

Ming Chuan University Procedures for Degree Conferral

Reported as Tai Gao (2) 1090082693 on June 12, 2020

- Article 1 These procedures for degree conferral at Ming Chuan University are established accordance with the University Art, the Enforcement Rules of the University Act, the Degree Conferral Law, and the Procedures for Degree Conferral Title and Qualification for Master and Doctoral Dissertation.
- Article 2 The University confers degrees at three levels: bachelor's, master's, and doctoral degrees.
- Article 3 The Chinese and English degree names, award requirements, and notation regulations of each department (section, school, specialized degree program) are evaluated by the Department Affairs and School Affairs Committee Meeting and reported to the Academic Affairs Committee Meeting, and upon approval, are announced, implemented, and reported to the Ministry of Education for reference.
- Article 4 Each degree title is set in accordance with each department's (section, school, specialized degree program) specialty, course content, and in reference to the academic and professional applications. Moreover, to keep abreast of international conventions and trends, title setting should be aligned with the Reference for University Chinese and English Degree Conferral Titles announcement by the Ministry of Education.
The degree titles in the abovementioned are exempt from reporting to the Ministry of Education for reference.
- Article 5 The Chinese and English title, academic year of implementation, award requirements, and notation regulations of each department (section, school, specialized degree program) are not only announced online through the institution's University Affairs Public Information Access, but also stated in the General Recruitment and Admission Regulations/Procedures.
The degree conferral qualification criteria also includes whether works, achievement certificates with written report, or technological reports may substitute for a thesis.
- Article 6 Each level of degree conferred includes student's name, ID number, national ID number, date of birth, school, department (section, school, and specialized degree program), month and year of graduation, degree conferral title, date of degree conferral, diploma issuance date and serial number, double major or

minor of home university or other universities. Reissued certificates will include the reissue date.

Article 7 Undergraduate students who have completed the credits for graduation, internship if required, and have met the graduation requirements with passing grades are issued a bachelor's degree.

The graduation requirements should include the core competencies and the required evaluation items that are implemented upon being passed at the Department (Section, School, Specialized Degree Program), Curriculum Committee, Academic Affairs Committee Meetings and approved by the president.

Article 8 Doctoral and master's students who have completed the credits for graduation, submitted their thesis/dissertation, have met the graduation requirements, and have passed the doctoral or master's qualifying examination set by the Qualifying Examination Committee, are issued a master's or doctoral degree. Ming Chuan University Doctoral and Master's Degree Conferral Regulations is dealt separately and is reported to the Ministry of Education for reference.

The graduation requirements should include the core competencies and the required evaluation items that are implemented upon being passed at the Department (Section, School, Specialized Degree Program), Curriculum Committee, Academic Affairs Committee Meetings and approved by the president.

Article 9 The award date on the degree conferred for each level is January for those who graduate in the first semester and June for second semester. For doctoral and master's students who have completed the graduation requirements and credits, but whose thesis completion exceeds the set years of schooling by two years, the award date issue month is the month of passing the qualifying examination.

Article 10 For students who complete this university's or another university's double major within the schooling years, complete the credits for graduation, meet the graduation requirements and meet the degree conferral requirements, the double major and university's name will be stated on their degree certificate. Undergraduate students who complete this university's or another university's minor (specialized degree program) of the same level are not issued a

separate degree certificate.

Students who do not complete the double major within the required schooling years prescribed above, who apply for course waiver and attain a minor (or specialized degree program), are not issued a separate degree certificate.

Article 11

For students who earn a master's or doctoral degree, the thesis or dissertation, the written or technological report, or the professional practical report is kept in the university's library and the National Central Library in both electronic and hardcopy files, video tape, audio tape, compact disk, or other format.

The master's thesis or doctoral dissertation, written or technological report, or the professional practical report kept in the National Central Library is available in hardcopy or electronic format through stand-alone device for public access.

Those theses or dissertations thus authorized through Copyright Law can be reproduced, made available through network connection for public transmission in or out of the library, accessed by other electronic devices or other actions involving copyright. However, those involving classified material, patented items, or non-accessible information under other regulations, need to apply to the National Central Library Embargo of Thesis/ Dissertation through the department (section, school, specialized degree program), and upon evaluation and confirmation by the thesis advisor and department (section, school, specialized degree program) chair (graduate program/ school director), the student is not to grant access to said thesis or dissertation at all or within a designated period.

The second item above does not affect the copyright for those theses or dissertations, written or technological reports, or professional practical reports kept in the university's library.

Article 12

When plagiarism in a dissertation or thesis, an academic work, an achievement certificate, written, technical, or professional application report, is found to be a fact which is borne out by a subsequent investigation, the degree conferred will be revoked, and notice will be made that any diploma(s) issued are voided.

Such plagiarism cases are dealt in accordance with the Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or

Master's Thesis Violating Academic Ethics.

- Article 13 If it is found to be a fact upon investigation that a student has violated one of the following, the case is dealt in accordance with article 18 of the Degree Conferral Act.
- (1) Using an advertisement, oral request, a broadcast, or some other means to attract or coerce another person to ghostwrite (or produce and present as done by the student) a dissertation or thesis, work(s), proof of achievement, written report, technical report, or professional practice report.
 - (2) Actually ghostwriting (producing and presenting as done by the student), or providing plagiarized materials orally, or using photocopying or other deceptive measures to incorporate into a dissertation or thesis, work(s), proof of achievement, written report, technical report, or professional practice report.
- Article 14 Conferral of an honorary doctorate degree is recommended by the School of the same academic field, evaluated by the Honorary Degrees Committee, and issued upon approval by the president. The conferral requirements, the review committee organization, and the evaluation procedures are in accordance with the Ming Chuan University Procedures for Honorary Doctorate Degree Conferral.
- Article 15 Matters not covered in these procedures will all be dealt with in accordance with the University Act, the Enforcement Rules of the University Act, the Degree Conferral Law, and other relevant regulations.
- Article 16 Upon being passed by the Academic Affairs Committee, these procedures were announced, implemented, and reported to the Ministry of Education for reference.
- Any revision must follow the same procedures.

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