

Providence University Regulations on Graduate Degree Examinations

Acknowledged by the Ministry of Education in Letter No. Tai-Jiao-Gao-2-1100088867 dated August 6, 2021

Article 1 The Providence University Regulations on Graduate Degree Examinations (hereinafter referred to as the “**Regulations**”) are established in accordance with the *University Act* and its *Enforcement Rules*, *Degree Conferral Act*, the *Requirements for the Establishment of the Degree Titles and the Substitution Criteria for the Recognition of Master’s and Doctoral Thesis/Dissertation*, and the *Providence University Academic Regulations*.

Article 2 The graduation grade is composed of academic grades average and degree examination grade, while the former accounts for 50% and the latter accounts for the other 50% of the final grade.

Article 3 In the maximum duration of studies, when the graduate students in Master’s program apply for oral defense of their thesis, they should have completed by the current semester the study of the subjects and credit hours required for graduation by the attending departments (institutes). Upon the approval of the advisor on their thesis, the said students can apply for the degree examination. Where there are other stipulations set by the respective departments (institutes, degree programs, classes), the said stipulations shall prevail.

Effective 2020-2021, the graduate students applying for degree examinations must attach the e-file of the originality comparison report on the thesis/dissertation signed and confirmed by their advisors. **Excluding quotes and excluding matches must be closed; excluding bibliography is at the discretion of the respective departments (institutes, degree programs, classes). The principle of the maximum similarity index is 25%. A written explanation by the Advisor is required for a special case, which should be signed-off by the department (institute, degree program, class) head and submitted with the Application for Degree Examination.**

For the graduate students in the fields of fine arts, applied science and technology, or sports field, their thesis/dissertation can be substituted by works, proof of achievement together with written reports or technical reports. For the students in the Master’s program of professional practice nature, their thesis can be substituted by professional practice reports.

The accreditation of the master’s and doctoral studies in fine arts, applied science and technology, or sports field and the master’s study in professional practice are subject to the reviews of the pertinent Department (Institute, Degree Program, Class) Faculty Meeting, College Affairs Council, and the University Academic Affairs Meeting.

The accreditation criteria and the required supporting documentations for the works, proof of achievement together with written reports or technical reports, and professional practice report in place of thesis/dissertation are handled in accordance with the *Requirements for the Establishment of the Degree Titles and the Substitution Criteria for the Recognition of Master’s and Doctoral Thesis/Dissertation*. It takes effect upon the approval of the pertinent Department (Institute, Degree Program, Class) Faculty Meeting, College Affairs Council, and the University Academic Affairs Meeting and shall be announced on the webpages of the pertinent department (institute, degree program, class).

Article 4 The students in doctoral program must complete the required courses and pass the comprehensive examination prior to their graduation. As a principle, the comprehensive exam shall be written exam; the subjects under assessment and methods of assessment are subject to the pertinent department (institute, degree program, class) regulations. Upon the approval of the advisor on the dissertation, the said students can apply for the degree examination.

Article 5 After acquiring the master's or doctoral degree, the students shall submit through the university their printed thesis/dissertation, written reports, technical reports, or professional practice reports, together with their e-files, to the National Central Library and Luking Library for record in the forms of document, video, cassette tape, CD, or other forms.

The thesis/dissertation, written reports, technical reports, or professional practice reports archived at the National Central Library shall be made available for public access in print form in the library or accessing e-files using independent equipment. If authority has been given in accordance with the provisions of the Copyright Act, such stored items may be reproduced, publicly transmitted inside or outside the library using a network, or handled or used in other ways that are subject to copyright. Subject to the *Regulations on Depositing Thesis/Dissertation in the Archive of National Central Library*, if, however, the content involves confidential information, patent matters, or is not permitted to be provided on statutory grounds, the subject student shall fill out the **National Central Library Application for Embargo of Thesis/Dissertation** and have it signed off by the Advisor. Subject to the review of the attending department, the said student is allowed to not provide a copy or public access to the material in question which will be placed under embargo for a certain period.

The library storage and public availability referred to in the preceding two paragraphs do not affect the copyright of any such dissertations, theses, written reports, technical reports, or professional practice reports.

Article 6 Effective 2020/2021, the new admitted students shall file for and pass the professional field review (including all forms of thesis/dissertation substitutions) prior to their application for degree examination. The respective departments shall set out separately the professional review credentials.

The application for degree examination shall be filed one month prior to the examination. (The deadline for the 1st semester is December 31, and June 30 for the 2nd semester.)

The degree examination shall be completed by January 31 for the 1st semester and July 31 for the 2nd semester.

The deadline for submitting the thesis/dissertation and claim the degree diploma is February 28 for the 1st semester and August 31 for the 2nd semester.

Article 7 For both the academic grades and degree examination grades, the passing grade is 70 with a full grade of 100. The degree exam grade is based on the average score delivered by all attending exam committee members. Where over a half of the committee members delivered a failing score, the student is considered to have failed the exam. The committee assessment is limited to once only. Where a thesis/dissertation or its substituting works, proof of achievement together with written reports, technical reports, or professional practice reports is verified by the degree exam committee to be involved in plagiarism, custom writing, or other fraudulence, the subject student is considered to have failed the exam.

A thesis/dissertation, work, proof of achievement, written reports, technical reports, or professional practice report that has already been submitted to obtain a degree in Taiwan or

abroad may not be submitted as the credentials for degree examination. A violation of this provision is considered a fraud.

This provision does not apply if a university in Taiwan has engaged in institutional collaboration with a university abroad, and the two universities have jointly supervised the production of the thesis/dissertation and each separately conferred a corresponding degree.

Article 8 When a student failed the degree examination (including oral defense) and yet the maximum length of study has not expired, the said student may retake the degree exam in the following semester or academic year; the retake is a one-time only opportunity.

Article 9 The student who passes the degree examination (including oral defense) shall complete the studies of the required courses and credit hours stipulated in the graduation criteria set forth by the attending department (institute, degree program, class). The said student shall submit the thesis/dissertation to validate the degree exam results; otherwise, the said student shall retake the degree exam (including the oral defense) before the maximum length of study expires. If the student failed the retake exam or failed to submit the thesis/dissertation before the deadline, the student shall be mandatorily withdrawn. Upon the presentation of the thesis/dissertation to the Div. of Registration and Curriculum, the student is considered graduated and shall complete the exit procedures at the same time.

Article 10 The Degree Examination Committee for Master's program is composed of three to five members; the Degree Examination Committee for Doctoral program is composed of five to nine members. The said members are appointed by the university President and one of the committee members is appointed as the convener. The Advisor to the graduate student must include a fulltime faculty of the University and cannot serve as the committee convener. Extramural members should account for a minimum of one-third of the committee members.

Where there are two graduate Advisors, both shall attend the degree exam. A minimum of six committee members shall conduct the oral defense for the doctoral degree exam; extramural members should account for a minimum of one-third of the oral defense committee members.

The non-advising part-time faculty serving as the oral defense committee members are considered extramural members.

The Advisors referred to in the preceding paragraph shall be qualified for the degree exam committee members.

For the students in the Joint-degree Program, the faculty from both universities should jointly advise the same thesis/dissertation.

Article 11 The advising professors are the ex officio members of the exam committee and shall attend the committee in person and shall not delegate others as their representatives. A minimum of two-thirds of the committee members shall attend the degree examination. A minimum of three committee members shall attend the Master's degree examination; a minimum of five committee members shall attend the Doctoral degree examination.

Article 12 The Master's degree examination committee members shall each have done specialized study in the research field of the subject student in the Master's program and also have one of the following qualifications:

- A. Be currently serving or have served as a professor, associate professor, or assistant professor;
- B. Be an academician at Academia Sinica, or currently work or have worked at Academia Sinica as a research fellow, associate research fellow, or assistant research fellow;
- C. Holds a doctoral degree and has had significant academic accomplishments;
- D. Persons with expertise in a rare, specialized profession or a professional practice and have

had significant academic or professional achievements.

The qualification criteria for the appointment of committee members in the subparagraphs 3 and 4 of the preceding paragraph are subject to the stipulations set by the respective departments (institutes, degree programs, classes) and College Affairs Councils.

- Article 13 The degree exam committee members of the doctoral program shall be specialized in the research field of the subject doctoral student and shall have one of the following qualifications:
- A. Be currently serving or have served as a professor or associate professor;
 - B. Be an academician at Academia Sinica, or currently work or have worked at Academia Sinica as a research fellow or associate research fellow;
 - C. Holds a doctoral degree and has had significant academic accomplishments;
 - D. Persons with expertise in a rare, specialized profession or a professional practice and has had significant academic or professional achievements.

The qualification criteria for the appointment of committee members in the subparagraphs 3 and 4 of the preceding paragraph are subject to the stipulations set by the respective departments (institutes, degree programs, classes) and College Affairs Councils.

- Article 14 A Master's degree may be awarded to a doctoral degree candidate who, in accordance with the *Degree Conferral Act*, was given approval to directly enroll in a doctoral program without a master's degree but failed the doctoral degree exam, if the doctoral degree examination committee decides that the said student's work in their dissertation, work(s), proof of achievement accompanied by a written report, or technical report meets the standards for a master's degree.

- Article 15 To avoid conflicts of interest, the degree advisor or members of the exam committee shall recuse themselves if they are or were the spouse, the blood relative of the fourth degree of kinship, in-laws of the third degree of the subject student. Under special circumstances, where examination cannot be administered due to such a recuse, the matter is subject to the approval of the university.

When deciding on the candidates for the thesis/dissertation advisors and the members of the exam committee, the respective departments shall call for the advisors or committee members to observe the principles of professionalism and recusal in accordance with academic integrity.

Where the violations of the preceding two paragraphs are verified, the degree conferred shall be revoked; the subject advisor or committee member(s) are at the discretion of the university.

In the case of the preceding paragraph, the university shall notify the party concerned to return the degree diploma and notify the other colleges and universities and the related institutions (agencies) of the revocation and invalidation.

- Article 16 Any matters not provided herein shall be subject to the related regulations of MOE and the University.

- Article 17 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting and be filed for reference with the Ministry of Education; the same procedure applies to the amendments.

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**