

# 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 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, school, or specialized degree program must follow the regulations of their home department, school, or specialized degree program for choosing an academic advisor and notifying the department, school, or specialized degree program head, then 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, or specialized degree program, 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 university.  
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, or specialized degree program and implemented and submitted to the Academic Affairs Division for reference after being reported to and approved by the president.  
For students in an arts or applied technology department, school or specialized degree program, their works, achievement certificates with written report, or technological reports can substitute for a thesis. The department, school or specialized degree program should report the qualification criteria for approval at a university-level of academic affairs related meeting.

- Article 6 Students who apply to take the Qualifying Examination should observe the following regulations.
1. Students must apply within the given time period set by the department, school or specialized degree program.
  2. Students must submit the following related documents:
    - (1) Application Form
    - (2) Academic Transcript
    - (3) Draft Copy of Dissertation/Thesis
    - (4) Advisor Signature on the Ming Chuan University Student Dissertation/Thesis Completion Comparison Report
  3. The degree Dissertation/Thesis must be evaluated by the academic advisor, the head of department, school, or specialized degree program, Dissertation/Thesis Examination Committee; after checking that the Dissertation/Thesis presented by the student is approved as consistent with the professional field of the department (school, specialized degree program), the student may apply to the university for review.
- 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 qualified assistant professors or above and experts from both on and off campus, all formally appointed by the president after first being approved by department, school or specialized degree program 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, other than the academic advisor, of the Oral Examination Committee, is selected as the convener.
  2. Members of doctoral Committees should have done specialized research in the research field of the doctoral candidate and meet one of the following qualifications:
    - (1) Currently or previously hold either Professor rank or Associate Professor rank.
    - (2) Be an Academician, current or previous Research Fellow, or Associate Research Fellow/Professor at the Academia Sinica.
    - (3) Hold a doctoral degree and have impressive academic achievements to his or her credit.
    - (4) Be a research specialist in a rare or particular field, and have impressive academic achievements to his or her credit.
    - (5) The qualification criteria for committee members outlined in items (3) and (4) are set by each Department, Graduate, or Specialized Degree Program Affairs Committee Meeting.
  3. Members of master's committees should have done specialized research in the research field of the master's candidate and meet one of the following qualifications:
- Article 9 After graduate students applying to take the Qualifying Examination have received permission from the academic advisor, submitted eight to ten copies

of the doctoral dissertation or four to six copies of the master's thesis along with all other supporting documents to the relevant department, school, or specialized degree program 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 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. If the dissertation/thesis appears to have been plagiarized or shows other signs of misconduct, the student will not pass.
2. 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.
3. 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 dissertation/thesis has been passed.
4. 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 period has 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 university. Students who were directly admitted to a doctoral program and pass the Doctoral Candidate Evaluation 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 A graduating dissertation/thesis, work, achievement certificate, written or technical report that has been counted toward domestic or overseas degree conferral cannot be resubmitted for the Ming Chuan University Qualifying Examination. Degree conferral through academic cooperation with domestic institutions and dual degrees with overseas institutions are not thus restricted.
- 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 there is any counterfeiting, fabrication, plagiarism, ghost writing or other misconduct found in a graduation dissertation/thesis, a work, an achievement

certificate, a written or technical report, or professional practical report, borne out as fact through a subsequent investigation, the conferred degree will be revoked, and compensation demanded for the diploma(s) that have been issued.

The investigation for plagiarism or misconduct in regard to a graduation dissertation/thesis, a work, an achievement certificate, a written or technical report, will be conducted in accordance with the Ming Chuan University Regulations for Dealing with Cases of Doctoral Dissertation or Master's Thesis Violating Academic Ethics

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.\*\***