

## National Chengchi University Guidelines for Graduate Degree Examinations

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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  
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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 dissertation; The respective departments decide the

regulations for whether the student must pass qualifying examinations prior to submitting the dissertation.

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 must complete the degree examination on-campus. Except for cases of dual-degree students who may hold their degree examinations in the university of the dual degree, Degree Examination Committee members who have to conduct their reviews simultaneously off campus shall obtain approval by the Department Affairs Meeting in advance. 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 and technology of NCCU can be replaced by works, achievement certificates, together with a written report or technical report; The master's dissertation of professional practice can be replaced by professional practice report.

Regarding Master's Degree or Doctoral program students' replacement of their dissertations with the above-mentioned reports, the regulations related to the scope recognized, criteria for recognition, content items of the reports, documents and forms required for submission, and other relevant matters, shall be made by the departments, institutes, or degree programs in accordance with relevant regulations of the Ministry of Education and be implemented after obtaining approval of the Academic Affairs Meeting. 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 and have not reached the maximum limit of their period of study 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 is completed, each department/institute shall confirm that students have completed all assessments of the program (except for the grades of the current semester) and fulfilled all graduation requirements set forth by the department/institute, and that the exam committee has graded and signed off on students' degree examination. Subsequently, the grade shall be submitted to the Office of Academic Affairs by the end of the semester in which the degree examination is held. The Office of Academic Affairs may insert the grade of the degree examination on the student's transcript only after it receives the electronic file of the degree thesis or dissertation, which is signed by the supervisor and uploaded by the student to the Library and meets the requirements of the Academic Quality Agreement, and confirms the student's qualification for graduation.

Students who are not able to submit the electronic files of their degree theses within one month after the end of the semester in which the degree examination is held have not completed their periods of study must still enroll in the next semester. For students who have reached the maximum limit of the period of study, if there are special reasons, they

may apply to extend the date of their thesis submission for no more than once. Students who fail to complete the procedures after the extension shall be required to withdraw from NCCU.

Students who pass the degree examination may apply for the certificate of qualification. Those who complete the procedure and meet the requirements specified in Paragraph 1 may apply for the degree certificate. The Office of Academic Affairs may issue diplomas for students who complete graduation procedures.

The submission of thesis or dissertation mentioned above shall be implemented in accordance with the procedures of the NCCU Library.

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 registered student that delayed graduation. The diploma takes three working days to produce.

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.

X-I. If an NCCU student is accused of having a dissertation with a topic that does not correspond to the discipline of his/her department and the student's department is also suspicious of that, a committee must be formed to conduct an investigation.

If the accusations are confirmed to be true upon investigation, in addition to the corresponding disciplinary actions given to the student's advising professors for their responsibilities, if the student has not graduated yet, subsequent advice regarding the handling of the student's degree dissertation must be given.

The committee shall send the investigation reports to the Office of Academic Affairs, and the results shall be reported to the Ministry of Education.

- 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 were approved by the Academic Affairs Meeting and implemented after being promulgated by the President and filed with the Ministry of Education for future reference. The same shall apply to all subsequent amendments.