

# National Changhua University of Education Master's and Doctoral Degree Examination Regulations

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- I. These Regulations were established to organize the University's master's and doctoral degree examinations in accordance with the University Act and its Enforcement Rules, the Degree Conferral Act, and the Procedures for Establishing Various Degree Titles, Conferral Requirements, and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation.
- II. Graduate students must apply to the department (institute) to request an advisor and select a thesis/dissertation topic in accordance with regulations of the department (institute) for master's and PhD programs. A student may have up to two advisors.
- III. Graduate students who meet the following requirements may apply to take the master's or doctoral degree examinations:
  - (I) Eligibility for taking the master's degree examination is as follows:
    1. Completed one semester of study in a master's program.
    2. Completed all courses and credits required by the department (institute).
    3. Meets requirements of the department (institute) for the degree examination.
    4. The thesis title and contents must meet the educational objectives, core competencies, course contents, fields of courses, and academic or professional practices of the department (institute).
    5. Completed the first draft of the thesis and obtained approval from the advisor.
    6. Submitted results of the thesis originality comparison and academic integrity was verified by the advisor.
  - (II) Eligibility for taking the doctoral degree examination is as follows:
    1. Completed two years of study in a PhD program, or directly admitted into a PhD program and completed two years of study in the PhD program.
    2. Completed all courses and credits required by the department (institute).
    3. Has passed the PhD candidacy review. The review shall be conducted through a written examination based on the subjects studied by the student and related to the research. If necessary, the examination method may be determined based on academic characteristics.
    4. Meets requirements of the department (institute) for the degree examination.
    5. The dissertation title and contents must meet the educational objectives, core competencies, course contents, fields of courses, and academic or professional practices of the department (institute).

6. Completed the first draft of the dissertation and obtained approval from the advisor.
7. Submitted results of the dissertation originality comparison and academic integrity was verified by the advisor.

The required courses and credits in the first two subparagraphs of the preceding paragraph, and the eligibility assessment subjects and implementation methods in Item 3 of Subparagraph 2 shall be determined by each department (institute), and then implemented with the approval in the Department (Institute) Affairs Meeting and the College Affairs Meeting.

Students in master's or PhD programs in any discipline of arts, applied technologies, or sports may submit a work or proof of achievement accompanied by a written report or technical report as an alternative to thesis or dissertation. The recognition for the disciplines is implemented after the department (institute) obtains approval from the university academic affairs meeting.

Students taking a master's course of professional practice may submit a professional practice report as an alternative to thesis. The recognition of professional practice is implemented after the department (institute) obtains approval from the university academic affairs meeting.

The scope of the recognition, form of materials, content items, and other related matters for which a work, proof of achievement accompanied by a written report, technical report, or professional practice report may be submitted by the student as an alternative to a master's thesis or doctoral dissertation shall be processed in accordance with the relevant regulations of the Ministry of Education.

The maximum permissible total similarity score in the thesis/dissertation originality comparison in Item 6 of Subparagraph 1 and Item 7 of Subparagraph 2 of Paragraph 1 shall be set by the department (institute) in accordance with its academic and professional requirements or determined by the advisor.

- IV. The degree examination shall be held after graduate students complete registration procedures, and the application is accepted once per semester. Moreover, the degree examination must be completed before January 31 in the first semester and before July 31 in the second semester. In principle, the degree examination shall be public and the examination venue shall be in the University.
- V. Master's degree examination committees shall be formed by three to five members, and doctoral degree examination committees shall be formed by five to nine members, in which at least one third must be external members (including adjunct faculty members of the University), and a member other than the advisor serves as the convener. The list of degree examination committee members shall be submitted to the president for selection.

In addition to the advisor, at least two more members must be selected for a master's degree examination committee. In addition to the advisor, at least four more members must be selected for a doctoral degree examination committee.

Degree examination committee members or advisors shall recuse themselves if they are the

spouse or blood relative within the fourth degree of kinship, or relative by marriage within the third degree of kinship with the graduate student.

- VI. Members of a master's degree examination committee must specialize in the research field of the student's work, and have one of the following qualifications:
- (I) Current or former professor, associate professor, or assistant professor.
  - (II) Is an academician of Academia Sinica, or current or former research fellow, associate research fellow, or assistant research fellow of Academia Sinica.
  - (III) Holds a doctoral degree and has significant academic accomplishments.
  - (IV) Has expertise in an unusual or highly specialized academic research field or in a field of professional practice, and has achieved significant results in their respective academic or professional field(s).

The qualification criteria for Subparagraph 3 and Subparagraph 4 of the preceding paragraph shall be established by the Department/Institute/College Affairs Meeting or Program Affairs Meeting of the Conferring Entity.

- VII. Members of a doctoral degree examination committee must specialize in the research field of the candidate's work, and have one of the following qualifications:
- (I) Current or former professor or associate professor.
  - (II) Is an academician of Academia Sinica, or current or former research fellow or associate research fellow of Academia Sinica.
  - (III) Holds a doctoral degree and has significant academic accomplishments.
  - (IV) Has expertise in an unusual or highly specialized academic research field, and has achieved significant results in their respective academic or professional field(s).

The qualification criteria for Subparagraph 3 and Subparagraph 4 of the preceding paragraph shall be established by the Department/Institute/College Affairs Meeting or Program Affairs Meeting of the Conferring Entity.

- VIII. In principle, examination committee members are required to attend the degree examination in person. The degree examination may be conducted via video conferencing when necessary, but the committee members are not allowed to appoint others as representatives. At least three members must be in attendance during master's degree examinations, and at least five members must be in attendance during doctoral degree examinations. At least one third of the committee members in attendance must be external members, otherwise the examination may not proceed. The results of examinations where less than the minimum number of members are in attendance will not be recognized.
- IX. The degree examination shall be an oral examination in principle, and a written examination or laboratory examination may be held when necessary.

If the degree examination must be conducted via video conferencing due to force majeure (e.g., epidemic, emergencies, etc.), it may be conducted via video conferencing with the approval of the department (institute) director, and reported at the next Department (Institute) Affairs Meeting for reference. The entire process must be recorded (video and audio) and submitted to

the department (institute) for future reference.

The degree examination results shall be determined by the average of scores assessed by attending committee members anonymously. A passing grade is 70 points with a full score of 100 points. However, if one-half of the committee members in attendance issue a failing mark, the final marks shall be failed and may not be re-assessed.

- X. Students who failed the degree examination but have not exceeded the period of study may apply to retake the examination once only. Students who fail the re-examination will be required to withdraw.
- XI. After a degree examination, each department and institute shall collect the theses/dissertations signed by the oral examiners from graduate students before sending examination results to the Office of Academic Affairs to register the results. The Office of Academic Affairs will withdraw the results if the graduate students fail to submit their thesis/dissertation before the deadline, and the graduate students will be required to submit the thesis/dissertation for results registration in the semester of graduation.
- XII. The deadline for thesis/dissertation submission is January 31 for the first semester and August 31 for the second semester. Students who fail to submit their thesis/dissertation before the deadline but have not exceeded the period of study are required to register and select courses in the next semester. Students who fail to submit their thesis/dissertation and have been upon expiry of the period of study shall be deemed to have failed the degree examination and will be required to withdraw according to regulations.
- XIII. The Office of Academic Affairs shall issue degree certificates based on the month the graduate students submit the thesis/dissertation and complete school departure procedures.
- XIV. If the thesis, works, proof of achievement, written reports, technical reports or professional practice reports are found in violation of academic ethics after investigation, the degree that was conferred shall be revoked and the person concerned shall be notified to return the degree certificate. Other colleges, universities, and related agencies (institutions) will be notified of the revocation and cancellation, and the cancellation of the degree certificate will be announced. Graduate students and their advisors found in violation of other laws and regulations will be handled in accordance with relevant laws and regulations.
- XV. The Guidelines for Handling Violations of Academic Ethics Pertaining to Doctoral Dissertations or Master's Theses shall be separately established.
- XVI. These Regulations shall take effect from the date of announcement after being approved in the University's Academic Affairs Meeting, and shall be submitted to the Ministry of Education for reference. The same shall apply to subsequent amendments.