

TKU Regulations on the Examination Process for Graduate Degrees

Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao (2) Zi, No. 1130008439 (01/24/2024)

(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 have obtained permission from their supervising instructor, as well as the chair or director of their respective department or graduate institute, may apply for the master’s or doctoral degree examination:

- a) Completion of the minimum period of study as prescribed in TKU regulations.
- b) Fulfillment of all required courses and credits as prescribed by their respective department or graduate institute.
- c) Doctoral candidates must have passed the qualification examination for doctoral candidacy. *The Implementation Guidelines for the Assessment of Ph.D. Candidate Qualifications* are defined separately.

Article 3

The degree examination shall be conducted in accordance with the following provisions for the formation of the Degree Examination Committee:

1. The Degree Examination Committee shall be constructed as follows: for a master’s degree examination, the committee must consist of three members; for a doctoral degree examination, it must consist of five to seven members. Of these members, at least one-third should be external to the University, with a minimum of 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, and proof of achievement, as well as written reports, technical reports, or professional practical reports. The nominated members shall be submitted to the TKU President for approval and appointment, who shall designate one member as the committee convener; however, the graduate student's supervisor may 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 master's degree should demonstrate specialized expertise in the research area of the student pursuing the master's degree 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, 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 the above two categories of (c) and (d) 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 specialized expertise in the research area of the doctoral candidate 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 the above two categories of (c) and (d) 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 the third degree of kinship, shall be ineligible to serve as a member 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 the plagiarism 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 similarity criteria include the option to exclude quotations and bibliographic references, and the similarity percentage may not exceed twenty-five. Each department, institute, and degree program may establish more stringent standards for similarity checks within their field, in alignment with the overall standards of the university.
2. The degree examination shall be conducted as an oral examination in principle. However, a written examination may also be held if necessary. The grading for the degree examination is on a scale of one hundred (100) points, and the pass grade is 70 points. The examination is conducted on a one-time basis with the final score determined by the average of scores given by all attending 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 doctoral degree examination award a failing grade, the result is recorded as a fail, and the score is registered as sixty-nine (69) points.
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 doctoral 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 scheduling of degree examinations shall be conducted in accordance with the stipulated dates in the TKU academic calendar. In cases of exceptional circumstances due to force majeure, supporting documentation must be

provided to apply for an advancement or postponement of the examination date.

5. Those who have applied for the degree examination but are unable to proceed with the examination, must apply to withdraw their application before the end of the semester as per the TKU academic calendar. Failure to withdraw within this period will be treated as an absence, resulting in a recorded failure for the examination, with a score 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 student's dissertation conforms to the professional field of the department, institute, or degree program to ensure the quality of the student's 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 accountability.
 - 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 check.

The electronic files of the online originality check system report 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. Students who do not pass the examination but have not yet reached the maximum duration of study may apply for a retake in the following semester or academic year. The retake is limited to one attempt; if the student fails again, they shall be dismissed from the program.

Article 7

Within one month of passing the examination, students shall submit the original signed and sealed thesis by the examination committee members and the originality comparison report, confirmed and signed by both the student and the advisor, along with written evidence of the similarity index percentage, 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 degree shall be revoked, publicly annulled, and the awarded diploma reclaimed. The University will notify other universities, colleges, and related institutions of the revocation and annulment. The dissertation will be referred to as a failure, and the grades will be registered with a score of 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

A 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 a thesis is eligible to be resubmitted to obtain a different degree conferred 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 other, along with the electronic format, to the TKU Library and the National Library to be kept.

Article 10

For students who have been approved to pursue a direct doctoral degree, if they pass the doctoral candidacy qualification exam but fail the doctoral degree examination, then

[5-22]

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 a 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.