

## Graduate Student Policies and Rules

- 91.10.02, In reference to Ministry of Education Document 台(91)高(二)字第 91147387
- 92.07.11, In reference to Ministry of Education Document 台高(二)字第 0920098356
- 92.10.22, Academic year of 92, 1<sup>st</sup> semester, 1<sup>st</sup> Approval of Revised Academic Conference
- 93.03.09, In reference to Ministry of Education Document 台高(二)字第 0930022159
- 93.05.10, Academic year of 92, 2<sup>nd</sup> semester, 1<sup>st</sup> Approval of Revised University Affairs Meeting
- 93.09.10, In reference to Ministry of Education Document 台高(二)字第 0930117380
- 95.6.13, Academic year of 94, 3<sup>rd</sup> Academic Conference and 95.10.25 Approval of Revised University Affairs Meeting
- 96.01.29, In reference to Ministry of Education Document 台高(二)字第 0960008528
- 96.07.05, Academic year of 95, 4<sup>th</sup> Prolonged Academic Conference, Approval of Revised University Affairs Meeting
- 96.07.24, In reference to Ministry of Education Document 台高(二)字第 0960110010
- 97.6.4, Academic year of 96, 3<sup>rd</sup> Academic Conference and 97.06.25 Approval of Revised University Affairs Meeting
- 97.08.14, In reference to Ministry of Education Document 台高(二)字第 0970158282
- Revision of Article Part Five (5), Part Six (6), Part Eight (8), Part Ten (10), Part Sixteen (16), Part Nineteen (19), Part Twenty- one (21), Part Twenty- two (22), Part Twenty- three (23) and Part Twenty- four (24)
- Implementation begins on Academic year of 97, 1<sup>st</sup> semester
- 98.6.23, Academic year of 97, 3<sup>rd</sup> Academic Conference and 98.09.30 Approval of Revised University Affairs Meeting
- 98.12.22, In reference to Ministry of Education Document 台高(二)字第 0980216366
- 100.06.29, Academic year of 99, 5<sup>th</sup> Approval of Revised University Affairs Meeting
- 100.09.02, In reference to Ministry of Education Document 台高(二)字第 1000147906
- 100.11.22, Academic year of 100, 1<sup>st</sup> Academic Conference and 100.12.28, Academic year of 100, 2<sup>nd</sup> Approval of Revised University Affairs Meeting
- Amended and approved by the 2<sup>nd</sup> Meeting of Academic Affairs in the 2015-16 school year on Feb 25, 2016
- Amended and approved by the 1<sup>st</sup> Meeting of University Affairs in the 2012-13 school year on Jan. 18, 2017
- Ratified by the Ministry of Education, as written in its official letter coded as Tai-Jiao-Gao (2) Zi, No. 1060017382, dated Feb. 14, 2017

### Chapter 1 General Principles

Article 1 These Graduate Student Policies and Rules are established in accordance with University Policies and Implementation Details (大學法及其施行細則), Ministry of Education's Rules and Regulations of Awarding Academic Degrees (學位授予法), Procedures of Awarding Academic Degrees (學位授予法施行細則), the NCKU Rules and Regulations of Master's and Doctoral Student Recruitment (本校碩博士班研究生招生辦法), and Article 30 from Rules and Regulations of National Cheng Kung University (國立成功大學學則).

Article 2 The University shall follow the procedures of master and doctoral student admission, registration, course enrollment, duration of academic program year, academic credits, grade points, department/institute transfer, withdrawal, graduation, award of degrees, and other related information for graduate students, in accordance with these Graduate Student Policies and Rules.

## **Chapter 2 Admissions**

Article 3 Candidates who have a bachelor degree from a public or private universities accredited by the Ministry of Education, or from a foreign university or college recognized by the Ministry of Education, or having an equivalent education level, and have been accepted by the University's master's programs through open recruitment process, whether through subject examinations or applications, may be admitted into NCKU master's degree programs.

Article 4 Candidates who have a master's degree from a public or private universities accredited by the Ministry of Education, or from a foreign university or college recognized by the Ministry of Education, or having an equivalent education level, and have been accepted by the University's doctoral programs through open recruitment process, whether through subject examinations or applications, may be admitted into NCKU doctoral degree programs. Graduates from NCKU undergraduate or master's degree programs may apply for direct admission into a doctoral program. Related rules and regulations are prescribed in Rules of Direct Admission into Doctoral Programs (國立成功大學逕行修讀博士學位作業規定).

Article 5 International candidates who fulfill the requirements prescribed in Articles 3 and 4, and whose applications are accepted by the University, may be admitted into the master's or doctoral programs.

Article 6 The University's master and doctoral degree programs must issue student recruitment bulletin, and form recruitment committees, chaired by the University President. Every department/institute shall in turn form their own recruitment committees, and execute the process with the spirit of justice, equality, and openness. The University's Rules and Regulations for Student Recruitment (招生辦法) are to be compiled and approved by Academic Meetings, and sent to Ministry of Education for recordkeeping.

## **Chapter 3 Registration and Selection**

Article 7 After registration, graduate students shall complete their course enrollment each semester

according to the graduate institute-designated coursework requirements and *NCKU Course Enrollment Regulations*. Their course enrollment and thesis shall be approved by their academic advisors and the institute director. Academic advisors shall be assigned from NCKU faculty members. The qualifications and appointments of academic advisors shall be regulated by the graduate institute and approved by the director.

Those who were or are related to a graduate student by blood or marriage within three generations shall not serve as an academic advisor of the student.

Article 8 Deleted.

#### **Chapter 4 Terms of Study, Credit Hours, Grades, Transfer**

Article 9 The term of study for all master's degree programs is between 1 to 4 years.

The term of study for part-time students of master's degree programs is between 1 to 4 years. Those who are unable to graduate within the term can extend their study by a maximum of 1 year.

The term of study for all doctoral degree programs between 2 to 7 years.

The term of study for students who are qualified through direct admission to doctoral degree programs is between 3 to 7 years.

Part time graduate students of master's and doctoral degree programs who are unable to graduate within the term can extend their study by a maximum of 1 year.

The determination of part time student is based on status registered for admission examinations.

Students holding disability certificates, and special need students confirmed by the municipal, city, or county governments to be suffering from physical or mental disabilities, are allowed to extend their term to a maximum of 4 academic years.

Students may apply for extension of term for pregnancy, giving birth, or raising children under 3 years of age. The length of extension is determined by supporting documents.

Article 10 Graduate students in the master's degree program are required to complete a minimum of 24 credit hours. Students in the doctoral degree program are required to complete a minimum of 18 credit hours. Students of the direct admission doctoral program are required to complete a

minimum of 30 credit hours. The above mentioned credit hours do not include credit hours received for thesis or dissertation.

Article 11 Course grades for graduate students are calculated in the same manner as in the undergraduate program. The full score for both the course and thesis examinations is 100. The passing grade is 70. Students whose grade is under 70 do not received credit hours for the course. For required courses, unsatisfactory grades may not be amended by a make-up exam. These courses must be retaken. The passing grade for moral conduct is 60.

The passing grade for courses in the Education Program is 60. Unsatisfactory grades may not be amended by a make-up exam. The grades and credit hours from the Education Program are not included in the semester grade point average or credit hour calculation.

For graduate students who are enrolled in undergraduate courses, the passing grade for these undergraduate courses is 60. Unsatisfactory grades may not be amended by a make-up exam. The grades and credit hours from undergraduate courses are not included in the semester grade point average or credit hour calculation. However, exceptions can be made for special cases approved by the Vice President of Academic Affairs.

Semester grade point average and graduation grade is calculated as followed:

1. Semester grade point average

- A. Grade point is calculated by multiplying credit hours earned with the course grade.
- B. Semester Grade Point Average is calculated by dividing the sum of all grade points by the total of credit hours earned in the semester.
- C. The calculation of semester grade point average includes failing grades.

2. The average of grade point average and degree examination, each having a 50% weight, is the graduation grade.

Article 12 Under special circumstances, domestic graduate students who have completed their first year of study in their institute program or overseas graduate students who have completed their first semester of study in their institute program are entitled to apply for transfer into a new program, which shall be approved by directors of both programs and the Vice President for Academic Affairs. Such transfers can only occur once. Upon approval, students are not allowed to transfer back to the original program.

Program transfers shall be regulated by the related graduate institute, with the details specified

in its regulations on program requirements.

Article 12.1 Graduate students who involve plagiarism must be investigated by a special committee formed by members of the affiliated department/institute. The scope of this article applies to journal papers, creative work, performances, written reports, technical reports and other course-related work produced by students during their studies. If the student is found guilty of plagiarism, the special committee shall recommend penalties, which needs to be approved during the department/institute meetings, and reviewed by the University's Merits and Penalty Committee (獎懲委員會).

## **Chapter 5: Withdrawal**

Article 13 Graduate students under one of the following circumstances shall be ordered to withdraw from the University:

1. Students who are unable to pass the degree examinations during the term of study.
2. Doctoral students who are unable to complete the required qualification examination within the period stipulated by the department/institute, or who are unable to pass the qualifying examinations within the number of tries allowed by the department/institute.
3. Graduate student candidates who fail the degree examination for the second time.
4. Students who have not registered before the deadline or students who are not reinstated after the period of suspension from schooling have ended.
5. Unsatisfactory conduct moral grades.
6. Students whose original qualifications for admission are found to be unsatisfactory after review.
7. Students who should be ordered to withdraw from the University for violating the NCKU Student Merits and Penalty Rules (本校學生獎懲要點).
8. Students who are ordered to withdraw from the University for violating rules and regulations of their affiliated departments and institutes, whose expulsion is approved during the department/institute and then college/school meetings to be forwarded to the NCKU Student Merits and Penalty Committee (本校學生獎懲委員會) for a final decision, and whose expulsion is affirmed by the President of the University.

## **Chapter 6 Graduation, Degree**

Article 14 Graduate students who satisfy the following requirements are qualified for graduation:

1. Students who have successfully completed the required courses and credit hours within the term of study.
2. Students who have passed the degree examinations in accordance to Graduate Degree Examination Regulations (研究生學位考試細則).

The above mentioned Graduate Degree Examination Regulations are stipulated in a separate document, a copy of which is forwarded to Ministry of Education for recordkeeping.

Article 15 Students who satisfy the requirements listed in Article 14, and who pass the degree examination conducted by the NCKU master's/doctoral degree examination committee, shall be awarded the Master/ Ph.D Degree Certificate of Graduation.

Article 15.1 Degrees will be revoked if students are found guilty of plagiarism, or for violating academic ethics, for work produced during their studies, including journal papers, creative work, performances, written reports, technical reports and other course-related work.

## **Chapter 7: Supplementary Provisions**

Article 16 Matters not addressed in these policies and rules shall be conducted in accordance with the NCKU General Academic Rules and Regulations (國立成功大學學則).

Article 17 The content of this Graduate Student Policies and Rules is to be announced and implemented after the approval of University Affairs Meeting. The approved content is to be forwarded to the Ministry of Education for recordkeeping. The same procedure will be followed when revisions are made to the above.