

< Rules to deal with Master and Doctoral Degree Examination, Student status and Results >

Master degree and Doctoral degree Operational Procedures

1. On every academic year, the first semester starts on August 1st and the second semester on February 1st.
2. Rules to deal with Master and Doctoral Degree Examination **Student status** depends on length of graduate study as mentioned below:
 - (a) **Expired term of graduate study:** The latest date to submit the 「Thesis Defense Committee Report Book」 is **January 29th** in order to get the diploma certificate. Failing to finish the dissertation examination and return the report book will mean that according to Article XIV the student will have to drop out.
 - (b) **Unexpired term of graduate study:** Before January 29th, students passing the dissertation examination but failing to complete and remit the “Thesis Defense Committee Report Book” within two weeks will have to re-register for the second semester of academic year 98 (Year 2009).
3. **Rules to deal with results:** To graduate in the semester, students must submit thesis examination result and the “Thesis Defense Committee Report Book” within the semester. Those who have already submitted the thesis examination result and Report Book but have not applied for leaving procedures will be treated as per graduated students’ procedures. Students who have passed the February Degree examination will graduate in the new semester. Graduate results will be treated as per the new semester’s procedures.
4. Those students who have passed the Degree examination and applying for the leavers’ refund of tuition fees and charges will be dealt as set below:
 - (a) Between February 1st and February 11th, before class starts, students are required to pay for insurance and contribute to the emergency financing
 - (b) After class starts in February 22nd, student-leavers must first pay the full amount of tuition fees and charges before they can apply for leaving

1. If semester has started and student leaves before reaching $\frac{1}{3}$ of the semester, the refund on tuition fees and charges is $\frac{2}{3}$.
2. If semester has started and student leaves before reaching $\frac{2}{3}$ of the semester, the refund on tuition fees and charges is $\frac{1}{3}$.
3. If semester has started and student leaves after reaching $\frac{2}{3}$ or more of the semester, there will be no refund.

NATIONAL YANG MING CHIAO TUNG UNIVERSITY
Master Degree and Doctoral Degree Operational Procedures

Amended at fourth Senate Meeting of Academic Year 92[2003] (93.6.09 **equivalent to** June 9th, 2004)

Amended at first Senate Meeting of Academic Year 96[2007] (96.9.26 **equivalent to** September 26th, 2007)

1. The present procedures are in accordance with The University Act and its Enforcement Rules, Degree operational procedures and other implementation rules thereof.
2. Each University has a Master degree or Doctoral degree system (Department, In-Program, learning process) based on the University Act, its Enforcement Rules, Degree operational procedures, implementation rules, regulations, set of graduate transcripts regulations, college curriculum committee, university curriculum review committee, implementation rules after sending for review to the Senate. Graduate transcripts should contain the following items:
 1. Admission eligibility: At least must include one eligible graduate student pursuing a doctoral degree as per the department transfer regulations.
 2. Period of study: At least must include general students and in-service students with minimum and maximum period of study.
 3. Course requirements: At least must include the minimum credits needed for the course, credit transfer provisions, including how many credits are needed for a graduate student pursuing doctoral degree and must include whether it includes credits from previously studied courses.
 4. Major Professor regulations: Choosing and replacing a Major Professor.
 5. Doctoral candidate eligibility assessment regulations.
 6. Degree examination conditions and procedures.
3. The University's Master degree class is limited to one to four years and the duration of study of the doctoral program is limited to two to seven years. In-service program can add one additional year. Each faculty (department, in-service program, learning process) may depending on their needs, raise the minimum length of study of each faculty (department, in-service program, learning process).
4. When the master degree courses have been completed and the necessary credits have been earned as per the provisions and other assessments of the faculty (department, in-service program, learning process), a student may apply to defend his thesis and sit for his master degree examination, prepared by the Master Degree Examination Committee. If passed, a Master degree will be awarded by the University. When the semester ends, if all courses have been

completed and credits earned, the student may apply to present his thesis under the recommendation of his Major Professor. A master degree examination will be held. Students who fail to complete the semester courses, will have their degree examination results not considered.

5. Degree examination including dissertation examination and thesis review.
6. The examination committee of each class of master degree students will consist of 3-5 persons, all scholars and experts from inside and outside the department and specialized in studies mentioned in the thesis and have one of the following qualifications: have been recommended to the President, have been retained by the President.

1. A former professor or associate professor.

2. Has served as a research fellow at Academia Sinica or a former professor or associate professor.

3. A doctoral degree and significant academic achievements.

4. Special academic or professional achievements in a rare or special discipline.

The 3rd and 4th precedent qualification criteria mentioned are for recruits from each faculty (department, in-service program, learning process) decided through an executive meeting or a committee. Blood relatives, spouses or in-laws of graduates cannot serve on the Master degree examination committee.

7. This University's doctoral graduate with the following conditions can be a doctoral candidate.

1. Have completed doctoral courses and have received credits.

2. Passed the doctoral candidate qualification exam and obtained the doctoral degree as per the other provisions.

Thesis candidates must apply and pass the doctoral examination set by the Examination Committee. The University will confer the doctoral degree.

8. The examination committee of each class of doctoral students will consist of 5-9 persons, all scholars and experts from inside and outside the department and specialized in postgraduate studies mentioned in the thesis and have one of the following qualifications: have been recommended to the President, have been retained by the President. Inside and outside committee members should make up more than one third members.

1. A former professor.

2. Has served as a research fellow at Academia Sinica or a former professor

3. A former associate professor or has served as an assistant researcher with significant academic achievements.

4. Has a doctoral degree with significant academic achievements.
 5. Special academic or professional achievements in a rare or special discipline.
- The third and fifth precedent qualification criteria are for recruits for each faculty. Blood relatives, spouses or in-laws cannot serve on the doctoral degree examination committee.
9. This University's master and doctoral degree candidate's thesis examination is an oral one but when necessary, a written examination, may also be held and will be handled in accordance with the following provisions:
 1. The oral examination is in principle held in public. The time, place and topic of the thesis must be published in advance.
 2. Degree Examination Committee members should attend and not entrust others to represent. A master degree examination committee should have at least 3 members whereas the doctoral degree examination committee should have at least five members present before it may be held.
 3. The degree examination committee members are designed by the convener, but a Major Professor cannot serve as convener.
 4. The degree's oral examination pass mark is 70 out of 100 and is assessed only once. It is taken as the average of the assessment marks of members present but in case of a master degree, if more than half of the members present think it fails then the result is FAIL. And for a doctoral degree, if more than one-third of the members think it fails, then the candidate is awarded a FAIL. No average.
 5. Thesis plagiarism or fraud violations will be reviewed and determined by the degree examination committee as failed.
 6. Other provisions of the faculty graduate transcripts regulations.
 10. Students who have been asked to correct points in their thesis are required to submit a review of the revised thesis. If two-thirds of the examiners consent to the review, then a pass is given. The thesis does not need to be re-marked. After the review has been made, the committee members sign on the Thesis Defense Committee Report Book and his validates the examination results.
 11. Before January 31st or July 31st students passing the dissertation examination but failing to complete and remit the "Thesis Defense Committee Report Book" within two weeks will have to re-register for the second semester . At the expired term of study, if still not submitted, the student will be treated as failed and will have to drop out in accordance with the regulations.
 12. Passing the thesis examination and completing the review of the papers. In addition to pursuing the education process, students need to prove via the training center that the process continues. Faculties (department, in-service program, learning process) must within a week send a copy of the exam results and the oral examination

committee report book to the Registrar's Office for recording. Graduating semester exams and the oral examination committee report book must be submitted.

If a student has submitted his thesis, his examination results and his Thesis Oral Examination Report Book but has not yet applied for leaving the University, while a new semester has started, the student status will be treated as already graduated.

13. Where a postgraduate student is qualified for doctoral candidate but have not passed the thesis examination, the examination committee can decide to grant him a master degree.
14. The faculty (department, in-service program, learning process) and degrees at all levels are set by the University and submitted to the Ministry of Education for approval and implementation after amendments are made.
15. Master and doctoral students who fail to pass the examination or to complete their degree courses within the prescribed period of study should drop out.
16. Master and Doctoral degrees theses (including abstracts) are to be written, in principle, in Chinese and are subject to National Yang Ming Chiao Tung University dissertation format specifications. After passing the degree examination and within a period of one month, the full-text thesis should be filed online in accordance with the NYCU Library dissertation abstracts and full-text electronic document filing. Need also to remit two copies of the thesis (one for the library to exhibit and one to the Office of Academic Affairs, to remit to the Ministry of Education for archiving). Each faculty will order the number of copies it needs for its units.
17. If thesis plagiarism or fraud violations are found after investigation and even if a master degree or doctoral degree has already been conferred, the degree will be revoked.
18. A honorary doctorate is awarded by a Recommendation Committee according to operational procedures and in accordance with the rules and procedures of the University.
19. This procedure is not in accordance with The University Act and its enforcement rules, degree-granting law and its enforcement rules and apply the laws on education.
20. These rules have been laid down by the University's Senate Meeting, approved by the President and submitted to the Ministry of Education for implementation. The same procedure will be repeated for each revision.