

# **Chung Yuan Christian University (CYCU)**

## **Regulations on Graduate Student Degree Examinations**

March/20th, 2008. Revised by the 1st Academic Affairs Meeting, spring semester, Academic Year 2007-2008  
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Article 1        These regulations are established according to the implementing rules of the University Act and Degree Conferral Act.

Article 2        Graduates of the Master’s program have to complete the study within one to four years. Graduates of the Doctoral program have to complete the study within two to seven years. The department may, with specific requirements, increase the minimum year of study. This requirement must be stated in the study regulations.

Article 3        The required credit hours, courses, and related evaluation regulations of the Master’s and Doctoral program graduates should be established by the department or institute. These requirements should follow the University Act and its enforcement rules, Degree Conferral Law, and its regulations. The established regulations should be filed with the Office of Academic Affairs.

Master’s assessment regulations should at least contain the Master’s thesis exam, and Doctoral assessment regulations should at least contain the Doctoral Candidate Qualification Assessment and Doctoral Examination. Each department is responsible for setting the subjects, number of assessments, exam mode, and exam retake requirements of the Doctoral Candidate Qualification Assessment.

Article 4        When a master’s or a doctoral graduate student completes the study period, completes the required degree courses, earns the required credit hours, and passes other degree evaluation regulations of the institute, and submits a thesis, may apply for a master’s or doctoral degree examination. After submitting the thesis’s plagiarism result to the advisor for evaluation purposes, and passing the examination administered by the degree examination committee, a master’s or doctoral degree will be conferred by the university. In the condition that the degree-required courses and credit hours are completed with a non-required course(s) to be completed, or that the required course(s) and credit hour(s) will not be completed until the end of the semester, if a thesis is submitted with the recommendation of the advisor, the degree examination may be administered earlier and a degree conferred after

completing required courses and earning required credit hours.

Article 5 The master's degree examination committee should consist of at least three committee members. The committee members are scholars and experts from inside or outside of the department, institute, or university with expertise in the area of the graduate student's submitted thesis, possessing one of the following qualifications, and are recommended to and selected by the university president:

1. Works (had worked) as a Professor, Associate Professor, or Assistant Professor.
2. Is an Academia Sinica Research Fellow or works (had worked) as an Academia Sinica researcher, Associate Research Fellow, or Assistant Research Fellow.
3. Holds a Ph.D. degree and has significant academic accomplishments.
4. Is in a field of study of extremely rarity, particularity subject, or professional practice and with academic or professional accomplishments.

The criteria for recognition of the aforementioned recommendation qualifications in sections 3 and 4 should be established by the Department or Institute Meeting.

Article 6 PhD students who meet the following requirements may become a doctoral degree candidate:

1. completed the required credit hours of the degree
2. has completed the required courses of the degree
3. has passed the doctoral degree candidate qualification evaluation and met other doctoral degree evaluation regulations required by the institute

After completing required courses and credit hours, and submitting a thesis, the doctoral degree candidate may apply for the doctoral degree examination. After passing the examination administered by the doctoral degree examination committee members, a doctoral degree title will be conferred by the university.

Article 7 The doctoral degree examination committee consists of five to seven committee members. The committee members are scholars and experts from inside or outside of the department, institute, or university with expertise in the area of the graduate student's submitted thesis, possessing one of the following qualifications, and are recommended to and selected by the university President(one-third or more of the committee members must be selected off campus):

1. Works (had worked) as a Professor, Associate Professor.
2. Is an Academia Sinica Research Fellow or works (had worked) as an Academia Sinica researcher, Associate Research Fellow.
3. Holds a Ph.D. degree and has significant academic accomplishments.
4. Is in a field of study of extremely rarity, particularity subject, or professional practice and with academic or professional accomplishments.

The criteria for recognition of the aforementioned recommendation qualifications in sections 3 and 4 should be established by the Department, Institute, College Meeting, or Degree program affairs meeting.

Article 8

Assessments of master's and doctoral degrees shall be conducted through oral examination. The written form of examination may be conducted when necessary under the following rules:

1. The degree candidate's spouse or relative by blood or relative by marriage within 3<sup>rd</sup> degree of kinship should not be the advisor or degree examination committee member of the graduate student. The advisor and committee member who intentionally conceals the truth shall be replaced immediately after verification. If the student passes the degree examination, the examination results will be invalid. If the fact is not found until the graduate gets the degree title, it shall be handled according to Article 13.
2. The oral examination should be held in public. The time, venue, and thesis topic of the oral examination must be announced in advance.
3. The degree examination committee member must attend the committee meetings in person rather than delegating another as representation. To hold a master's degree examination committee meeting, three or more committee members' attendance are required. To hold a doctoral degree examination committee meeting, five or more committee members' attendance are required.
4. The advisor should not act as the chairman of the committee meetings.
5. The degree examination result is set to 70 points as qualified and 100 points as full credit. The evaluation can only be administered once and the score is decided by averaging the given scores of the attending committee members. However, if a master's degree examination has more than half of the attending committee members or a doctoral degree examination has more than one-third of attending committee members evaluated the examination results as unqualified, the evaluation result shall be considered as unqualified disregarding the term to average the given scores of the attending committee members.
6. In the circumstances of plagiarism, fraudulence, or violating intellectual property rights as reviewed and confirmed by the degree examination committee, the thesis is considered unqualified.

Article 9

If a student applies for a doctoral degree, completes the study period, and passes the qualification examination of the doctoral degree candidacy but does not pass the doctoral degree examination, the doctoral degree examination committee may recognize the thesis as meeting a master's degree standard and grant the student a master's degree.

Article 10

The degree titles of every level given by the departments and institutes are established by the university and filed to the Ministry of Education for reference before application. In revision, the same procedure applies.

Article 11

After submitting the degree examination scores and the degree examination approval documents to the Office of Academic Affairs, the student will be considered as a graduate. Students studying in the Teacher Education Program are not subject to this condition.

Graduates who passed the degree examination shall hand in the hard and soft copies of the thesis, degree examination results, and certificate of degree examination, and complete the school leaving procedure to get the degree certificate from the Office of Academic Affairs.

The due date for submission of the thesis's hardcopy is before the registration date of the next/upcoming semester. Those who are overdue and have not reached the maximum study period should register in the next semester and hand in the thesis's hardcopy before the deadline for the semester and will be graduating in that semester. If the graduate does not submit the thesis upon notification at the end of the study period, the graduate will be deemed to have failed the degree examination and should be withdrawn according to regulations.

The graduation date of graduates is based on the month when the graduation certificate is issued after completing the school-leaving procedures; however, if the school-leaving procedure is completed in February or July to September, the graduation date will be the end date of the semester (January or June).

Article 12 The thesis (including abstract) of the master's and doctoral graduates can be written in Chinese or English.

The thesis, project, achievement certificate, written report, technical report or professional practice report that have obtained a degree at home or abroad shall not be regarded as the thesis, project, written report, technical report or professional practice report under Article 7, Article 9 Paragraph 2 or Paragraph 3 of the Degree Conferral Act. However, this does not apply to domestic schools that jointly guide the thesis with foreign schools through academic cooperation and award degrees separately.

When using a technical report in place of a thesis for the master's degree, the cover page title should be "technical report" or "production report". After passing the degree examination, the final version of the thesis (bound copy and full-text digital copy) should be submitted within the due date to the library for collection. Another two bound copies should be sent to the Office of Academic Affairs to be forwarded to the collection unit appointed by the Ministry of Education.

Article 13 The master's and doctoral degree titles and the degree certificate awarded by CYCU will be revoked in the following circumstances (graduates who violate other laws and regulations shall be dealt with in accordance with the relevant laws and regulations):

1. There are false or fraudulent admissions qualifications or study conditions.
2. The thesis, project, achievement certificate, written report, technical report, or professional practice report are falsified, altered, plagiarized, written by others, or other fraudulent circumstances.

After the degree is revoked due to the provisions of the above paragraph, the student may not apply for a second-degree examination on the grounds that he failed the previous degree examination.

At the same time, the student shall be notified to return the degree certificate, and the revocation and cancellation shall be notified to other vocational schools, universities, and relevant agencies (institutions).

Article 14 In any of the following circumstances, the perpetrator or the person in charge shall be fined between NT\$300,000 and NT\$1,000,000, and may be punished on a case-by-case basis:

1. Induce to write (produce) papers, works, achievement certificates, written reports, technical reports or professional practice reports by advertising, oral, broadcast or other means.
2. Actual ghostwriting (production), or for copying (production) papers, works, achievement certificates, written reports, technical reports or professional practice reports by means of oral, video and other fraudulent means.

The punishment of the fines mentioned in the preceding paragraph shall be imposed by the Ministry of Education.

Article 15 The regulations for the conferral of honorary doctoral degrees shall be established separately by the university recommendation committee in accordance with the Degree Conferral Law and its enforcement rules, then listed in the article of association of the university recommendation committee.

Article 16 All other relevant matters not covered in these policies shall be handled in accordance with the CYCU Academic Policies.

Article 17 These regulations are established after the approval from the Academic Affairs Meeting The regulations are filed to the Ministry for reference before enforcement. The same procedures apply when revising.