

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 Tai Gao(2) 1030131079 on Sep 18, 2014

Article 8-1 Amended and Approved for Reference by the Ministry of Education Letter Tai Gao(2) 1030144828 on Oct 3, 2014

- I. These guidelines have been implemented in accordance with relevant university regulations and enforcement rules, as well as the degree conferral law and its associated enforcement rules.
- II. Graduate students must fulfill the following criteria to apply for the degree examination:
 1. MA 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 a degree examination, the master's student must have completed one full semester, fulfilled all master's degree course requirements, and submitted a dissertation. The respective departments decide the regulations for whether the student must pass qualifying examinations prior to submitting the dissertation.
 3. To apply for a degree examination, students in doctoral programs must have completed three full semesters, fulfilled all doctoral degree course requirements, passed the doctoral candidacy qualifying examination, 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 complete the degree examination application, and obtain the signature and approval of their dissertation advisor. 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.
 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. Dissertations that have been previously awarded other academic degrees may not be submitted.
- 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. All members of the Master's Degree Examination Committee must specialize in research on the topic of the academic dissertation, creation, performance, or technical report submitted by the student. Committee members must also fulfill one of the following criteria:
1. Former professor or associate professor.
 2. Current Academia Sinica fellow or former Academia Sinica researcher or associate researcher.

3. Holds a doctoral degree and a distinguished academic record.

4. Engaged in a rare or specialized field; has a distinguished academic or professional record.

The associated qualification and certification standards for the third and fourth items on the previous list are stipulated by the respective departments.

VII. All members of the Ph.D. Degree Examination Committee must specialize in research on the topic of the academic dissertation, creation, performance, or technical report submitted by the student. Committee members must also fulfill one of the following criteria:

1. Former professor.

2. Current Academia Sinica fellow or former Academia Sinica researcher.

3. Former associate professor or current Academia Sinica associate researcher, with a distinguished academic record.

4. Holds a doctoral degree and a distinguished academic record.

5. Engaged in a rare or specialized field; has a distinguished academic or professional record.

The associated qualification and certification standards for the third and fifth items on the previous list are stipulated by the respective departments.

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, 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 may be forwarded to the Office of Academic Affairs for record keeping. 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 of the immediate semester following their degree examination. 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 begin producing a diploma only after students have applied for 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 English.
- X. For degrees that have already been conferred, if the submitted dissertation, creation, performance, academic report or technical report is found to have been plagiarized or otherwise fraudulent, the department to which the student belongs must file a report with the Department of University Affairs and form an investigation committee. If the alleged misconduct is found to be true, the Office of Academic Affairs shall annul the degree upon signature and approval by the university president. An announcement will also be made to annul the previously conferred degree certificate. Any violations of other regulations will be resolved in accordance with relevant regulations.
- XI. The respective departments are to stipulate individual regulations in compliance with university regulations, the degree conferral law 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 regulations, the degree conferral law and all associated enforcement rules, 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.