

National Taiwan University Guidelines for Ph.D. and Master Degree Examination

Amended by Official Letter No. Tai-kao-(erh)-tzu-0930041144 on Apr. 1, 2004

Article 1 These guidelines are established in accordance with the *University Act* and its Enforcement Rules as well as the *Degree Conferral Law* and its Enforcement Rules.

Article 2 Graduate students satisfying the following conditions may apply to take the Master or Ph.D. Degree examination:

- I. Master program students who have completed one semester of study and Ph.D. program students who have completed three semesters of study. Students in the Direct Admission into Ph.D. program who have completed one year of the Master program and three semesters in the Ph.D. program.
- II. Students who have completed all the required courses and credit hours as stipulated by each graduate institute; Master program students should have completed a minimum of 24 credit hours; Ph.D. program students should have completed a minimum of 18 credit hours; Direct Admission into Ph.D. program students should have completed a minimum of 30 credit hours (including credit hours completed in the Master program).
- III. Students who have completed the first draft of the thesis or dissertation.
- IV. Ph.D. program students should have passed the qualifying examination; Master program students may be required to pass the qualifying examination if necessary.
- V. Previously described qualifying examinations' subjects shall be determined by each individual graduate institute.

Article 3 Graduate students applying to take the Master or Ph.D. Degree examination shall comply with the following:

- I. Application period:

For the 1st semester, from graduate student's completion of the registration process to November 30th.

For the 2nd semester, from graduate student's completion of the registration process to April 30th.

- II. Students must complete the application form and provide all of the

following documentation:

1. Copy of the academic transcript.
2. One copy each of the first draft of the thesis or dissertation and the abstract.

Graduate students in the Arts and Applied Technology field may present their thesis or dissertation in the form of original creative work or exhibition, together with the written report or the technical report. However, the classification of Arts field and Applied Technology field shall be reported by the graduate institutes to the Administrative Meeting for decision.

- III. Approval of the supervisor and the corresponding Director of the Graduate Institute and reported to the University for reference.

Article 4 The Degree examination shall be conducted as follows:

- I. Form a Master Degree or Ph.D. Degree Examination Committee.
- II. Implement the Degree examination process.

Article 5 The establishment of the Master Degree or Ph.D. Degree Examination Committee shall comply with the following:

- I. There shall be 3 to 5 members for the Master Degree Examination Committee, and 5 to 9 members for the Ph.D. Degree Examination Committee; members shall be appointed by the President of the university and the Dean of the Graduate Institute shall appoint a person to be the Chairperson of the Committee. The supervisor cannot assume the role of chairperson.
- II. Members of the Ph.D. Degree Examination Committee must have expertise in the area related to the Ph.D. candidate's dissertation, original creative work, exhibition or technical report. Furthermore, Committee members must possess one of the following qualifications:
 1. Having been a professor.
 2. A Fellow of the Academia Sinica or has been a Research Fellow of the Academia Sinica.
 3. Having been an Associate Professor or an Associate Research Fellow with significant contribution in the academic field.
 4. Having a Ph.D. degree with significant contribution in the academic field.
 5. Belonging to an uncommon or exceptional field, with significant contribution in the academic field.

The standards for qualification for items 3 to 5 shall be decided by each department or graduate institute.

- III. Members of the Master Degree Examination Committee must have expertise in the area related to the Master candidate's thesis, original creative work, exhibition or technical report. Furthermore, Committee members must possess one of the following qualifications:
1. Having been a Professor or an Associate Professor.
 2. A Fellow of the Academia Sinica or has been a Research Fellow or Associate Research Fellow of the Academia Sinica.
 3. Having a Ph.D. degree with significant contribution in the academic field.
 4. Belonging to an uncommon or exceptional field, with significant contribution in the academic field.
- The standards for qualification for items 3 and 4 shall be decided by each department or graduate institute.

Article 6

When conducting the degree examination, the following rules must be complied:

- I. Once the graduate student has presented the application for degree examination, he or she must prepare 9 copies of the dissertation and the abstract, or 5 copies of the Master's thesis and the abstract. After being examined for approval at the pertinent graduate institute, a date shall be selected to conduct the examination. The way of the examination is in the oral form; when necessary, the examination may be conducted in the laboratory.
- II. All degree examinations must be given a grade or score, and it can only be done once; the examination may not be conducted in the name of "Preparatory Meeting" or "Evaluation Meeting" where no grade or score is given. Candidates who have not been given a score for the examination shall be considered as failing the examination.
- III. A degree examination grade of 70 points is considered satisfactory and the full score is 100 points. The final score is the average of all the scores given by each committee member. If there is plagiarism or fraud involved in the work of thesis or dissertation, once verified by the Master or Ph.D. Degree Examination Committee, the student shall fail the examination.
- IV. If an Examination Committee member is absent, he or she may not be replaced. For Master Degree Examination there must be a minimum of 3 members present, and for the Ph.D. Degree Examination there must be a minimum of 5 members present;

otherwise the examination may not proceed. If the examination was given regardless of the previous restriction, the grade of the examination shall be null.

- V. If the candidate fails the degree examination and his or her term of study has not been reached, the student may retake the examination in the subsequent semester or year. There can be only one retake. If the candidate fails the 2nd degree examination, he or she shall be ordered to withdraw from the university. If the candidate in the Direct Admission into Ph.D. Program fails the Ph.D. Degree examination and the Ph.D. Degree Examination Committee decides that the candidate satisfies the candidacy for a Master Degree, the student shall then be conferred a Master Degree.
- VI. The thesis (including the abstract) must be written in Chinese as a rule; if the candidate has a thesis from a different degree earned, this may not be presented again.

Article 7 Degree Examinations must be given in the semester that the graduate student presents the application, prior to the last day of classes as determined by the university's academic calendar. Degree examination may be conducted in the same semester as the qualifying examination, and may be extended under special circumstances. The only restriction is that it must be completed prior to the end of the term of study.

Article 8 If the graduate student has applied for the degree examination, but is not able to take the examination due to special circumstances, the student may request withdrawal of the application prior to the ending of the semester. If the student fails to withdraw the application within the deadline, the examination shall have the grade of "fail".

Article 9 After the degree examination is completed and the graduate student has turned in the thesis or dissertation with approval signatures of the Examination Committee members, each graduate institute shall send in the grade of the examination to Academic Affairs Division for reporting. The last day for turning in the thesis or dissertation is January 31st for the first semester, and July 31st for the second semester. If the deadline is passed, but the student has not reached the limit of the study term, he or she may still register in the subsequent semester and turn in the thesis or dissertation prior to the deadline, graduating in the same semester. However, if the student has not turned in the thesis or dissertation and has reached the limit of the study term, the degree examination shall be

considered unsatisfactory, and the student shall be ordered to withdraw from the university as stipulated by the guidelines.

Article 10 If after the conferral of the degree, the university discovers plagiarism or fraud in the student's thesis or dissertation, original creative work, exhibition or written report and technical report, the student shall be ordered to return the certificate of graduation and complete the withdrawal process from the university.

Article 11 These guidelines shall be implemented after being approved by the Academic Affairs meeting and reported to the Ministry of Education; the same procedure applies to all amendments.