

# Ming Chuan University Doctoral and Master's Degree Conferral Regulations

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- Article 1 These regulations have been established in accordance with University Regulations and related bylaws, the Degree Conferral Regulations and related bylaws, and Article 64 of General Provisions for Study.
- Article 2 Qualifying examinations for doctoral and master's students are oral examinations, except when a written examination is deemed necessary.
- Article 3 Graduate students from each department must follow the regulations of his or her home departments, choosing an academic advisor and notifying the department head, and submitting an Academic Advisor Agreement Form within the required time limit.
- Article 4 Only doctoral students who have completed the requirements for a doctoral course of study, passed the Doctoral Candidate Qualification Test, and submitted a dissertation may apply to take the Qualifying Examination. Students should follow the regulations for the Doctoral Candidate Qualification Test, which is set by each department/ school, implemented and submitted to the Academic Affairs Division for reference after being reported to and approved by the president. The qualification test is conducted once every semester. Any doctoral candidates who do not pass the qualification test may retake the test once. Those who fail to pass the Qualifying Examination the second time will be forced to withdraw from the school. Graduate students who were directly admitted to a doctoral program and are qualified to enroll in a Master's program are exempted from the above restrictions.
- Article 5 Only master's students who have completed the requirements for a master's course of study and have submitted a thesis may apply to take the Qualifying Examination. Before submitting a thesis, students should follow the Qualification Procedures, which are set by the department/ school and implemented and submitted to the Academic Affairs Division for reference after being reported to and approved by the president.
- Article 6 Students who apply to take the Qualifying Examination should observe the following regulations.
1. Students must apply within the given time period.
  2. Students must submit the following related documents.
    - (1) Application Form.
    - (2) Academic Transcript.
    - (3) Draft Copy of Thesis.
  3. Students must first get approval from academic advisor and head of department, and then apply to university for review.
- Students in arts or applied technology programs, their creations, presentations with written report, or technological reports can substitute for

their theses. Whether the program belongs to arts or applied technology, the department/ school should report to and be approved at the Academic Affairs Committee meeting.

Article 7 The following steps must be followed when qualifying examinations are held.

1. An Examination Committee is formed.
2. The qualifying examination is conducted.

Article 8 After the examination committee is formed, the following procedures must be observed.

1. Qualifying examinations are conducted by the Qualifying Examination Committee, an entity including various professors and experts from both on and off campus, and formally appointed by the president after first being approved by department head. Doctoral Qualifying Examination Committees are made up of five to nine members, while Master's Qualifying Examination committees are made up of three to five members; in both cases at least one third of committee members must come from off-campus. One of the members, besides the academic advisor in the Oral Examination Committee, is selected as the convener.

2. Members of doctoral Committees should have the following qualifications unless they are persons particularly qualified to assess the student's graduating thesis content, academic work, or technical reports.

- (1) Hold Professor rank.
- (2) Be a Fellow or Research Fellow at Academia Sinica.
- (3) Hold Assistant Professor rank, or be a Research Fellow at Academia Sinica, and have impressive academic achievements to their credit.
- (4) Be a specialist in a rare or particular field, and have impressive academic achievements to his or her credit.

Qualifications for committee members outlined in items (3) and (4) are set by the each Department/ Graduate Program Affairs Committee Meeting.

3. Members of master's committees should have the following qualifications unless they are persons particularly qualified to assess the student's graduating thesis content, academic work, or technical reports:

- (1) Hold either Professor rank or Assistant Professor rank.
- (2) Be a Fellow or Assistant Research Fellow of Academia Sinica.
- (3) Hold a doctoral degree and have impressive academic achievements to his or her credit.
- (4) Be a specialist in a rare or particular field, and have impressive academic achievements to his or her credit.

Qualifications for committee members outlined in items (3) and (4) are set by each Department/ Graduate Program Affairs Committee Meeting.

Article 9 After graduates students applying to take the Qualifying Examination have received permission from the academic advisor, submitted eight to ten copies of the doctoral thesis or four to six copies of the master's thesis along with all other supporting documents to the relevant department, and it has been established that the student meets all the relevant requirements, the department may then send the time, place, and type of examination (written or oral) along with the name list of prospective committee members to the Academic Affairs Division for review to ensure of that there are no mistakes. A request will then be made to the president for the formal appointment of Committee Members and for other related arrangements to be made.

1. Committee members must appear in person at the examination and may not send another person in proxy.
2. Students must achieve higher than 70 points on the examination, with a maximum score of 100 points being possible and the score being calculated by averaging the scores assigned by all the committee member. However, if more than one third of the members on a doctoral committee, and more than one half of the members on a master's committee do not give a passing score to the examinee, the examinee will not pass.
3. If the thesis appears to have been plagiarized or shows other signs of misconduct, the student will not pass.
4. At least two thirds of Committee Members must be present for the examination. At least five members must be present for a doctoral examination, and at least one third of those members must be from off-campus for the examination to be conducted. At least three members must be present for the master's examination, and at least one third of those members must be from off-campus for the examination to be conducted.
5. The Oral Examination Evaluation Form must be signed or stamped by each committee member, and the front cover of the thesis must be signed or stamped if the thesis has been passed.
6. Qualifying examinations will be conducted once every semester, and the schedule will be decided in accordance with the regulations of the relevant unit. Students who do not pass may apply to take the Qualifying Examination a second time, but one time only. Students whose study periods have not expired may take the examination the following semester or the following academic year. Those who fail to pass the Qualifying Examination the second time will be forced to withdraw from the school. Students who were directly admitted to a doctoral program and did not pass the Doctoral Qualifying Examination, but whose doctoral dissertation has been evaluated by the Doctoral Qualifying Examination Committee and qualifies as a master's thesis, will be conferred a master's degree.

Article 10 Graduating theses will be written in Chinese. Theses which have been used to apply for other kinds of degrees must be submitted a second time for review.

Article 11 After a Qualifying Examination is conducted, the Graduate School must wait for the graduate student to submit the signed thesis before submitting the examination grades to the Academic Affairs Division to be formally recorded. The signed thesis must be submitted before January 31<sup>st</sup> for the first semester and before July 31<sup>st</sup> for the second semester. For those who submit the signed thesis and the examination grades after the deadline, the passing month of the Qualifying Examination is the month that they submit the signed thesis and the examination grades to the Academic Affairs Division to be formally recorded. For those who submit after the semester begins, they should complete the registration procedures.

Article 12 If plagiarism or misconduct is found in a graduating thesis, an academic work, a presentation, or a written or technical report, a fact which is borne out by a subsequent investigation, the graduating degree will be revoked, and compensation demanded for the diploma(s) that have been issued.

Article 13 Upon being passed at the University Affairs Committee Meeting and submitted to the Ministry of Education for reference, these regulations were

announced and implemented.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***