

# National Taiwan Normal University Degree Conferral and Graduate Degree Exam Regulations

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Article 1 These Regulations are established in accordance with the *University Act*, *Enforcement Rules of the University Act*, *Degree Conferral Law* and other relevant education regulations.

Article 2 Matters relating to, or dealing with, this University's degree conferral and graduate student degree examinations shall be handled in accordance with the provisions of these Regulations.

Article 3 For degree conferrals of this University, all departments, graduate institutes, and degree programs shall stipulate the following regulations:

1. Chinese and English titles for each degree.
2. Degree requirements, including form of graduate student thesis and related determination criteria.

The regulations of the preceding paragraph shall be discussed and confirmed by the relevant department, graduate institute, degree program, or college committee, after which they shall be sent to the Academic Affairs Committee for deliberation.

Article 4 The requirements stipulated for degree conferral by the University's departments, graduate institutes, and degree programs shall take into consideration matters of degree level, core competencies, professional cultivation, and the necessity of passing various assessments when enacting required curriculums, academic credits and other conditions for graduation.

Master's or PhD students in the fields of the arts, applied sciences, or P.E. and athletics may choose to present a work or certificate of achievement

accompanied by a written report or technical report in lieu of a thesis. For master's students in the field of professional practice, they may submit a report on such professional practice in lieu of a thesis.

Each department, graduate institute, and degree program shall follow the Ministry of Education's *Guidelines on Degree Titles Procedures, Degree Conferral Requirements, and Replacing Master's and PhD Thesis* and *Accreditation Regulations Governing Teacher Qualifications at Institutions of Higher Education* when stipulating adopted criteria and guidelines for submission of materials for matters discussed in the previous paragraph.

Article 5 The designation of English and Chinese degree titles shall be based on international practices and trends and refer to the Ministry of Education's reference handbook on Chinese and English degree titles. They shall also follow in accordance with each college, department, graduate institute, degree program, or division's distinguishing features, curriculum content, field, and academic or professional practice directions.

Article 6 Degree certificates issued by the University shall include the student's name, date of birth (year/month/day), college, department, graduate institute, degree program, division, year and month of graduation, degree title, and certificate serial number and may also indicate specializations. For students who studied a minor or double major at NTNU or another university, the university and department name of the minor and additional major shall be indicated. For those who have applied for a replacement certificate, the date of issue of the replacement certificate shall be indicated.

The indicated specialization as mentioned in the preceding Paragraph shall correspond with the department, graduate institute, or degree program's professional division curriculum structure and be clearly stipulated in their study requirements.

For students enrolled in an online continuing education master's program, in accordance with the regulations prescribed by the Ministry of Education, their graduation diploma will state the distance learning nature of the curriculum and list all course credits awarded in this manner.

Article 7 A master's student, having fulfilled the following requirements, may apply for a master's or PhD degree examination:

1. An applicant for a master's degree examination shall meet the following qualifications:
  - a) Studied in a master's program for at least (1) semester; or is a direct admissions PhD program student who has returned to a master's level

- program.
- b) Fulfilled all course and credit requirements as stipulated by his/her department.
  - c) Completed an initial draft of his/her master's thesis.
2. An applicant for a PhD degree examination shall meet the following qualifications:
- a) Studied in a PhD program for at least (3) semesters; or is a direct admissions PhD program student and has studied in the PhD program for three (3) semesters.
  - b) Fulfilled all course and credit requirements as stipulated by his/her department. For PhD direct admission students, the number of graduation credits, and the question of whether to recognize academic credits taken during their time as a master's student and other relevant regulations, shall be stipulated by the relevant department, graduate institute, or degree program.
  - c) Passed a PhD candidate qualifying exam.
  - d) Completed an initial draft of his/her PhD thesis.

Article 8 A graduate student applying for a master's or PhD degree examination shall do so in accordance with the relevant regulations:

1. Prior to the end of April or November each year (July for summer session students), the student shall submit an application to his/her department, graduate institute, or degree program. However, in special cases and with the permission of his/her advisor, department chair, graduate institute director or degree program head, this restriction shall not apply.
2. During the application process, the student shall fill out an application form as well as submit the following documentation:
  - a) Academic transcript (1 copy).
  - b) Thesis draft and abstract (1 copy each). In principle, these shall be written in Chinese. In cases of other languages, their eligibility shall follow the permission of the Department, Graduate Institute, or Degree Program General Affairs Committee. A thesis that has been previously submitted for an academic degree may not be submitted again.
  - c) A thesis originality report (1 copy).
  - d) Declaration of Academic Integrity (1 copy).
3. Following approval by the department chair, graduate institute director, or degree program head, the student may take his/her degree exam as scheduled.

Article 9 A master's degree Examination Committee shall be organized in accordance with the following regulations:

1. The Examination Committee of each master's student shall consist of three (3) to five (5) members. At least 1/3 of the Examination Committee shall be composed of members from outside the University (including part-time teaching staff of the University) as selected by the University president. Furthermore, the department chair, graduate institute director, or degree program head shall appoint one member of the Examination Committee as a convener; however, the student's thesis advisor may not be chosen for this position. Spouses, blood relatives, or in-laws within three degrees of consanguinity of the master's student may not serve as committee members or the student's thesis advisor. If the thesis is a work or certificate of achievement accompanied by a written report or technical report, or a professional practice report, the Examination Committee shall include experts in the student's field of study, with designated guidelines of the number of experts and their necessary qualifications to be stipulated by the student's department, graduate institute, or degree program.
2. Members of the Examination Committee for a master's student shall specialize in the student's field of study and shall meet at least one of the following qualifications:
  - a) Presently or previously a professor, associate professor, or assistant professor.
  - b) A research fellow, or is presently or previously a researcher, associate researcher, or assistant researcher of Academia Sinica.
  - c) Holds a PhD degree and has outstanding academic achievements.
  - d) Has been researching in a rare, specific, or practical field and has outstanding academic or professional achievements.
3. The determination criteria of the qualifications in subsections (c) and (d) of the preceding paragraph shall be prescribed by the General Affairs Committee of each degree-offering department, institute, college, or program.

Article 10 A PhD degree Examination Committee shall be organized in accordance with the following regulations:

1. The Examination Committee of a PhD student shall be chosen from a list of at least eight (8) names submitted by the student's thesis advisor, after which five (5) to nine (9) committee members shall be chosen by the department chair (graduate institute director), or members of the department, graduate institute, degree program's Examination

Committee. At least 1/3 of the Examination Committee shall be composed of members from outside the University (including adjunct instructors of this University) as selected by the University president. Furthermore, the department chair, graduate institute director, or degree program head shall appoint one member of the Examination Committee as a convener; however, the student's thesis advisor or members from this University may not be chosen for this position. Spouses, blood relatives, or in-laws within three degrees of consanguinity of the PhD student may not serve as committee members or the student's thesis advisor.

2. Members of the Examination Committee for a PhD student shall specialize in the student's field of study and shall meet at least one of the following qualifications:
  - a) Presently or previously a professor, associate professor, or assistant professor.
  - b) A research fellow, or is presently or previously a researcher, associate researcher, or assistant researcher of Academia Sinica.
  - c) Holds a PhD degree and has outstanding academic achievements.
  - d) Has been researching in a rare, specific, or practical field and has outstanding academic or professional achievements.
4. The determination criteria of the qualifications in subsections (c) and (d) of the preceding paragraph shall be prescribed by the General Affairs Committee of each degree-offering department, institute, college, or program.

Article 11 A degree examination shall adhere to the following guidelines:

1. Once the graduate student's application for a degree examination has been reviewed and found to meet all necessary requirements by the department, graduate institute, or degree program, he/she shall submit a thesis, or work or certificate of achievement accompanied by a written report or technical report, as well as an abstract and choose a date for his/her degree examination. The examination will be in the form of an oral defense. If necessary, a laboratory test can be carried out in a lab. A video conference format may be used following approval of the General Affairs Committee of the student's department, graduate institute, or degree program. However, it shall be necessary for the entire exam to be captured and saved on file.
2. All members of an Examination Committee must attend the degree examination in person. No replacements allowed. A degree examination shall only be organized when no less than three (3) and five (5) committee members attend the degree examination for a master's degree and PhD

degree, respectively and at least 1/3 of the members are from outside the University. In cases in which a degree examination was conducted regardless of the above conditions, the results shall not be considered.

3. Grades and assessments shall be submitted during the degree examination, which may not be changed in name or function to a preliminary meeting or review meeting. If an Examination Committee member fails to assign a grade during the examination, the grade given shall be a failing grade of X.
4. A score of B- (or 70 out of 100) is considered passing. The final score is an average of the scores of all attending committee members. A student shall be deemed as having failed the degree examination and be given the grade of X if fraud or plagiarism has been found in the student's thesis, work, certificate of achievement, written report, technical report, or professional practice report by the Examination Committee. Furthermore, the student's case shall be handled in accordance with the *Guidelines for Handling Violations of Academic Ethics and Research Integrity in PhD and Master's Theses*.
5. If a student fails the degree examination, but has not yet enrolled at the University for the maximum time allotted to him/her, he/she may retest the following semester (summer session) or academic year. Only one retest is permitted. A grade of B- (or 70 out of 100) will be given for all retests. If the student fails a second time, he/she shall be forced to withdraw from the University.
6. For PhD direct admission students who have studied for the maximum time permissible and who have passed their PhD candidacy exam, but who have yet to pass their PhD degree examination, if their thesis, work or certificate of achievement accompanied by a written report or technical report is seen to meet the standards of a master's degree by the PhD Examination Committee, a master's degree may be conferred.
7. Any thesis, work, certificate of achievement, written report, technical report, or professional practice report that has been previously submitted for a degree, whether in Taiwan or overseas, may not be used as a thesis, work, certificate of achievement, written report, technical report, or professional practice report for the conferral of a degree as stipulated in Article 7 and Article 9, Paragraph 2 and 3 of these Regulations. However, in cases of academic cooperation between this University and an overseas institution in which the two institutions are collaborating on the academic guidance of a thesis and there has been a degree conferral, this restriction shall not apply.

Article 12 Graduate students applying for a degree examination shall do so before last day allowed for the completion of the degree examination as indicated on the University's academic calendar.

For students who have already applied for a degree examination and are unable to attend the degree examination in the current semester (summer session), they shall apply for revocation of the degree examination for the semester (summer session). Failing to do so and not holding a degree examination shall be considered as a failing the degree examination for the first time. If a student has enrolled for the maximum time allotted at the University and is unable to extend his/her time at the University and is unable to complete a degree examination in the time remaining, he/she shall be forced to withdraw from the University.

Students who have passed their degree examination and completed all graduation and school-leaving procedures may receive their diploma in the same month in which they submit the final version of their thesis. The periods in which a final thesis may be submitted, and thus a diploma conferred, are the beginning of the fall semester through December and the beginning of the spring semester through May.

The respective deadlines for the final submission of theses and the completion of school-leaving procedures shall follow the dates found in the NTNU academic calendar. Instances in which these deadlines have missed shall be handled as following:

1. Students who have not enrolled in the University for the maximum time allotted shall register for the next semester (summer session) and in that semester (summer session) complete a thesis submission and school leaving procedures ahead of the semester (summer session) deadline to graduate.
2. Students who have already enrolled in the University for the maximum time allotted and have yet to complete a thesis submission and school leaving procedures within the specified deadlines shall be considered as having failed to meet requirements for graduation and shall be forced to withdraw from the University.

Article 13 Following the degree examination, each department, graduate institute, or degree program shall send the student submitted Thesis Approval Form signed by the oral defense committee member and complete with a grade for the degree examination to the Office of Academic Affairs.

Article 14 After being conferred with a master's or PhD degree, once students submit their thesis, written report, technical report, or professional practice report to the

University's Main Library, they shall not be permitted to remove or alter their submission.

Both paper and electronic copies of the thesis, written report, technical report, or professional practice report as mentioned in the preceding paragraph shall be sent by the University's Main Library to the National Central Library for filing and safekeeping. Members of the public shall have access to either a paper copy of the thesis, written report, technical report, or professional practice report at the National Central Library, or an electronic copy that may be read on a separate electronic device. In accordance with authorizations of the *Copyright Law*, the thesis, written report, technical report, or professional practice report may be reproduced, publicly transmitted on devices over the internet from inside or outside the library, or used in other acts of copyright. However, if members of the student's Examination Committee and the department chair, graduate institute director, or degree program head maintain the thesis, written report, technical report, or professional practice report to be confidential, involving patent rights, or not releasable under law, the thesis, written report, technical report, or professional practice report may not be submitted, or not submitted for a specified period of time.

Article 15 NTNU will cancel the master's and/or PhD degree that has been conferred to a student and announce the cancellation of the conferred diploma certificate in any of the following situations; furthermore, if the student has been found to contravene other laws, his/her case will be handled in accordance with the relevant regulations:

1. Making false statements or engaging in fraudulent behavior with regard to academic qualifications or academic experience.
2. Any instances of fabrication, falsification, plagiarism, ghost writing, or other fraudulent behavior in a thesis, work, certificate of achievement, written report, technical report, or professional practice report.

Article 16 Each department, graduate institute, or degree program, in accordance with the *NTNU School Regulations* and these Regulations, shall stipulate guidelines for PhD candidate qualification assessment. These guidelines shall be reviewed and approved by the relevant department, graduate institute, or degree program General Affairs Committee.

Article 17 Matters stipulated by department, graduate institute, or degree program regarding degree conferral in accordance with these Regulations shall be publicly posted on the University website for public perusal.



Article 18 Matters not provided herein shall be subject to the *NTNU School Regulations* and other applicable rules and regulations.

Article 19 These Regulations and any amendment thereof shall be implemented after being approved by the Academic Affairs Committee and filed with the Ministry of Education for future reference.