

## 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  
Amended (Articles 2 & 15) in the 77<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2019  
(Articles 2 & 15) No. 1080068544 official letter approved by Ministry of Education on May. 28<sup>th</sup>, 2019  
Amended (Articles 1-9, 12, 13 & 14) in the 79<sup>th</sup> Academic Affairs Meeting on May. 5<sup>th</sup>, 2020  
Amended (Article 2) in the 80<sup>th</sup> Academic Affairs Meeting on Oct. 28<sup>th</sup>, 2020  
No. 1090176023 official letter approved by Ministry of Education on Jan. 5<sup>th</sup>, 2020  
Amended (Article 2) in the 81<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2021  
No.1100053916 official letter approved by Ministry of Education on May. 4<sup>th</sup>, 2021

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

Article 2 doctorate students must meet one of the following criteria before applying for their degree examination:

1. Students applying for a thesis examination should have completed their thesis in Chinese or English, with the exception of students from the Department of Foreign Languages and Literature, and submitted it to his/her thesis advisor for review and approval.
2. Students seeking to use other achievements such as works/ proof of achievement with written reports/ technical reports or professional studies/ professional practice reports shall refer to the following:
  - (I) Students from art-, applied sciences-, and sports-related graduate programs may opt to submit their works/ proof of achievement with a written report/ technical report in place of a thesis. In regards to whether a program is defined as one of the aforementioned programs, the program should raise this matter with the University

Affairs Committee for approval.

- (II) Graduate programs listed in the previous items may allow works/ proof of achievement with written reports or technical reports in place of a thesis. For the scope, format, content, and other related regulations, please refer to related regulations issued by the Ministry of Education.

Before applying for the degree examination, students should submit their thesis, works/ proof of achievement with written reports, or technical reports to their advisors to ensure the subject and content complies with the professional discipline of the student's major (department or degree program) and then to the Examination Committee members for review by each major (department & degree program) before the examination.

A thesis, work, proof of achievement, written report, or technical report that has already been submitted to obtain a degree in Taiwan or abroad may not be submitted as the thesis, work, proof of achievement, written report, technical report, or professional studies report referred to the first item. This restriction does not apply, however, if NCHU has engaged in institutional collaboration with a university abroad and the two universities have jointly supervised the thesis or dissertation and the two universities have each separately conferred a corresponding degree.

Article 3 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 degree 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 specialize in the realm which the doctoral candidate is studying, and must fulfill one of the requirements below:

1. Being or was a professor or an associate professor.
2. An academician, or researcher who is or was a research fellow or associate research fellow in Academia Sinica.
3. Have obtained a doctoral degree and had outstanding academic

performance.

4. Have specialties in rare or extraordinary subjects or being abundant in practical experiences and have great academic achievement.

Details regarding qualifications specified in 3 to 4 shall be determined by the general meetings or the academic affair meetings of respective department, institute or college that is awarding the degree.

Article 4 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 5 Students who intend to apply for the PhD Examination, shall first pass the evaluation for the PhD Degree Qualification 20 days before the degree examination is held. In addition, students must fill-out the degree examination application, 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 6 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 7 The degree 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 performance, all audience members must leave the room. A record of the entire examination process will be kept by each department/graduate program/degree program. Scores will be sent to the Division of Registrar for recording.

Article 8 The recruiter determines the score by averaging scores given by each member of the Examination Committee. 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 examination 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 Degree Examination Result Notice before the end of August (submitted in the second semester) or the beginning of the second semester (submitted 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).
- For students who complete the "Procedures for Leaving School" before the final exam months (January or June) and who have taken no credit courses other than Thesis Writing during that semester, the date of degree awarded is based on the actual time when the Procedures for Leaving School are completed.
- Students who fail to submit the Degree Exam Result Notice and complete the "Procedures for Leaving School" before the deadline are required to register for the next semester. The date of degree awarded is based on the actual time when the Procedures for Leaving School are completed.
- A thesis, written report, or technical report with passing score, signed by the examination committee, must be attached to the said notice. Record of failing score is sent to the Office of Academic Affairs by the department/graduate program/degree program for record. Students who fail the 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 exam is above 70, the exam score is still recorded as 70. Students who fail the second degree 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, works/ proof of achievement with written reports or technical reports.

Article 13 If violation of academic integrity is found to have occurred and is confirmed by the Examination Committee, the student's thesis will be graded as failed. Degrees conferred by NCHU shall be revoked when falsifications, alterations, plagiarism or any fraudulent practices (such as having asked someone else to compile their work) are found in the student's thesis, writing, presentation, work, proof of achievement, written report, or technical report. The revocation notice shall be sent to other junior colleges, universities, and related institutes.

Article 14 Students who have passed their degree examination must submit two original copies of their thesis, signed by the thesis advisor and examination committee members, and stamped by the department/graduate program/degree program. One copy will be stored in NCHU and the other will be sent to related institutions for record.

Graduate students must also submit to NCHU the electronic file of their thesis with the same contents.

Students using works/proof of achievement with written reports or technical reports in place of a thesis may submit an electronic file with documents, videotapes, cassette tapes, CDs, or other formats in place of a paperback copy or full electronic copy of their thesis.

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.