



Tunghai University Rules of Master & PhD Graduate Degree Examinations

Amendment Approved by Meeting of Academic Affairs on November 22, 2011
January 3, 2012 MOE Tai-Gao-(2)- No. 1000237104 Letter for Future Reference

Article 1. The Rules herein are stipulated in accordance with provisions of the University Act and Enforcement Rules of the University Act, Degree Conferral Law and Enforcement Rules of Degree Conferral Law.

Article 2. When graduate students having studied for a full year and completed courses and credits of a Master's degree prescribed by the department (institution) and completed the first draft of the paper, may apply for a master's degree examination, and if passed the examination conducted by the Master's Degree Examination Committee, THU shall grant such student a Master's degree. But if the graduate student would be able to complete the courses and credits that a master's degree required in that very semester and has actually presented the thesis, recommended by the Advisor and approved by the director of department (institution), a master's degree examination may be held ahead of the schedule, the graduate student shall be awarded a master's degree after completion of the courses and obtaining the required credits. If the graduate student failed to complete the courses and required credits at the end of that very semester, the results of the degree examination shall be approved to be retained for a year.

When doctoral graduate students having studied for two years (students of direct PhD program shall complete one year in master program and two years in PhD program) and completed courses and credits of a Doctoral degree prescribed by the department (institution) and passed Doctoral candidacy examination and completed the first draft of the paper, may apply for a Doctoral examination, and if passed the examination conducted by the Doctoral Examination Committee, THU shall grant such student a Doctoral degree.

The Doctoral candidacy examination shall be handled in accordance with the Tunghai University's Implementation Directions for Doctoral Candidacy Examination.

Article 3. Number of required credits for a Master graduate prescribed in Paragraph 1 of the preceding Article shall be 24 or more, a Doctoral graduate prescribed in Paragraph 2 shall be 18 or more, a student of direct PhD program shall take 30 or more (all the above do not include credits on theses or dissertations).

Article 4. A thesis having passed review and earned a degree at home and abroad may not be presented any longer as a thesis as prescribed in Paragraph 1 and 2 of Article 2 and Paragraph 2 of this Article in the Rules hereto.



Graduates of the department (institution) in Art category or Applied Science and Technology category, their theses may be substituted by creation, performance together with a written report or technical reports; identification of Art category or Applied Science of the department (institution) shall be submitted by such department (institution) to the meeting of Academic Affairs for future reference.

Article 5. Graduate degree examinations are held once every semester, their application and taking place dates shall be in accordance with the schedule specified in calendar in principle. Taking place ahead of the schedule or delay shall be approved by the director of department (institution) and limited to the days prior to the end of the semester.

Graduates applying for Master's or doctoral degree examination shall fill out an application form attached with transcripts, first draft of papers and its summary (writing a summary for written reports or technical reports instead of thesis is also required) respectively one copy for each, approved by the advisor, Director (Dean) of department (institution) with which the graduate affiliated, and then take place after reporting to the School for ratification and future reference.

When the graduate's advisor must be replaced for any reason, unless a written request submitted to and approved by the incumbent, the newly appointed and the director of department (institution), the original advisor shall not be replaced. If affirmed to be necessarily replaced, and confirmed by the director of department (institution) to have been unable to reach the incumbent advisor, the director (Dean) of department (institution) shall sign and report the Dean of the college, after assessment and ratification, shall appoint and employ a proper person as an advisor without the consent from the original advisor.

Article 6. Each department (institution) should organize a Committee of Doctoral Examination to conduct degree examinations. Number of committee members of Master's degree shall be 3 to 5, number of committee members of Doctoral degree shall be 5 to 9, number of members from outside of the School shall be one third or more of each department respectively, committee members are submitted and recommended by each director (Dean) of department (institution) to the President for selection and employment. The director (Dean) of department (institution) shall appoint a convenor, but the advisor may not be a convenor thereto.

An advisor of graduates' paper should be a full-time teacher of THU in principle, an adjunct teacher may be approved by the meeting of department (institution) affairs to jointly instruct the graduate if necessary, but shall be limited to one third as



prescribed; an advisor must bear the qualification of degree examination committee membership.

The spouse or relatives of blood or affinity within third degree shall not be one of the advisors or degree examination committee members.

Article 7. Master's Degree Examination Committee members, in addition to professional studies on academic papers, creation, performances or technical report presented by graduate students, shall have one of the following qualifications:

7-1. served as a professor or an associate professor.

7-2 incumbent academician at Academia Sinica, or served as a research fellow or associate research member at Academia Sinica.

7-3. having earned a PhD degree and had prominent academic achievements

7-4. categorized as rare or special discipline specialty, had outstanding academic or professional achievements.

Eligibility criteria to recommendation of the preceding Paragraph 3 and 4 shall be prescribed by meetings of each department (institution) affairs.

Article 8. Doctoral Degree Examination Committee members, in addition to professional studies on academic papers, creation, performances or technical report presented by doctoral candidates, shall have one of the following qualifications:

8-1. served as a professor.

8-2 incumbent academician at Academia Sinica, or served as a research fellow at Academia Sinica.

8-3. served as an associate professor or an associate research member at Academia Sinica and had prominent academic achievements.

8-4. having earned a PhD degree and had outstanding academic or achievements.

8-5 categorized as rare or special discipline specialty, had outstanding academic or professional achievements.

Eligibility criteria to recommendation of the preceding Paragraph 3 to 5 shall be prescribed by meetings of each department (institution) affairs.

Article 9. Master's degree and doctoral candidacy examinations of THU are held in the manner of oral test, but a written test may also be held when necessary, and shall meet the following requirements:

9-1. Degree Examination shall be held in public as a principle, the examination time and place should be announced in advance by each department (institution) or should notify graduate examinees.



- 9-2. Performance assessment shall be conducted in the degree examination, assessment shall be limited to one time, and shall not be held without performance assessment in the name of "preparatory meeting" or "review meeting"; scores shall be deemed failed if no assessment in the exam.
- 9-3. Examiners shall be present in person and may not commission others to act as charge d'affaires. Masters Examination Board shall be required to have at least three members present, PhD examination committee members must be required to have at least five members attended, and shall be attended by the external examiners at a rate of more than one third before they can be held; otherwise the test scores shall be inadmissible.
- 9-4. Degree examination results to seventy is classified as pass, one hundred points is classified as a full mark, and shall be finally decided by the average assessed by the members being present. Thesis plagiarism or fraud violations reviewed and affirmed to be true, the results shall be deemed not pass.
- 9-5. If failed degree examination and the term of study is unexpired, the student may take a re-examination in next semester or academic year, the re-examination is limited to one time; and if still failed the re-examination, the student shall be made to withdraw.

Article 10. After the degree examination held, each department should collect graduate's papers attached with advisor's and examiners' signing consent before they may send each student's test scores of degree examination to the Office of Academic Affairs to login. For degree examination results, in the first semester it should be sent before Jan. 31, in the second semester it should be sent before July 31; an overdue delivery will be deemed one time failure in degree examinations.

For students passing degree examinations in first semester, two volumes of papers on Library shall be delivered not later than February 10; it shall be delivered not later than August 15 in second semester; an overdue but less than the maximum length of schooling, the student still have to register for the ensuing semester, and shall submit the papers before the end of the semester, and it shall be deemed graduating in that very semester.

Students failed to submit papers before the ensuing semester's time limit as prescribed in the preceding paragraph, shall be handled, *mutatis mutandis*, as the second half of the preceding paragraph. But if still failed to submit papers upon the expiry of term of study, the degree examination shall be deemed failed and the student shall drop out in accordance with regulations.



- Article 11. Graduates passing degree examinations, shall post papers in full-text soft copy online for filing after the examinations, reviewed and approved by the department, and then submit the two volumes of papers together with “ Power of attorney for post online Doctoral and Master's papers' soft copy ” to the library to handle procedures of leave.
- Article 12. For a Doctoral graduate of direct PhD program having passed Doctoral Candidacy Examination but failed the Doctoral Examination and having been reviewed as qualifying Master's degree standard by the Doctoral Examination Committee, shall be awarded a Master's degree instead.
- Article 13. Having applied for a graduate degree examinations, if for certain reasons leading to being unable to hold the degree examination within the semester, the department (institution) with which the graduate affiliated shall, one week prior to the degree examination day, report to and request the School to revoke the applications for the semester degree examination.
- Article 14. Having been granted the Master's or PhD degrees, if found plagiarism or fraud violations to thesis, creation, performances or written reports, technical reports, and investigated and substantiated, THU shall withdraw its degree and publicly notice the diploma cancellation and notify the student of the degree certificate surrender required, simultaneously inform other universities, colleges and related agencies (institutions) of the revocation and cancellation matters.
- Article 15. The Directions herein shall be approved by the meeting of Academic Affairs and implemented after public announcement, and shall be reported to the Ministry of Education for future reference. Amendments shall be approved in the same fashion.