

## TKU Regulations on the Examination Process for Graduate Degrees

Secretariat Regulation No. 1120000034 (08/08/2023)

(英文譯本僅供參考，法規之實施概以中文版為準。)

The English version is provided for reference only. The practice of the regulations shall be based on the Chinese version.)

### Article 1

The *TKU Regulations on the Examination Process for Graduate Degrees* (herein referred to as “These Regulations”) were formulated in accordance with *the University Act* and its enforcement laws, *the Degree Conferral Act*, Tamkang University’s Procedure of Requirements for the Establishment of Various Degree Names & the Regulations for the Recognition of Alternative Master's and Doctoral Dissertations and the *TKU Study Regulations*.

### Article 2

Graduate students who meet the following criteria and who obtain permission from their supervising instructor, as well as the chair or director of their respective department or graduate institute may apply to undertake the examination for their degree program:

- a) Those who have completed the prescribed period of study, as stipulated in TKU regulations.
- b) Those who have successfully completed all required courses and credits as prescribed by the respective department or graduate institute.
- c) Doctoral candidates must pass the qualification examination for doctoral candidacy. *The Implementation Guidelines for the Assessment of Ph.D. Candidate Qualifications* are defined separately.

### Article 3

Degree examination committees must be formed based on the following regulations:

1. For a master’s degree examination, the committee must consist of three members; for a Ph.D. degree examination, it must consist of five – seven members. Of these members, at least one-third should be external; and at least one member should be internal (currently employed by TKU). The selection of committee members shall be conducted by the chair or director of the respective department, graduate institute, or degree program. These members shall possess specialized knowledge related to

the subject matter of the thesis, work, proof of achievement as well as written reports, technical reports, or professional practical reports. The list of the committee members shall be submitted to the TKU President for approval and appointment of a committee convener. The graduate student's supervisor should not serve as the convener.

Adjunct TKU faculty members, when appointed as members of the degree examination committee, are deemed as external committee members.

2. The examining committee members for the masters degree should demonstrate professional practices of research of the discipline and must possess one of the following qualifications:
  - a) Current or former professors, associate professors, or assistant professors.
  - b) Academicians of Academia Sinica. Current for former Research Fellows, or Associate Research Fellows or Assistant Research Fellows of Academia Sinica.
  - c) Possess a doctoral degree and have remarkable academic achievement.
  - d) Specialized in a rare, special discipline or in professional practices and have achieved noteworthy accomplishments in academia.
  - e) The criteria for the recognition of the members of the examining committee as mentioned in (c) and (d) of the preceding paragraph shall be determined by the department, institute, college, or degree program responsible for conferring degrees during their respective meetings.
  
3. The members of the examining committee for the doctoral degree must demonstrate professional practices of research of the discipline and must possess one of the following qualifications:
  - a) Current or former professors or associate professors.
  - b) Academician at Academia Sinica. Current or former Research Fellows or Associate Research Fellows at Academia Sinica.
  - c) Possess a doctoral degree and have remarkable academic achievement.
  - d) Specialized in a rare or special discipline and attained noteworthy accomplishments in academia.
  - e) The criteria for the recognition of the members of the examining committee as mentioned in (c) and (d) of the preceding paragraph shall be determined by the department, graduate institute, college, or degree program responsible for conferring degrees during their respective meetings.

In the case of subparagraphs 2 and 3 of Article 3, if a graduate student has more

than one supervisor, only one such supervisor may be selected to serve as a committee member.

#### **Article 4**

The student's spouse, relative by blood or by marriage within third degree of kinship shall be ineligible to serve as members of their degree examination committee.

#### **Article 5**

The graduate degree examination shall comply with the following regulations:

1. Prior to submitting for the degree examination, graduate students are required to complete the online check for originality using a detection system. When applying for the degree examination, the student shall submit a report from the detection system, confirmed by the advisor along with his/her written signature. The comparison criteria include the option to exclude quotations and references, and similarity percentage may not exceed twenty-five. Each department, institute, and degree program may establish a more stringent comparison criteria within their field, providing it adheres to the overall standards of the university.
2. The examination should consist of an oral defense in principle. When required, a written examination may also be held. The grading for the degree examination is on a scale of one hundred (100) and the pass mark is 70. The examination is conducted in a single attempt, and the average of scores given by all examination committee members. However, if half or more of the committee members of a master's degree examination or one-third or more of the committee members of a Ph.D. degree examination evaluate the student as failing, the result is recorded as a fail, and the score is registered as sixty-nine (69).
3. Committee members shall attend the degree examination in person and may not delegate representation to others. For the examination to be valid, three committee members must be present in master's degree examinations, and five to seven committee members in the Ph.D. degree examinations. External examiners must account for at least one-third of all members, and at least one internal member must be present. Failure to meet these criteria renders the examination results ineligible for recognition.
4. The application for and conduct of degree examinations shall adhere to the stipulated dates in the TKU academic calendar. If the examination has to be held outside of the stipulated dates due to unforeseen circumstances, an application must be made in writing with evidence documentation.
5. Those who have applied for the examination but are unable to take part due to certain reasons, must apply to cancel the examination before the final day of the

semester as per the TKU academic calendar. Those who do not cancel the examination by this date will be considered to have missed the examination and will receive a failing grade of zero.

6. The members of the degree examination committee shall verify and confirm the following when submitting the report of graduate degree examination results:
  - a) the statement that the students dissertation conforms to the professional field of the department, institute, or degree program of the degree program to ensure the quality of the students dissertation. In the event of reported cases where the dissertation does not conform to the declared field of expertise, a committee organized by the respective department, institute, or degree program shall conduct relevant inspections and assign responsibilities.
  - b) The thesis for the degree examination meets the standards set forth in the first paragraph of this article regarding the report generated by the online detection system for thesis originality comparison.

The electronic files of the online detection system reports for thesis originality comparison mentioned in the first and sixth paragraphs of the preceding section shall be properly preserved by the graduate student's respective college for a period of ten years.

#### **Article 6**

Graduate degree examination is held once per semester on the campuses of TKU, partnered universities, and universities with which TKU has signed academic partnership agreements. Those who do not pass the examination and who have not yet reached the prescribed duration of study may apply to retake the examination in the following semester or academic year. Students may only retake the examination once, and those who fail the second time will be expelled.

#### **Article 7**

Within one month of passing the examination, students shall submit the thesis (original version, with the signature /stamp of approval from the examination committee) to the Office of Academic Affairs, complete the procedures for leaving school and obtain the degree diploma. If amendments to the thesis are necessary, students shall seek for approval for an extension, a maximum period of one month. Failure to comply with the aforementioned regulations will result in the nullification of the passing scores, recorded as a failing grade with a score of sixty-nine.

#### **Article 8**

Upon the conferment of a degree at TKU, if any of the following circumstances arise,

the shall be revoked. The University will issue a public notice to announce the invalidation of the previously issued diploma and request the student to return the diploma. The University will notify other universities, colleges, and related institutions about the case. The dissertation will be referred to as a failure, and the grades will be registered with zero points.

1. Misrepresentation of academic qualification on the application for admission, fraudulent academic performance, or cheating on exams.
2. Falsification, alteration, plagiarism, ghostwriting by another person, or any other fraudulent acts in the theses, works, certificates of achievement, written reports, technical reports, or professional practice reports.

As to actual ghostwriting (composing) or other fraudulent practices such as using dictation or images to copy (compose) a thesis, work of art, proof of achievement, written report, technical report, or professional practice report, penalties shall be imposed in accordance with Article 18 of the *Degree Conferral Act*.

#### **Article 9**

Thesis, work of art, proof of achievement, written report, technical report, or professional practice report previously submitted for a degree, either in Taiwan or overseas, cannot be submitted again to obtain a master's or doctoral degree. Exceptions are when the thesis is supervised through academic cooperation with overseas institutes; such thesis is eligible to be resubmitted to obtain a different degree conferred upon by separate institutes. Theses written in a foreign language must include an abstract written in Chinese. All other matters to do with the writing of theses should be handled in accordance with the *TKU Format Guidelines for Compiling Master's or Ph.D. Dissertations*.

TKU master's and doctoral degree holders must submit their theses, written reports, technical reports, or professional practice reports in the format of a document, film, audio recording, CD, or any others, along with the electronic format, to the TKU Library and the National Library to be kept.

#### **Article 10**

For a student who is admitted to the Ph.D. program with a bachelor's degree, if he/she passes the Ph.D. compressive exam but fails the oral defense, then the candidate may be awarded a master's degree if the committee deliberates that the candidate meets the master's standards after examining the thesis, written report, technical report or professional practice report. An application can then be made to the department, institute, or study program for the conferral of master's degree.

**Article 11**

The conferral ceremony for master's and Ph.D. degrees is held during the annual TKU graduation ceremony.

**Article 12**

Matters not covered in these regulations will be handled in accordance with the *Degree Conferral Act*, as well as any other related educational laws.

**Article 13**

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting. It will then be sent to the Ministry of Education for future reference. The same applies to any later amendments made.