

## NCHU Implementation Guidelines for Doctoral Degree Examination

Enacted in the 23<sup>rd</sup> University Affairs Meeting on Nov. 8<sup>th</sup>, 1992  
No. 68597 official letter approved by Ministry of Education on Dec. 9<sup>th</sup>, 1992  
Approved in the 30<sup>th</sup> University Affairs Meeting on May 11<sup>st</sup>, 1996  
Amended (Articles 1, 14, & 15) in the 36<sup>th</sup> University Affairs Meeting on May 15<sup>th</sup>, 1999  
No. 88108908 official letter approved by Ministry of Education on Sep. 9<sup>th</sup>, 1999  
Amended (Articles 1-11, 14-15, Added Article 11) in the 44<sup>th</sup> Academic Affairs Meeting on Oct. 31<sup>st</sup>, 2002  
Amended (Articles 9 & 10) in the 45<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2003  
Amended (Article 15) in the 48<sup>th</sup> Academic Affairs Meeting on Oct. 21<sup>st</sup>, 2004  
No. 0930177597 official letter (Articles 3-15) approved by Ministry of Education on Jan. 10<sup>th</sup>, 2005  
Amended (Articles 10, & 14) in the 49<sup>th</sup> Academic Affairs Meeting on Mar. 31<sup>st</sup>, 2005  
No. 09400061489 official letter approved by Ministry of Education on May 17<sup>th</sup>, 2005  
Amended (Articles 1, 2, & 13) in the 50<sup>th</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2005  
No. 0950024067 official letter approved by Ministry of Education on Feb. 20<sup>th</sup>, 2006  
Amended (Articles 1, 2, & 13) in the 52<sup>nd</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2006  
No. 0950185802 official letter (Article 9) approved by Ministry of Education on Dec. 15<sup>th</sup>, 2006  
Amended (Articles 6, 7, & 10) in the 53<sup>rd</sup> Academic Affairs Meeting on Apr. 10<sup>th</sup>, 2007  
No. 0960087771 official letter approved by Ministry of Education on Jun. 8<sup>th</sup>, 2007  
Amended (Articles 2, 4-10, 12, & 14) in the 54<sup>th</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2007  
No. 0970019456 official letter approved by Ministry of Education on Feb. 4<sup>th</sup>, 2008  
Amended (Article 10) in the 55<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2008  
No. 0970121507 official letter approved by Ministry of Education on Jul. 2<sup>nd</sup>, 2008  
Amended (Articles 2 & 9) in the 56<sup>th</sup> Academic Affairs Meeting on Oct. 27<sup>th</sup>, 2008  
No. 0980006762 official letter (Article 12) approved by Ministry of Education on Jan. 13<sup>rd</sup>, 2009  
Amended (Article 14) in the 57<sup>th</sup> Academic Affairs Meeting on Mar. 26<sup>th</sup>, 2009  
No. 0970121507 official letter approved by Ministry of Education on Jul. 2<sup>nd</sup>, 2008  
Amended (Article 14) in the 57<sup>th</sup> Academic Affairs Meeting on Mar. 26<sup>th</sup>, 2009  
No. 0980095257 official letter approved by Ministry of Education on Jun. 5<sup>th</sup>, 2009  
Amended in the 58<sup>th</sup> Academic Affairs Meeting on Oct. 26<sup>th</sup>, 2009  
No. 0970019456 official letter (Article 15) approved by Ministry of Education on Jul. 15<sup>th</sup>, 2009  
Amended (Article 10) in the 63<sup>rd</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2012  
No. 1010107180 official letter approved by Ministry of Education on Jun. 15<sup>th</sup>, 2012  
Amended (Article 2) in the 66<sup>th</sup> Academic Affairs Meeting on Oct. 29<sup>th</sup>, 2013  
No. 1020196254 official letter approved by Ministry of Education on Dec. 31<sup>st</sup>, 2013

Article 1 These regulations are adopted in accordance with Article 12 of the Regulation for Degree Conferment and Article 12 of the NCHU PhD Program.

Article 2 NCHU's Doctoral Degree Examination (oral defense examination) will be held by the NCHU Examination Committee. The Examination Committee consists of 5 to 9 members; at least one third of the members shall be from universities other than NCHU. Graduate student's spouse or relatives within the third-degree of kinship (including relatives by blood and affinity) are prohibited from acting as the graduate student's thesis advisor or thesis examination committee member.

A student's thesis advisor is included in the Examination Committee, but is not allowed to be the committee convener. Members of the Examination Committee are recommended by the thesis advisor, approved the department/graduate program/degree program, and reported to the NCHU president by the chair of the department/graduate program/degree program.

Members of the Examination Committee must have knowledge regarding the thesis topic, and must fulfill one of requirements below:

- (1) [Has/had been a professor.](#)
- (2) Is currently an Academician of the Academia Sinica or was a Researcher at the Academia Sinica.
- (3) [Has/had been an associate professor or Associated Researcher at the Academia Sinica and was prominent in academic achievement.](#)

- (4) [Has a PhD degree and is prominent either in academic achievements.](#)
- (5) Has worked in a scarce or a unique research area and is prominent either in academic or professional achievement.

The qualifications specified in sub-paragraph 3 to 5 shall be determined [by the academic affairs meetings of respective department/graduate program/degree program.](#)

- Article 3 PhD graduate students who pass the PhD Qualification Examination may apply for the PhD Degree Candidacy and are allowed to attend the Candidacy Examination. The qualifications for PhD Degree Candidacy are specified in other relevant regulations.
- Article 4 Students who intend to apply for the PhD Examination, shall first pass the evaluation for the PhD Degree Qualification 20 days before the examination is held. In addition, students must fill-out the application form for the Dissertation Defense Examination, have the sealed/stamped approval of the instructor and the chair of the department/graduate program/degree program. They must then submit it to the Office of Academic Affairs for the University President's approval.
- Article 5 The time and the location of the PhD Degree Examination will be determined by the department/graduate program/degree program, and the Examination Committee members.
- Article 6 Except for students in foreign language studies, graduate students of all departments/graduate programs/degree programs shall write their dissertation in Chinese, including the abstract. Dissertations which have been composed for another degree may not be used. Dissertations (including abstracts) shall be reviewed by the members of the Degree Committee prior to the date of the Examination.
- Article 7 The thesis examination is open to the public, and the Examination Committee convener must appoint a person to record the process of the examination. When the Examination Committee scores the thesis, all audience members must leave the room. Records of the examination process are to be kept by each department/graduate program/degree program. Thesis scores are sent to the Division of Registrar for recording.
- Article 8 The convener determines the thesis score by averaging scores given by each member of the Examination Committee. The thesis score is shown on transcripts signed by all committee members and the chair of the department/graduate program/degree program.
- The passing grade is 70 or above; if one third of all members give scores less than 70, the student shall fail the oral examination and the average is insignificant. The Committee members shall attend the test in person and are not allowed to delegate

his/her power to others. Two thirds of the Examination Committee members shall attend, and the minimum attendance is five; moreover, one third of the attending members shall be from other universities.

Article 9 Graduate students who wish to take degree examination must submit the Thesis Exam Result Notice before the end of August (for thesis presented in the second semester) or the beginning of the second semester (for thesis presented in the first semester). Those who have passed the examination and fulfilled all graduation requirements shall complete the 'Procedures for Leaving School.' In this case, the students' graduation date is the end of final exam months (either June or January).

A thesis with a passing score, signed by the examination committee, must be attached to the said notice. Record of a thesis with a failing score is sent to the Office of Academic Affairs by the department/graduate program/degree program for record. Students who fail the thesis examination may retake the examination in the next semester or the next year if it is within the permitted length of study. If the score of the second thesis exam is above 70, the exam score is still recorded as 70. Students who fail the second thesis examination must withdraw from the program.

Article 10 Graduate students who, for acceptable reasons, cannot attend the thesis examination on schedule must submit the 「Thesis Examination Cancel Notice」 before thesis examination provided that it is within the permitted length of study. The said notice shall be signed by the thesis advisor and chair of the department/graduate program/degree program, and sent to the Division of Registrar. Students who complete the aforementioned procedures may set a new thesis exam date in accordance with relevant regulations.

Article 11 The graduating grade of the PhD student is the average of the grades earned in all academic semesters and the grade of the PhD Candidacy Examination, combined.

Article 12 Students who are in the direct PhD program but cease studying for their PhD Degree or fail the PhD Qualification Examination may return to the Master's Programs after the student's application is reviewed in the meetings of the department/graduate Institute/degree program, and approved by the President of NCHU. The courses taken during the PhD program shall not be counted as part of the maximum study period allowed for the master's program. However, for students who have exceeded the maximum study period allowed, and had already passed the PhD Qualification Examination, but failed the PhD Examination, the Examination Committee may determine whether to give the student a Master's Degree based on the PhD dissertation.

Article 13 If plagiarism or cheating is found to be in the dissertation by the PhD Degree Examination Committee, the student is considered to have automatically failed the exam. If plagiarism or cheating is confirmed to be true in the dissertation, creation,

performance, written documents, and technical reports, the degree the student received shall be revoked, and the certificate must be returned.

Article 14 Students who passed their thesis examination must submit two original copies of their thesis that have been signed by the thesis advisor and stamped by the department/graduate program/degree program. One copy will be stored at NCHU, and the other will be sent to related institutions for recording purposes. Graduate students must also submit the electronic files of their thesis to NCHU with the same contents.

Students who pass the oral defense examination shall turn in four copies of the dissertation to the university library with valid signatures of the instructor and the examination committee members. Two of the thesis copies will be kept by the university, and the other two copies shall be sent to other relevant institutes for university collection.

Students shall also turn in the electronic file of the paper-based dissertation for university collection.

Article 15 These regulation and any amendments hereto shall be reviewed at the Academic Affairs Meetings, publicly announced, implemented, and then submitted to the Ministry of Education for recording purposes.

國立中興大學

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