

National Central University Graduate College of Sustainability and Green Energy Regulations on Study for Master and Doctorate Students

Approved at the 2nd Management Committee Meeting of the 112 Academic Year on April 24, 2023

Article 1

National Central University (hereinafter referred to as the University) Regulations are stipulated in accordance with Article 23 of the National Key Fields Industry-University Cooperation and Skilled Personnel Training, the University Act, and Regulations of Master and Doctoral Degrees Examination.

Article 2

The degree programs (hereinafter referred to as Programs) of the College having Master's or Doctoral degrees shall stipulate guidelines governing postgraduate students' study per the Regulations. The guidelines, after being subjected to review and approved by the Program Committee Meeting and the College Affairs Meeting the regulations shall be implemented upon being submitted to the Management Committee for reference. The guidelines governing postgraduate students' study shall include the following items:

1. **Period of Study:** The period of study for the Master's program is limited to one to four years, and for the Doctoral program, two to seven years. For postgraduate students admitted as in-service students who have not completed the required courses or thesis within the specified study period, the period may be extended by one year. Students directly pursuing a Master's or Doctoral degree shall follow the respective regulations from the commencement of their Master's or Doctoral studies.
2. **Regulation on Course Selection:** They include rules for compulsory courses, minimum credits required for graduation, and credit waivers. The rule for the number of required credits for students who are enrolled via Direct Admission into Doctoral Programs shall also indicate whether the credits earned before their enrollment into doctoral programs are counted toward the total number of credits required. Master's students must complete at least 24 credits, doctoral students

must complete at least 18 credits, and students who are enrolled via Direct Admission into Doctoral Programs must complete at least 34 credits (including at least 18 Doctoral credits).

3. Thesis Supervision Regulations: They cover thesis advisor invitation, conditions for replacement of thesis advisor, and the qualifications of a thesis advisor.
4. Qualifications for Master's and Doctoral Candidates:
 - 4.1. The requirement and format of the qualifying examination for master students shall be determined by each Program
 - 4.2. A doctoral student may be nominated as a doctoral candidate after passing the qualifying examination; a doctoral student who has failed the qualifying examination shall be forced to withdraw from University. If a master's student, who was admitted into a doctoral program through direct admission, has failed to pass the doctoral candidate qualifying examination, he or she may be allowed to return to the master's program upon approval of the relevant meetings of his or her Program and by the Dean of the Graduate College of Sustainability and Green Energy.
5. Requirements and procedures for undertaking the degree examination.
6. The title of the degree awarded is determined according to the academic field, study courses, and related requirements.
7. Awarding and annotation of degree certificates.

Article 3

Degree examinations shall be conducted orally and may include a written examination if necessary.

A student pursuing a master's or doctoral degree in fields of applied technology fields may replace the thesis with works, proof of achievement accompanied by a written report, or a technical report. A student pursuing a master's degree related to professional practice may replace the thesis with a professional practice report. The criteria for evaluating these substitutions shall be regulated by the Program and implemented upon approval by the relevant College-level meetings and subsequent

submission to the Management Committee for reference.

Article 4

A Degree Examination Committee shall be established in accordance with the following paragraphs to conduct the degree examination:

1. A doctoral degree examination committee shall have five to nine members; a master's degree examination committee shall have three to five members. The committee members shall be recommended by the Programs to the University president and appointed by the president. In terms of the number of members from outside the University, there shall be at least two members from outside the University in a doctoral degree examination committee and at least one member from outside the University in a master's degree examination committee. A member outside the University refers to a member who is not a full-time faculty member, project faculty member, or researcher (including part-time faculty hired by the University) working at the University. The committee members could recommend one member as the convener for the degree examination committee; however, the thesis advisor shall not be chosen as the convener.

2. Internal and external members of the Degree Examination Committee shall specialize in the research field of the candidate's degree and possess one of the following qualifications:
 - 2.1. Doctoral Degree Examination Committee Members:
 - 2.1.1. Current or former professor or associate professor.
 - 2.1.2. Academician at Academia Sinica, current or former research fellow or associate research fellow at Academia Sinica.
 - 2.1.3. Hold a Doctoral degree with significant academic accomplishments.
 - 2.1.4. Have a special expertise in rare or highly specialized academic fields with significant achievements in their academic or professional field.

 - 2.2. Master's Degree Examination Committee Members:
 - 2.2.1. Current or former professor, associate professor, or assistant professor.

- 2.2.2. Academician at Academia Sinica, or current or former research fellow, associate research fellow, or assistant research fellow at Academia Sinica.
 - 2.2.3. Hold a Doctoral degree with significant academic accomplishments.
 - 2.2.4. Have a special expertise in rare, highly specialized, or professional practice fields with significant achievements in their academic or professional field.
3. The criteria for determining the qualifications of the doctoral degree examination committee members are specified in subparagraph 2.1.3. and 2.1.4. and of 2.2.3. and 2.2.4. subparagraphs of the master's degree examination committee members shall be set at an academic affairs meeting of the Program handling the conferral of the degree the degree conferral.
 4. Any person within three degrees of consanguinity of any student taking the degree examination shall not serve as a degree examination committee member.

Article 5

A postgraduate student who has fulfilled the following requirements may apply for his or her master's or doctoral degree examination.

1. Completed Academic Ethics Education Courses and fulfilled all the course and credit requirements as stipulated by the Program.
2. Completed an initial draft of the thesis, and the thesis advisor confirmed that the topic and content of the student's thesis matched the key features and specialized research fields of the Program.
3. A doctoral student shall pass a doctoral candidate qualifying examination.

A student who meets the above requirements may submit a copy of each of the following documents to apply for the degree examination: an academic transcript of all years, a thesis draft, a thesis abstract, a thesis originality report that meets the criteria established by his or her Program, a recommendation letter from his or her thesis advisor, and the application form for the degree examination. These documents must be submitted within the timeframe specified on the University's academic calendar, and the application must be approved by the thesis advisor, Program supervisor, Dean of Academic Affairs, and University President to proceed with the degree examination.

The "thesis originality report" shall be provided to the examination committee members during the degree examination for reference.

A master's student who will be completing all the course and credit requirements when the semester ends may follow the application procedure regulated in Paragraph 2 to apply for taking the master's degree examination in the same semester. However, if he or she fails to complete all the course and credit requirements in that semester, the score of the degree examination taken in the same semester will not be recognized.

Article 6

Degree examination committee members shall advise a student who has passed the oral examination about the direction and guidelines for the student's thesis revision. The student shall revise his or her degree thesis based on the advice given and submit the revised thesis for review. After the review, the degree examination committee members may sign the "Verification Letter from the Oral Examination Committee for Postgraduate Students" (hereafter referred to as the Verification Letter).

Article 7

Following a postgraduate student's degree examination and thesis review, the student's Program shall submit, within one week after the Verification Letter was signed and by the semester's end as specified on the University's academic calendar, the student's original copies of the degree examination application form, the degree examination evaluation report, and a duplicated copy of the Verification Letter to the Register Division for data entry.

Article 8

The electronic files of a master's or doctoral thesis and the thesis abstract shall be submitted to the institutions designated by the MOE to be archived.

A thesis, work, proof of achievement, written report, technical report, or professional practice report that has already been submitted by a student for obtaining a degree in Taiwan or abroad cannot be submitted as the thesis, work, proof of achievement, written report, technical report, or professional practice report referred to in Article 2

and Article 3. This restriction does not apply, however, if the University has engaged in institutional collaboration with a university abroad and the two universities have jointly supervised the thesis and have separately conferred a corresponding degree.

A postgraduate student shall follow the National Central University Thesis Formatting Guidelines to complete his or her thesis.

Article 9

A score of 100 is the full mark of a degree examination, and a score of 70 out of 100 is considered a pass. The score of a degree examination is determined by the average of the scores given by the examination committee members. However, if the scores given by one-half (1/2) of committee members at a master's degree examination and by one-third (1/3) of committee members at a doctoral degree examination are under 70, the student is considered to have failed the degree examination. Grading is permitted only once. A student can only take the degree examination one time in one semester. If a student fails the degree examination but has not reached the maximum period of study, he or she may take a make-up examination in the following semester or academic year. Only one make-up examination is permitted. If the student fails a second time, he or she shall be forced to withdraw from the University.

Article 10

The grading criteria for students taking the degree examination shall be regulated by each Program.

A student shall be deemed as having failed the degree examination if any instances of fabrication, falsification, plagiarism, ghostwriting, or other fraudulent behavior have been found in the student's thesis, work, certificate of achievement, written report, technical report, or professional practice report and have been confirmed by the degree examination committee. If the student has been conferred on a master's or doctoral degree yet has been found any instances listed above, his or her case shall be handled per National Central University's Principles on Dealing with Students' Violations of Academic Ethics. If the student's case is found true by the review committee, the University will revoke his or her master's or doctoral degree that has been conferred on him or her and announce the invalidation of the conferred diploma.

The University shall then notify the student involved to return the diploma and inform other junior colleges, universities, and relevant institutes (agencies) of the circumstances of the revocation and invalidation.

A person whose diploma is revoked and invalidated is regarded as a person being expelled from the university; even if his or her study period has not expired, he or she is not allowed to return to the University to continue his or her studies.

Article 11

All members of an examination committee must attend the degree examination in person. No replacement is allowed. At least two-thirds (2/3) of the committee members shall attend the degree examination. A degree examination shall only be conducted when no less than three committee members attend a master's degree examination and no less than five committee members attend a doctoral degree examination.

The attendance of external committee members shall comply with Article 4, Paragraph 1, of these Regulations.

Article 12

A postgraduate student who has applied for the degree examination in a semester but is unable to complete the examination within the semester for some reason shall cancel the application for the degree examination by the end of the semester stipulated on the University academic calendar. Those who do not complete the cancel process and also fail to hold the degree examination by the end of the semester in which the examination is scheduled will be considered to have failed the degree examination once.

Article 13

If a student enrolled in a doctoral program through Direct Admission takes his or her doctoral degree examination but fails it, he or she can be conferred a master's degree if his or her qualification is considered to meet the standards of a master's degree by the

doctoral examination committee.

Article 14

A postgraduate student who passed his or her degree examination and completed the verification of his or her thesis shall submit the regulated number of thesis copies and upload online the electronic copies of the abstract and the full text of the thesis.

The student and the thesis advisor of the student shall sign the Report of the University Student Thesis Similarity Check in person to confirm that the thesis similarity comparison result meets the requirements established by their department/institute. The signed report shall be submitted to the office of the department/institute for filing. Upon completion of graduation and school-leaving procedures within the period specified on the University's academic calendar, the student may receive his or her diploma.

A postgraduate student who passed his or her degree examination but has not completed the verification of his or her thesis or completed the verification but has not completed the school-leaving procedures by the date indicated on the University's academic calendar shall still enroll himself or herself in the following semester and complete the school-leaving procedures by the deadline in the following semester indicated on the University's academic calendar if the student is still in his or her study period. If the procedure is not completed by the stipulated deadline, his or her degree examination will be considered failed. A student who has reached the maximum of his or her period of study and has not completed school-leaving procedures by the specified deadline shall be forced to withdraw from the University.

A postgraduate student who passed his or her degree examination and has completed the verification of his or her thesis yet received approval for studying abroad, participating in a student exchange program, studying in a dual degree program, having an internship, or participating in a training program may ask his or her Program to present an official document to the Office of Academic Affairs for approval on his or her further enrollment. Upon approval of the Office of Academic Affairs, he or she may enroll himself or herself and pay the tuition till his or her study period expires.

Article 15

Matters not specified herein shall comply with other relevant regulations of the MOE and the University.

Article 16

The Regulations were approved at the University Academic Affairs Committee Meeting prior to their implementation and sent to the MOE for reference. Any future amendment and revision shall follow the same administrative procedure.