

# University of Taipei Regulations for Doctoral and Master's Degree Examination

Approved in the 3rd Academic Affairs Meeting in 2013 Academic Year on December 17, 2013.

Approved in the 5th Academic Affairs Meeting in 2013 Academic Year on May 27, 2014.

Approved in the 2nd Academic Affairs Meeting in 2014 Academic Year on December 30, 2014.

Approved by the 2nd article in Tai Jiao Gao (II) No.1040099782 official letter on July 24, 2015.

Article 1 The following regulations have been established by University of Taipei (hereinafter referred to as the University) in accordance with the University Act and its enforcement rules, Degree Conferral Law and its enforcement rules, as well as other regulations.

Article 2 Graduate students may apply for degree examinations when they have fulfilled the following criteria:

1. **Graduate students shall complete more than one semester; PhD students shall complete more than three semesters.**
2. The students shall complete all the courses and credits required by their institutes.
3. The students shall finish a draft of their thesis or dissertation.
4. PhD students shall pass the qualifying examinations; graduate students shall pass the qualifying examinations when necessary.
5. Courses and regulations for the qualifying examinations in the aforementioned subparagraph shall be stipulated by respective departments (institutes, or degree programs).

**The term of study for students studying for a degree shall conform to Article 26 in the University Act.**

Article 3 Graduates or PhD students shall apply for a degree examination in accordance with the following regulations:

1. Application period:

In the first semester, the application period starts from the day when the graduate or PhD student completes the enrollment to November 30.

In the second semester, the application period starts from the day when the graduate or PhD student completes the enrollment to May 30.

2. Students shall submit the application form and the following documents when applying for degree examinations:
  - (1) A copy of the transcript for all semesters.

(2) The draft and abstract of the thesis or dissertation.

Graduates within the areas of fine arts may replace the thesis with reports in writing or technical reports concerning their creation, exhibitions, or performance. Recognition of the students' expertise shall be proposed by the students' departments (institutes, or degree programs) and approved by the Academic Affairs Meeting for future reference.

3. Applications shall be approved by the students' advisors and the Heads of their departments (institutes, or degree programs) and reported to the University for future reference.

Article 4 The degree examinations shall proceed in accordance with the following procedures:

1. Organize a master's or doctoral degree examination committee.
2. Hold the degree examination.

Article 5 A master's or doctoral degree examination committee shall be organized for degree examinations in accordance with the following regulations:

1. A master's examination committee shall be composed of three to five members; the doctoral examination committee shall be composed of five to nine members. Members of examination committees shall be approved by the Dean of the College and employed by the President of the University. A committee convener shall be elected among the members. The advisor shall not serve as the committee convener.
2. All the members of the Ph.D. degree examination committee shall specialize in research on the topic of the dissertation submitted by the PhD student. Committee members shall also possess one of the following qualifications:
  - (1) have served as a professor.
  - (2) be a member of Academia Sinica or have served as a research fellow at Academia Sinica.
  - (3) have served as an associate professor or be an associate research fellow at Academia Sinica and have achieved significant academic accomplishments.
  - (4) hold a doctoral degree and have achieved significant academic accomplishments.
  - (5) have expertise in an unusual or special academic subject and have achieved significant academic or professional accomplishments.
3. All the members of the master's degree examination committee must specialize in research on the topic of the academic thesis, creation, performance, or technical report submitted by the student. Committee

members shall also possess one of the following qualifications:

- (1) Have served as a professor or associate professor.
  - (2) Be a member of Academia Sinica, have served as a research fellow, or associate research fellow at Academia Sinica.
  - (3) Hold a doctoral degree and have achieved significant academic accomplishments.
  - (4) Have expertise in an unusual or special academic subject and have achieved significant academic or professional accomplishments.
4. To avoid conflict of interest, respective departments (institutes, or degree programs) shall stipulate regulations governing recusing from conflict of interest in instructions and examinations of master's or doctoral degrees. The student's relatives by blood within the fifth degree of relationship or relatives by marriage within the third degree of relationship shall recuse themselves from the conflict of interest.

The standard of qualifications possessed by degree committee members listed in the Subparagraph 3 to Subparagraph 5 of Paragraph 2 of Article 1 and Subparagraph 3 and 4 of Paragraph 3 of Article 1 in the Guidelines shall be stipulated by the meetings of respective departments (institutes, or degree programs).

Article 6 Degree examinations shall be administered in accordance with the following requirements:

1. After application for degree examinations has been approved for reference, students shall submit 9 hard copies of their dissertations and abstracts or 5 hard copies of their theses and abstracts to their departments (institutes, or degree programs) for review. After the review has been approved, matters of the degree examination shall be arranged. The examination shall take place in the form of oral examination. Examination on experiments may take place in laboratories when necessary.
2. The grade of the degree examination shall be given in the examination and shall be graded only once. The degree examination committee shall not refuse to grade in the name of a "preparation meeting" or "review meeting." If no grade is given in the degree examination, the student shall be considered to have failed the thesis examination.
3. A score of 70 is considered the passing score for all thesis examinations, with a full score of 100. The grade is calculated by the average of grades assigned by each committee member. If copyright breaching or cheating is found to have occurred and is confirmed by

the master's or doctoral degree examination committee, the student shall be considered to have failed the thesis examination.

4. All the members of the master's or doctoral degree examination committee shall attend the degree examination in person. Otherwise the examination shall not take place. The grade given in any examination held without the presence of all committee members shall not be recognized.
5. Titles of the theses or dissertations shall not be changed after the grades of degree examinations have been submitted to the departments (institutes, or degree programs). If the titles of the theses or dissertations are forced to be changed, the submitted grades shall not be recognized. The students shall apply for degree examinations again in the next semester or academic year.
6. Students who have not received a passing grade may apply to retake the examination once only in the next semester or academic year if they have not exceed the term of study. Students who do not pass the retake examination shall be dismissed from the program.

Article 7 If students in accelerated doctoral program do not pass the doctoral degree program but are considered qualified for a master's degree, the students shall be awarded a master's degree. Theses or dissertations that have been approved to obtain a domestic or foreign degree shall not be re-proposed as the theses or dissertations for the University's degrees.

The examination must be completed within the same semester of the student's application and prior to the last day of the semester as designated by the academic calendar. The examination shall take place within the student's term of study.

Article 8 Students who have applied for degree examinations but are unable to finish the examinations within the semester shall report to the University to withdraw the application before the last day of the semester as designated by the academic calendar. If a withdrawal is not submitted before the designated date, it will be regarded as failure of the examination.

Article 9 After the degree examination, departments (institutes, or degree programs) shall submit the grade of the examination to the Office of Academic Affairs for registration after the student hands in a final copy of the thesis or dissertation with signatures of all the committee members.

The final copy of the thesis or dissertation shall be handed in before January 31 in the first semester or July 31 in the second semester. Students who fail to hand in the thesis or dissertation before the deadline and do not exceed the

term of study shall enroll in the next semester, submit the thesis before the end of the semester, and graduate in the semester. Students who have reached the limit of term of study yet have not handed in the theses shall be considered to have failed in the degree examination and shall be withdrawn from the university in accordance with relevant regulations.

Article 10            In the event that the University confers a degree to a student who is found upon investigation to have committed plagiarism or used fraudulent means in preparing a thesis, dissertation, creation, exhibition, performance, written report, or technical report, the university shall revoke the degree and issue a public notice to announce the invalidation of the previously issued diploma.

                                 After announcing the invalidation of the previously issued diploma, the University shall notify the student to return the degree certificate and announce the revocation and abolition to other universities/colleges and relevant authorities (institutions).

Article 11            The Guidelines shall be announced and implemented by the President of the University after being passed by a University Affairs Meeting and reported to the Department of Education, Taipei City Government and transferred to the Ministry of Education for future reference. The same applies when the Guidelines are amended.