

Shih Chien University Regulations Governing Graduate Degree Examination

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Article 1 The Shih Chien University Regulations Governing Graduate Degree Examination (hereinafter referred to as "the Regulations") were established according to the University Act, Enforcement Rules of the University Act, Degree Conferral Act, Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation, and the University's Academic Regulations.

Article 2 The theses and dissertations of graduate students referred to in the Regulations also include theses of students graduating from art or applied technology fields. They can be substituted with artwork, proof of achievement along with a written report, or a technical report. Students of master's programs categorized as professional practice can substitute their theses with a professional practice report. (Hereinafter referred to as "degree thesis.")

The degree thesis mentioned above should comply with Shih Chien University's Regulations Governing Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation.

Article 3 Graduate students who have met the following requirements may apply for the graduate degree examination:

- I. Be enrolled in a master's degree program (including Master's Program for Working Professionals)
 - (I) Study for a full year; students in Master's Programs for Working Professionals must have completed 2 full years.
 - (II) Complete the department's (institute, degree program) required courses, credits, and other assessments for the master's degree.
 - (III) Complete the Academic Integrity and Ethics course and achieve a passing grade.
 - (IV) Complete the draft of a degree thesis approved by the thesis advisor and pass the review by the Committee of Graduate Student Affairs.
If graduate students are unable to complete all required credits in the current semester after their master's degree examination is held, their test result shall be preserved.
- II. Be enrolled in a doctoral degree program
 - (I) Doctoral degree students must complete 2 full years of study after their admission into the doctoral program.
 - (II) Complete the department's (institute) required courses, credits, and other assessments for the doctoral degree.
 - (III) Complete the Academic Integrity and Ethics course and achieve a passing grade.
 - (IV) Pass the doctoral candidate review.
 - (V) Complete the draft of a degree dissertation approved by the dissertation advisor and pass the review by the Committee of Graduate Student Affairs. The written language of dissertations for master's and doctoral degrees shall be determined by

each department (institute, degree program).

Article 4 Graduate students' theses or dissertations that have been granted degrees domestically or abroad may not be used as students' thesis or dissertation when applying for a master's or doctoral degree examination. However, co-authored theses or dissertations from academic collaboration or co-advised by professors at foreign schools that were conferred degrees separately shall not be restricted by this.

Article 5 When applying for a degree examination, graduate students must comply with the following regulations.

I. Timeline for taking degree examinations: An application shall be submitted to the relevant department before December 15th for the first semester and June 15th for the second semester.

Each department must submit a list of all degree examinees for the current semester within one week after the application deadline for the academic affairs unit to review.

II. Degree examination applications must include the following documents:

- (I) Transcripts containing grades obtained through all years of study.
- (II) Draft of degree thesis or dissertation (including abstract).
- (III) Originality report of degree thesis or dissertation.
- (IV) Other documents required by the department (institute, degree program).

The degree thesis and dissertation stated in the previous paragraph must undergo professional discipline review by the student's department (institute, degree program) to determine whether topic and contents of the thesis or dissertation meet the department's (institute's, degree program's) educational objectives, core competencies, and the professional field's academic or professional practices for the degree. Those who pass the review may submit an application for degree examination. Each department (institute, degree program) should establish other professional review criteria and examination mechanisms to be included into the degree requirements.

Standards of the originality report of degree thesis or dissertation should be established by each department (institute, degree program); the report should be provided to the Degree Examination Committee for review.

Article 6 The Degree Examination Committee should be organized in accordance to the following regulations for graduate degree examinations:

- I. Master's degree committees should be composed of 3 to 5 members; doctoral degree committees should be composed of 5 to 9 members. The number of external members in the exam committees above should be more than one-third (incl.). The list of committee members should be reviewed and passed by the Committee of Graduate Student Affairs in advance and recruited by the President of the University. One member of each committee shall be appointed as the convener. Thesis or dissertation advisors may serve as committee members but may not be appointed as the convener. Part-time faculty members at the University may act as external committee members; if acting as co- advisors, they will be viewed as internal examination committee members.
- II. Examination committee members of master's degrees should be dedicated to research in the field of study related to the master's program of the student's thesis and hold one of the following qualifications:
 - (I) Someone who is a current or former professor, associate professor, or assistant professor.
 - (II) Someone who is an Academician, current or former research fellow, associate research fellow, or assistant research fellow of Academia Sinica.
 - (III) Someone who holds a doctoral degree and has had distinguished academic accomplishments.
 - (IV) Someone who specializes in a rare or distinctive subject or professional

practice and has had significant academic or professional accomplishments.

- III. Examination committee members of doctoral degrees shall be dedicated to the research in the fields of study related to doctoral students' dissertations and hold one of the following qualifications:
- (I) Someone who is a current or former professor or associate professor.
 - (II) Someone who is an Academician, current or former research fellow, or associate research fellow of Academia Sinica.
 - (III) Someone who holds a doctoral degree and has had distinguished academic accomplishments.
 - (IV) Someone who specializes in a rare or distinctive subject field and has had significant academic or professional accomplishments.

Criteria for determining the qualifications for appointment as stated in Items 3 and 4 of Subparagraph 2, and Items 3 and 4 of Subparagraph 3 of the previous paragraph shall be established by the Committee of Graduate Student Affairs of the department (institute, degree program) conferring degrees.

Article 7 Spouses, ex-spouses, blood relatives within the third degree of kinship, relatives by marriage within the third degree of kinship or have formerly held this relationship, and stakeholders of graduate students should recuse themselves from positions such as thesis or dissertation advisor, co- advisor, or Degree Examination Committee member. If this is deliberately concealed and discovered after examination, they shall be replaced immediately; if examinees have already passed the degree examination, the results of the examination will be deemed invalid; if a degree has already been conferred, subsequent action shall be taken in accordance to Article 14.

Article 8 Degree examinations shall comply with the following regulations:

- I. Departments (institutes, degree programs) shall independently set exam dates and application acceptance periods for graduate degree examinations, which must be held and completed before the final day of the current semester within the academic calendar.
- II. In principle, degree examinations should be based on oral exams, with written exams only if necessary; each department (institute, degree program) may also conduct examinations according to their independent regulations.
- III. Members of the Degree Examination Committee must attend in person and may not appoint a proxy. A minimum of 3 members, with at least 1 external committee member, must be in attendance for master's degree examinations; a minimum of 5 members, with at least 2 external committee members, must be in attendance for doctoral degree examinations. Tests may not be conducted if the above requirements are not met.
- IV. If Degree Examination Committee members and graduate students are unable to attend the examination in person, each department (institute, degree program) may conduct it via real-time video conferencing. If conducted by video conference, the motion must be reviewed and approved by the department's (institute's, degree program's) Committee of Graduate Student Affairs, ratified by the President, and submitted to the Office of Academic Affairs before further action can be taken; departments (institutes, degree programs) shall record the entire process for future reference.
- V. Degree examinations must receive a grade assessment of no more than once; those who do not receive a grade assessment shall be regarded as having failed the exam.
- VI. In terms of grading for the degree examination, 100 points is a full score, 70 points is a passing score; the final score will be calculated based on the average score of all examination committee members in attendance. The student shall not pass the master's examination if more than one half (inclusive) of the examiners assign a failing grade. The student shall not pass the doctoral examination if over one third (inclusive) of the committee members assign a failing grade.

Students who fail the degree exam but have yet to exceed their maximum study period may apply for re-examination in the following semester or academic year; a total of one re-examination will be permitted.

- VII. If a degree thesis or dissertation is reviewed and confirmed by the Degree Examination Committee to have been falsified, altered, plagiarized, or involved in other fraudulent

matters during the degree examination, the final mark shall be a fail.

- Article 9 Upon the completion of their study period, students admitted directly to doctoral program from master's program who fail to pass the final examination for the doctoral degree may be awarded a master's degree if they fail to pass the final examination for the doctoral degree but deemed worthy by the Doctoral Examination Jury.
- Article 10 Graduate students must complete their degree examination within their period of study. If an application for degree examination is not submitted within the deadline, or if the student does not pass their degree examination within the period of study, they shall be requested to withdraw from school.
Graduate students that have applied for a degree examination but cannot complete it within the current semester must revoke their exam application for the current semester from their respective departments (institutes, degree programs) before the final day of the semester in the academic calendar. Students who neither withdraw nor participate in the exam will be deemed to have failed.
- Article 11 Once degree examinations are completed, graduate students must submit a degree examination certificate signed and approved by the Degree Examination Committee members to their respective department (institute, degree program) before their examination results can be submitted to the Office of Academic Affairs.
Submission deadlines for the degree examination mentioned in the previous paragraph are January 31st in the first semester and July 31st in the second semester.
Graduate students who have passed the degree examination and are eligible for graduation must submit a written and digital copy of their thesis or dissertation, declaration of compliance to Academic Integrity and Ethics, and complete all graduation procedures before the Office of Academic Affairs can issue a diploma; those who fail to complete the procedure above will not receive Chinese and English diplomas.
Submission deadlines for the thesis and dissertation are February 20th in the first semester and August 31st in the second semester.
Graduate students who do not submit their thesis or dissertation before the deadline and have yet to complete their period of study should still register in the following semester and submit their thesis or dissertation within deadline to be regarded as graduating in that semester; those who have not submitted thesis or dissertations after their period of study has expired and fail to pass their degree examination shall be required to withdraw according to school regulations.
- Article 12 Those who have earned a degree shall submit their degree thesis or dissertation in written and digital formats to the University's Library for preservation and proceed in accordance with Article 16 of the Degree Conferral Act.
In principle, degree dissertations shall be made public unless they involve confidential secrets, patents, or cannot be provided in accordance to the law. In these instances, an application approved by the relevant thesis or dissertation advisor should be submitted to delay disclosure, and shall be determined and approved by the department's (institute's, degree program's) Committee of Graduate Student Affairs.
- Article 13 The graduate student degree examination standards and professional evaluation mechanisms established by each department (institute, degree program) must include their applicable academic year and be included into the degree requirements. If a graduate student applies for suspension after admission, the various examination and degree requirements of their original admission year shall be applicable after their reinstatement.
The degree requirements mentioned above shall be approved in a department (institute, degree program) affairs meeting, signed and approved by the relevant college, and submitted to the Office of Academic Affairs before announcement and implementation.
- Article 14 If matters of thesis or dissertation plagiarism or fraud are discovered for degrees conferred by the University or dissertations that have been conferred degrees domestically or abroad, confirmed violations will result in the revocation of the degree in accordance with Article 54-1 of the University's Academic Regulations. The Office of Academic Affairs will notify the individual to return the diploma and provide notice

of the revocation to other colleges, universities, and relevant institutions; any other violations will be handled according to the relevant laws and regulations.

Article 15

These Regulations become effective upon approval by the Academic Affairs Committee, and ratification by the University President. Furthermore, regulations are sent to the Ministry of Education for future reference. Amendments shall follow the same procedure.