

# **National Sun Yat-Sen University**

## **Implementation Bylaws for Ph. D. and Master Degree Examination**

Approved by Ministry of Education's Official Letter Tai-(86)-kao-(2)-tzu No. 86044078, April 29, 1997

Approved by Ministry of Education's Official Letter Tai-(87)-kao-(2)-tzu No. 87144806, December 23, 1998

Approved by Ministry of Education's Official Letter Tai-(91)-kao-(2)-tzu No. 91138869, September 16, 2002

Approved by Ministry of Education's Official Letter Tai-(91)-kao-(2)-tzu No. 91180397, November 25, 2002

Approved by Ministry of Education's Official Letter Tai-kao-(2)-tzu No. 0940004855, January 17, 2005

Approved by Ministry of Education's Official Letter Tai-kao-(2)-tzu No. 0980224505, January 04, 2010

Modified and approved at the 128<sup>th</sup> meeting of academic affairs, June 13, 2011

Approved by Ministry of Education's Official Letter Tai-kao-(2)-tzu No. 1000128676, July 28, 2011

Modified and approved at the 130<sup>th</sup> meeting of academic affairs, December 19, 2011

Article 1 The Bylaws are established according to the "Degree Conferral Law" and its implementation of bylaws as established by the Ministry of Education and the Academic Policies of the university.

Article 2 The degree examination is taken in oral form. The department (institute) may add a written text to the degree examination, if necessary.

The degree examination is taken in a face-to-face manner, and online video examination, if needed, is subject to approval of the president. The department/institute (section, degree program) must arrange video recording for the online oral examination for reference.

Article 3 A graduate student who has met the requirements of the study period, finished all courses and obtained all credits required by the department (institute), and met all evaluation requirements of the department (institute) may apply for the degree examination. A student of the Ph. D. program must pass the qualifying examination before applying for the Ph. D degree examination. Regulations for the qualifying examination are established separately.

The regulations referred to in the previous section are subject to resolution at the meeting of the department (institute) and college affairs, as well as approval of the president.

Article 4 The Master thesis and doctoral dissertation must be written according to the "Format of Theses and Dissertations" of the university and subject to review of the department.

The Master's thesis or doctoral dissertation with which an academic degree has been obtained in Taiwan, or in a foreign country, shall not be used as the dissertation in Article 6, Sections 1, 2 and Article 7, Section 2 of the "Degree Conferral Law" or the professional dissertation in Article 10 of the said law. For a double-degree program, usage of the thesis and dissertation is subject to the cooperation agreement between the universities and shall meet the requirements of bilateral educational regulations.

For the graduate student of the art or application technology, the thesis and dissertation

can be substituted with artistic creations, exhibition and performance, written or technical reports. A synopsis is needed for such substitution. The attribute of the art and application technology referred to in the previous sentence is determined, through the department (institute), at the meeting of academic affairs.

Article 5 Application for the academic degree shall be made before November 30 (1<sup>st</sup> semester) or April 30 (2<sup>nd</sup> semester).

The degree examination is to be carried out before the end of the semester in which the graduate student makes the application. The end date of the semester is determined according to the calendar of the university.

Article 6 For the degree examination, the Grade B- (or 70 points in the hundred-mark system) stands for a pass while the Grade A+ (or 100 points in the hundred-mark system) stands for a full mark. The academic performance will be evaluated by all committee members present at the meeting with a single grade. The evaluation is to be made once and no second evaluation is allowed.

The academic performance of the students who have entered the university since 2011 is subject to the letter grading system; the academic performance of the students who have entered the university since 2000 (included) or earlier is subject to the percentage evaluation system.

The Master's thesis or doctoral dissertation against which the accusation of plagiarism or cheating is proved true by the examination committee will be deemed as a fail and be dealt with according to the "Student Awarding and Punishment Guidelines" of the university.

Article 7 The department shall not send the grade record of the degree examination to the Office of Academic Affairs before the student turns in the thesis or dissertation approval certificate with signatures of the examination committee members. However, the grade record must be sent to the Office of Academic Affairs not later than January 31 (1<sup>st</sup> semester) or July 31 (2<sup>nd</sup> semester).

After having taken the degree examination, the student must turn in the thesis or dissertation and carry out the procedure to leave the university within the timeframe announced by the Office of Academic Affairs. A student who does not carry out the procedure within the timeframe shall stop his/her schooling according to the related regulations when the study period expires.

Article 8 A graduate student who has applied for the degree examination shall withdraw the application before the end of the current semester if he/she cannot take the examination in the said semester for whatever reasons. The end date of the semester is determined according to the calendar of the university. One fail will be recorded if the student does not withdraw the application within the timeframe.

Article 9 In case the degree examination fails, a resit is allowed in the next semester or academic year if the study period has not expired. Only one resit is allowed and the student must stop his/her schooling by order if the resit fails.

Article 10 The Master's Degree Examination Committee comprises 3 to 5 members with at least 1 member invited from another department (institute). The Ph. D Degree Examination Committee comprises 5 to 9 members with at least 1 member invited from outside the university. Committee members are appointed by the president and the chairman of the department (dean of the institute) designates a member other than the advisor to act as the convener. The number of the examination committee members other than the advisor shall be more than 1/2 of the total committee members.

No spouse, third-degree blood relative, or kinsman by affinity of the graduate student who takes the degree examination shall be recommended to act as an advisor or committee member.

Article 11 The examination committee members must attend the meeting personally and no representative is allowed. The meeting of the examination committee can only be held by at least 2/3 of the total committee members and at least 1/2 of the attendees must be members other than the advisor of the student. The Master degree examination committee meeting can only be held by at least 3 members. The Ph. D. examination committee meeting can only be held by at least 5 members.

Article 12 In addition to the expertise in the area related to the Master's candidate's thesis, original creative work, exhibition, or technical report, the members of the Master's Degree Examination Committee must possess one of the following qualifications:

1. Having been a professor or associate professor;
2. Being a Fellow of the Academia Sinica, or having been a Research Fellow or Associate Research Fellow of the Academia Sinica;
3. Having a Ph.D. degree with significant contribution in the academic field;
4. Specialized in an uncommon or exceptional field with significant academic contribution.

The qualification criteria for items 3 and 4 are determined by the department or institute.

A Fellow of the Academia Sinica or has been a Research Fellow or Associate Research Fellow of the Academia Sinica.

Article 13 In addition to the expertise in the area related to the Ph. D. candidate's thesis, original creative work, exhibition, or technical report, the members of the Master Degree Examination Committee must possess one of the following qualifications:

1. Having been a professor;
2. Being a Fellow of the Academia Sinica or having been a Research Fellow of the Academia Sinica;
3. Having been an associate professor or an Associate Research Fellow of the Academia Sinica with significant contribution in the academic field;
4. Having a Ph.D. degree with significant contribution in the academic field;
5. Specialized in an uncommon or exceptional field with significant academic contribution.

The qualification criteria for items 3 to 5 are determined by the department or graduate institute

Article 14 A graduate student who has been admitted into the Ph. D program directly may transfer (back) to the Master's program, subject to approval of the department (institute) and president, if he/she does not pass the qualifying examination for the Ph. D degree.

The Master's degree can be conferred on a graduate student referred to in the previous section if he/she has passed the qualifying examination for a Ph. D candidate but failed in the Ph. D degree examination, and his/her performance is confirmed by the examination committee as meeting the requirements for the Master degree.

Article 15 If the thesis or dissertation, creative works, exhibition, or performance, written or technical reports with which a student obtains the academic degree is involved in plagiarism, ghostwriting, or cheating and the accusation is deemed true, the academic degree of the student will be revoked and the degree certificate will be cancelled by announcement. Relevant laws and regulations shall apply to the violation thereof, if any. After the academic degree is revoked and the degree certificate is cancelled by announcement, a notice will be given to the student to return the degree certificate according to the "Enforcement Rules of Degree Conferral Law". The revocation and cancelation will be notified to other universities, colleges and related authorities (institutions).

Article 16 The Bylaws are implemented after being approved at the meeting of academic affairs and reported to the Ministry of Education for reference. The same procedure is applicable to the amendment of the Bylaws.

(These guidelines are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.)