Education Letter Tai(90) Gao(2) Zi 90023411 on February 23, 2001

Amended and Approved at the Academic Affairs Meeting on March 22, 2010

Approved for Reference by the Ministry of Education Letter Tai Gao(2) 0990078328 on May 20, 2010

Articles 2, 3, 4, 9, 11 Amended and Approved at the Academic Affairs Meeting on October 22, 2012

Referenced by Ministry of Education in Letter No. Tai Jiao Kao (II) Zih 1020015128, Feb 5, 2013.

Article 2, 4, 8, 8-1 and 9 Amended and Approved at the Academic Affairs Meeting on Mar 24, 2014

Article 2, 4, 8 and 9 Amended and Approved for Reference by the Ministry of Education Letter No. Tai Jiao Kao (II) Zih 1030131079 on Sep 18, 2014

Article 8-1 Amended and Approved for Reference by the Ministry of Education Letter No. Tai Jiao Kao (II) Zih 1030144828 on Oct 3, 2014

Article 3, 4, 5, 8-1, 9 and 10 Amended and Approved at the Academic Affairs Meeting on Oct. 29, 2018

Article 2, 4, 6, 7 and 10 Amended and Approved at the Academic Affairs Meeting on Mar. 18, 2019

Article 2, 3, 4, 5, 6, 7, 8-1, 9 and 10 Amended and Approved for Reference by the Ministry of Education Letter No. Tai Jiao Kao (II) Zih 1080092385 on Jun 24, 2019

Issued by Letter No. Cheng Jiao Zih 1080020896, July 12, 2019

- I. These guidelines have been implemented in accordance with relevant University Act and Enforcement Rules, as well as the Degree Conferral Act.
- II. Graduate students must fulfill the following criteria to apply for the degree examination:
  1. Master and Ph.D. students must engage one of the advising professors appointed by the head of the department/institute to choose a topic for their dissertation starting from the first semester of the program. Students shall also declare their dissertation topics within the specified deadline while they are enrolled at the university. Advising professors appointed by the head of the department/institute shall comply with the eligibility criteria stated in Article 6 or 7 of this guideline.
  2. To apply for the degree examination, master students must have completed one full semester, completed all master program's required coursework, met all the graduation requirements, and submitted a thesis; The respective departments decide the regulations for whether the student must pass qualifying examinations prior to submitting the thesis.
  3. To apply for the degree examination, doctoral program students must have completed three full semesters, completed all doctoral program's required coursework, passed the qualifying examination for doctoral candidates, met all the graduation requirements, and submitted a dissertation; The regulations and content of qualifying examinations are stipulated by the respective departments.
- III. When applying for a degree examination, graduate students must comply with the following regulations:
  1. Application Period: Starts from the day paying the registration fee to the deadline for leave of absence within this semester.
  2. Application Procedure: Graduate students must apply the degree examination, and

obtain the signature and approval of their dissertation advisor after the dissertation is compared in the dissertation plagiarism verify system. After the department completes the preliminary graduation assessment, the application form must first be signed by the Department Chair before it is submitted to the Office of Academic Affairs for a secondary assessment. The degree examination may be conducted only after the aforementioned procedures have been completed.

Graduate students of NCCU enrolled in starting from 2016 school year must pass the academic research ethics education related courses before applying for the degree examination according to the preceding Paragraph.

3. Degree Examination Deadline: The examination must be completed within the same semester of the student's application, and prior to the last day of the semester as designated by the academic calendar. Those who do not complete the examination before the end of the semester must withdraw the application for examination within one month of the start of the next semester. If a withdrawal is not submitted before then, it will be regarded as one record of failure for the examination.
  4. All students, except for those with dual degrees, must complete the degree examination on-campus. Students completing the examination via web video must first obtain approval at the department affairs meeting. The entire examination process must be recorded on video and filed for future reference with the department.
  5. The respective departments may introduce more stringent regulations in accordance with department requirements.
- IV. In general, doctoral and master's dissertations are to be written in traditional Chinese. Students completing dissertations in another language must first obtain approval at the department affairs meeting, which must then be clearly stated in the program regulations. The dissertation title and abstract must nevertheless be written in traditional Chinese. The doctoral dissertation of fine arts and applied science or technology of NCCU can be replaced by works, achievement certificates, together with a written report or technical report; The master's thesis can be replaced by works, achievement certificates, together with a written report, technical report or professional practice report. The relevant recognition criteria in the preceding Paragraph shall be handled in accordance with the guidelines set by the Ministry of Education. Dissertations, works, achievement certificates, together with written reports, technical reports or professional practice reports that have been previously awarded other degrees at home and aboard may not be submitted again. However, this shall not apply to dissertations co-advised by a domestic school and an overseas school through academic cooperation and awarded degrees separately.
- V. The Master's Degree Examination Committee is composed of three to five members; the Ph.D. Degree Examination Committee is composed of five to nine members, of which

over (and including) one third must be composed of individuals outside of the University faculty.

VI. The exam committee members of the Master's degree shall be specialized in the subject field of the student studying master's degree and shall have one of the following qualifications:

1. Current or former professor, associate professor, assistant professor.
2. Academia Sinica Academician, current or former Academia Sinica researcher, associate researcher, or assistant researcher.
3. Holds a doctoral degree and has had significant academic accomplishments.
4. His / her subject field shall be a rare, specialized profession or a professional practice, and he / she has had significant academic or professional accomplishments.

The criteria for determining the qualifications in Subparagraphs 3 and 4 of the preceding Paragraph shall be stipulated by the departments, institutes, college academic affairs meeting or degree program affairs committee conferring the degree.

VII. The exam committee members of the Ph.D. Degree shall be specialized in the subject field of the student studying Ph.D. Degree and shall have one of the following qualifications:

1. Current or Former professor, associate professor.
2. Academia Sinica Academician, current or former Academia Sinica researcher, associate researcher.
3. Holds a doctoral degree and has had significant academic accomplishments.
4. His / her subject field shall be a rare, specialized profession or a professional practice, and he / she has had significant academic or professional accomplishments.

The criteria for determining the qualifications in Subparagraphs 3 and 4 of the preceding Paragraph shall be stipulated by the departments, institutes, college academic affairs meeting or degree program affairs committee conferring the degree.

VIII. The degree examination is graded according to the following regulations:

1. A seventy percent is regarded as passing, with a full score of one hundred percent. The grade shall be assigned only once, and is an average of the grades assigned by each committee member. For the master's examination, the student shall not pass if over one half of the committee members assign a failing grade. For the doctoral examination, the student shall not pass if over one third of the committee members assign a failing grade.
2. The degree examination is held once every semester. Students who have not received a passing grade or fulfilled the necessary coursework requirements may apply to retake

the examination once only. The passing grade for the retake examination is recorded according to the actual grade received. Students who do not pass the retake examination shall be dismissed from the program.

VIII-I. Once the degree examination has ended, each department/institute shall confirm whether students have completed all assessments throughout the program (except for the grades of the current semester), satisfied all graduation criteria set forth by the department/institute, and participated in the degree examination. After the exam committee has graded and signed off on students' exams, the grade assessment shall be forwarded to the Office of Academic Affairs for record keeping by the end of the semester where the degree examination was held. The time of record shall be input as the date the student passes the degree examination.

Once results of the degree examination are inserted into the record, students shall upload their dissertations and complete graduation procedures within one month after the end of the semester where the degree examination was held. If there is a special cause due to the expiration of the duration of study, they may apply for project extension, but it may only be extended once. Students who do not complete the above procedures in time must enroll for the next semester's studies immediately if they have not reached the maximum limit of their period of study; those who have reached the limit shall be required to withdraw from NCCU.

IX. The Office of Academic Affairs may only begin producing a diploma after receiving results of the degree examination from student that has not applied for delay graduation or the application form for the adjustment of willingness to graduate from student that delayed graduation. The diploma takes three working days to produce.

Students may collect their diplomas only when all assessment results are inserted into the record and all graduation procedures duly completed. Those who do not complete the above are also not entitled to receive their degree certificate in Chinese and English.

X. Degrees conferred by NCCU shall be revoked in the event of any of the following circumstances; any violations of other laws and regulations shall also be handled in accordance with relevant laws and regulations:

1. Inaccurate or fraudulent circumstances regarding the admission qualifications or status of study.
2. Any of the dissertations, works, achievement certificates, written reports, technical reports or professional practice reports is found to involve fraud, alteration, plagiarism, ghost writing or other fraudulent circumstances.

Relevant regulations regarding the deliberation and operation procedures for the revoking of degrees due to circumstances in Subparagraph 2 of the preceding Paragraph shall be otherwise established.

After NCCU revokes the degree according to the provisions of Paragraph 1, it shall inform

the student to return such certificate of degree, and shall inform other colleges, universities and related institutions of the cause for revoking.

- XI. The respective departments are to stipulate individual regulations in compliance with University Act, the Degree Conferral Act and all Associated Enforcement Rules. The regulations must be filed for future reference with the Office of Academic Affairs.
- XII. Any issues not stated within these regulations are to be resolved in compliance with University Act and Associated Enforcement Rules, as well as the Degree Conferral Act, in addition to all relevant education acts.
- XIII. These regulations are to be implemented and amended upon approval at the University's academic affairs meeting and must be filed with the Ministry of Education for future reference.