

NATIONAL TAIWAN OCEAN UNIVERSITY
RULES GOVERNING THE MASTER'S AND DOCTORAL DEGREE EXAMINATIONS

Approved for amendment by the Academic Affairs Committee on Oct. 16, 2003
Ratified pursuant to the Ministry of Education's Official Letter No. 0920174326 on Nov. 25, 2003
Promulgated pursuant to the NTOU Official Letter No. 0920009576 on Dec. 3, 2003
Approved for amendment by the Academic Affairs Committee on March 25, 2004
Approved for reference pursuant to the Ministry of Education's Official Letter No. 0930067454 on May 24, 2004
Promulgated pursuant to the NTOU Order No. 0930004561 on June 1, 2004
Approved for amendment in the provisional meeting of the Academic Affairs Committee on Aug. 20, 2004
Approved for reference pursuant to the Ministry of Education's Official Letter No. 0930148923 on Nov. 16, 2004
Promulgated pursuant to the NTOU Order No. 0930010215C on Nov. 26, 2004
Approved for amendment in the Second Meeting of the Academic Affairs Committee in the Second Semester of
Academic Year 2007/08 on June 26, 2008 (Amendment of Articles 4, 5, 6, 7, and 14)
Approved for reference pursuant to the Ministry of Education's Official Letter No. 0970161413 on Aug. 19, 2008
Promulgated pursuant to the NTOU Order No. 0970009015H on Aug. 25, 2008

Article 1

The Rules are enacted in accordance with the University Act and its Enforcement Rules and the Degree Conferral Law and its Enforcement Rules.

Article 2

All matters pertaining to the master's and doctoral degree examinations of National Taiwan Ocean University shall be processed pursuant to the Rules, unless otherwise provided by the applicable laws.

Article 3

A graduate student or a doctoral student who meets any of the following requirements may apply for taking a master's or doctoral degree examination:

1. a student who has completed one year of study in the master's program, or a student who has completed two years of study in the doctoral program. A student approved for the direct transfer into a doctoral program who has completed one year of study in the master's program and two years of study in the doctoral program, thus a total of three years of study.
2. a student of an in-service master's program, who has completed two years of study in a master's program or a doctoral program.
3. a student who has completed all the required courses and obtained the credits stipulated by a graduate institute, that is, a minimum of 24 credits for a student of a master's program, and 18 credits for a student of a doctoral program; a student approved for the direct transfer into a doctoral program should complete at least 30 credits.
4. a doctoral student may be nominated as a doctoral candidate after passing the doctoral qualifying examination.
5. the subjects and regulations pertaining to the qualifying examination set forth in the

preceding subparagraph should be decided and defined by respective departments/graduate institutes.

Article 4

A student applying for taking the master's or doctoral degree examination should comply with the following provisions:

1. Period of Application:

First semester: a doctoral student should file an application in the period from the date of completing the registration procedures to November 30; a graduate student should file an application in the period from October 20 to October 31.

Second semester: a doctoral student should file an application in the period from the date of completing the registration procedures to May 31; a graduate student should file an application in the period from April 20 to April 30.

2. A student applying for the examination should fill in an application form and present the following documents:

(1) one copy of transcript of academic record

(2) one copy of a name list of the examination committee members

(3) a doctoral candidate should provide the form of Basic Information of Doctoral Candidate, a list of related publications, and the first draft of the dissertation (one copy for each document).

3. Upon the consent of the thesis/dissertation advisor, the application shall be forwarded by the graduate institute to the NTOU for approval and recordation.

Article 5

A candidate attending the degree examination should comply with the following provisions:

1. A candidate attending the degree examination should, within the given deadline, complete his/her thesis/dissertation in the prescribed format and submit the thesis/dissertation to the graduate institute where the candidate is enrolled; the graduate institute thereafter forwards the thesis/dissertation to the examination committee for review.

2. The degree examination is held in the form of oral defense, and questions of which shall be related to the contents of the thesis/dissertation written by the candidate and approved by the candidate's advisor. However, when necessary, a written examination may also be held.

3. The examination date and venue shall be jointly discussed and decided by the director of the graduate institute and the Dean of Academic Affairs, and the examinee shall be informed of the date and venue one week before the examination.

4. A graduate student with an arts or technology related major may present his/her

creative work, performance with a written report, or a technical report in lieu of the thesis/dissertation. However, a graduate institute shall report to the Administrative Meeting to clarify whether the graduate institute is placed under the classification of arts or technology.

5. The publications presented by a doctoral candidate should include the journal papers published by the candidate as the first author. In absence of such journal papers, the candidate may present journal papers published by his/her advisor as the first author; however, a written statement stating the contribution made by the candidate should be attached.

Article 6

The President of National Taiwan Ocean University shall retain competent scholars and experts inside or outside the NTOU campus to organize a master's or doctoral degree examination committee and process the degree examination related matters pursuant to the following provisions:

1. A committee of the master's degree examination shall consist of three to five members, and a committee of the doctoral degree examination shall consist of five to nine committee members; among which, the number of external members should take up one third of the entire committee members. One of the committee members shall be designated as the committee convener by the President of National Taiwan Ocean University; however, an advisor should not act as the committee convener.

At least one of the master's and doctoral degree examination committee members set forth in the preceding subparagraph should be a full-time instructor of the department/graduate institute.

2. A committee member of the doctoral degree examination shall specialize in the field related to the academic discipline, creative work, performance, or technical report of a doctoral candidate, as well as possess any of the following qualifications:

- (1) a professor
- (2) an academician or research fellow of the Academia Sinica
- (3) an associate professor, or a former associate research fellow of the Academia Sinica, and both with academically distinguished achievements
- (4) a Ph.D degree holder with academically distinguished achievements
- (5) a person who specializes in an unusual or special discipline with academically or professionally exceptional achievements

The criteria for recognition of the qualification set forth in items (3) to (5) of the preceding subparagraph shall be defined by each department/graduate institute affairs committee.

3. A committee member of the master's degree examination shall specialize in the field related to the academic discipline, creative work, performance, or technical report of

a graduate student, as well as possess any of the following qualifications:

- (1) a professor or an associate professor
- (2) an academician, research fellow, or associate research fellow of the Academic Sinica
- (3) a Ph.D. degree holder with academically distinguished achievement
- (4) a person who specializes in an unusual or special discipline with academically or professionally exceptional achievements

The criteria for recognition of the qualification set forth in items (3) and (4) of the preceding subparagraph shall be defined by each department/graduate institute affairs committee.

4. The qualification of a committee member of the master's degree examination shall be ratified by the President of National Taiwan Ocean University. The qualification of a committee member of the doctoral degree examination shall be ratified by the President of National Taiwan Ocean University two months before the examination takes place, and thereafter reported to the Qualification Review Committee for the Committee Members of the Doctoral Degree Examination for review before the letter of appointment may be sent to the qualified committee members.
5. A part-time instructor of the NTOU may be selected as an external committee member.

Article 7

Matters pertaining to the degree examination shall be processed in accordance with the following provisions:

1. The passing score and full score of the degree examination are 70 and 100, respectively. The score evaluation shall be conducted once only, and the average of all scores given by the attending committee members shall be regarded as the final score. However, where half of the committee members of the master's degree examination or one third of the committee members of the doctoral degree examination give a score of lower than 70, the examinee shall be deemed as failing the examination.
2. A committee member who is unable to attend an examination is not allowed to authorize a proxy to attend the meeting. Moreover, the degree examination of a master's degree candidate shall be held only if at least three members of the committee are present, while a degree examination of a doctoral candidate shall be held only if at least five members of the committee are present. Furthermore, the external committee members should take up one third of the attending committee members, otherwise the examination shall be cancelled. If examination has been taken when the number of attending committee members does not meet the requirement prescribed in the paragraph, the examination score shall become

invalid.

3. An examinee who fails the degree examination and whose maximum study duration has not yet expired may take a re-examination in the following semester or academic year. However, application for re-examination shall be filed once only; the examinee who still fails the re-examination will be expelled from the NTOU.
4. Score evaluation must be conducted for a degree examination. When the score evaluation is not conducted but using a “preparatory meeting” or “review meeting” as a pretext, the candidate who is not given a score shall be regarded as failing the examination.
5. In principle, a thesis/dissertation shall be written in Chinese, and should contain an abstract in both Chinese and English. A thesis/dissertation which had previously been submitted for a degree should not be resubmitted.
6. When a thesis/dissertation is found and confirmed by the Master’s/Doctoral Degree Examination Committee to show evidence of plagiarism or fraud, a failing score will be given.
7. The date of the degree examination shall fall within the prescribed period set forth in the NTOU academic calendar. The exact date and venue of the degree examination shall be scheduled and decided by each department/graduate; however, examinations shall take place in the campus of NTOU.
8. The oral defense of a doctoral dissertation shall be open to the public. Moreover, related information about the oral defense shall be posted on the website of NTOU three weeks before the oral defense takes place by respective departments/graduate institutes.

A student who completes the procedures for early registration in the period between the end of a semester and the registration day of the following semester may proceed with their doctoral degree examination.

Article 8

When a candidate being qualified for the direct transfer into a doctoral program fails his/her doctoral degree examination, and his/her dissertation for a doctoral degree is evaluated by the doctoral degree examination committee to meet the requirements of a master’s degree, as long as a passing score is given, a master’s degree may be conferred on the candidate.

Article 9

When a graduate or doctoral student having applied for a degree examination is unable to complete the degree examination in the semester which the application is filed in for some reasons, the student should report such matter to the NTOU before the end of the semester as specified in the academic calendar and apply for cancellation of the degree

examination. A graduate or doctoral student who neither applies for cancellation of the degree examination within the given deadline nor complete the degree examination shall be regarded as failing the examination.

Article 10

After a degree examination takes place, a graduate or doctoral student who neither completes all prescribed courses of study nor obtains the required credits may apply for reservation of his/her examination records. Upon receipt of the thesis/dissertation duly signed by the examination committee members from the student and confirmation that the student has obtained the required number of credits, the graduate institute may thereafter submit the student's examination records to the Office of Academic Affairs for registration . However, the thesis/dissertation should be submitted before January 31 in the first semester, or before July 31 in the second semester. When the thesis/dissertation is not submitted after the deadline elapses, the student still needs to register for the next semester provided that the prescribed maximum study duration of the student has not yet expired, and hand in his/her thesis/dissertation before the given deadline in that semester before he/she may graduate from the university. A student who does not submit his/her thesis/dissertation before the given deadline and whose required maximum study duration has expired should be regarded as failing the degree examination and expelled from the university pursuant to the NTOU regulations.

Article 11

When a thesis/dissertation, creative work, performance or its written report, or technical report is found to contain plagiarized sections or frauds after the degree has been conferred, upon investigation and confirmation, the conferred degree should be revoked; moreover, an announcement should be made to invalidate the degree certificate. When such an act has likewise violated the laws of the Republic of China, violators should be subject to the legal liabilities.

Article 12

A committee member of the degree examination should not be a relative by blood or marriage within the third degree of kinship of the degree examination candidate.

Article 13

A candidate of the degree examination who passes a master's degree examination or a doctoral degree examination shall be conferred with a master's degree or doctoral degree by the University, respectively. The degree conferment ceremony may take place together with the graduation ceremony.

Article 14

The Rules shall be enacted for implementation upon the approval in the meeting of the Academic Affairs Committee and submission to the Ministry of Education for recordation and reference.

Note : The Rules are enacted in Chinese. In case of any discrepancy between the English version and the Chinese text, the Chinese text shall prevail.