

Dharma Drum Institute of Liberal Arts,
Directions governing the Requirements for the Conferment of
Procedures for the Establishment of Various Degree Titles and the
Recognition of Substituted Master's Dissertations

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1. The Dharma Drum Institute of Liberal Arts (hereinafter “the Institute”), to regulate the procedures for granting degree names and the requirements for awarding degrees in departments, clusters (groups), and degree courses, has established the “Directions governing the Requirements for the Conferment of Procedures for the Establishment of Various Degree Titles and the Recognition of Substituted Master’s Theses and Doctoral Dissertations” (hereinafter “these Directions”) in accordance with the MOE’s University Act and its Enforcement Rules, the Degree Conferral Act, Directions governing the Requirements for the Conferment of Procedures for the Establishment of Various Degree Titles and the Recognition of Substituted Master’s Dissertations, along with the regulations for undergraduate and graduate programs of the Institute.

2. The degree system at the Institute consists of three levels: bachelor's, master's, and doctoral degrees, which are awarded upon graduation, along with the issuance of degree certificates.

When establishing the degree awarding requirements for departments, clusters (groups), and degree courses, the following factors must be considered: degree level, duration of study, required credits, internship requirements, graduation conditions, core competencies, professional literacy, and necessary assessments. These requirements must be planned by the respective department or cluster (group) curriculum committees, approved by department, cluster (group) meetings, and academic committees, and then implemented.

The awarding requirements for each degree as mentioned in the preceding paragraph shall be incorporated into the academic regulations for the respective department, cluster (group), or degree course. For the master's degree, the awarding requirements may include allowing professional practice reports as a substitute for theses.

3. The naming of each degree (both in Chinese and English) shall comply with international conventions and trends, and refer to MOE's reference manual for degree names in Chinese and English. The naming shall also reflect the developmental features, course content, and field of study (whether academic or professional practice-oriented) of the respective department, cluster (group), or degree course.

4. Procedures and precautions for the approval of various degree titles of the Institute:

(1) The names of the degrees (both in Chinese and English) awarded by departments or degree courses must be approved through the department, cluster (group) meetings, and the Teaching and Research meetings.

(2) When changing the degree names (in Chinese and English), there shall be communication, promotion, and consensus-building among faculty and students. Implementation shall follow the approval by department, cluster (group) meetings, and the Teaching and Research prior to implementation in the next semester.

5. The principles for dealing with the addition and adjustment of the names of departments, discipline groups, degree courses and the names of degrees awarded by the MOE are as follows:

(1) Adjusting the names of departments, clusters (groups), or degree courses. Upon approval, the students' academic credentials shall reflect the new department, cluster (group), or degree course name and the corresponding degree name.

(2) Discontinuing a department, cluster (group), or degree course. Students will be assisted in transferring to relevant departments or degree courses. Degrees will be awarded according to the department or program they transfer into, and their degree certificate will reflect such.

(3) Grouping within departments or degree courses. Grouping must be approved by the MOE and reflected on degree certificates. Groupings made for teaching purposes cannot be indicated on degree certificates.

6. A bachelor's degree can only be awarded to students who have completed the academic program in accordance with the Institute's Academic Regulations for the bachelor's program, completed the required credits, passed the examinations prescribed by the Institute, and met the graduation requirements.

7. Students pursuing a master's degree, in accordance with the Academic Regulations for Master's and Doctoral Programs of the Institute, will be awarded a master's degree upon completion of the required study period, earning the necessary credits, fulfilling graduation requirements, submitting a thesis, and passing the master's degree examination.

For professional practice-oriented master's programs, students may submit a

professional practice report as a substitute for a thesis.

The scope, format, and required content of the professional practice report as a substitute for a thesis are as follows:

Professional Practices:

- (1) Scope: Refers to research areas or topics focused primarily on practical applications. A professional practice report entails research themes involving practical applications, emphasizing the practicality of the content. This may replace an academic master's thesis with a research project or a short-form paper.
- (2) Format: The professional practice report may be submitted in physical print, on a floppy disk, CD, or other electronic storage media.
- (3) Required Contents: The report shall include the conceptual foundation of the professional practice, case descriptions, theoretical basis, interpretation and analysis of methods and techniques, contributions of the outcomes, and other derivative achievements.

The criteria, submission materials, and procedures for recognizing professional practice reports are determined by the respective department or program granting the degree. These standards must meet the academic level required for the degree. The department or cluster (group) meeting shall approve the criteria, which are then reviewed and approved by the Teaching and Research Meeting before being implemented as part of the graduation requirements.

The details must also be published on the website of the department, the program or the Institute in the public academic information section.

8. Students pursuing a doctoral degree, in accordance with the Academic Regulations for Master's and Doctoral Programs of the Institute, are eligible for doctoral candidacy after completing the required credits and passing the doctoral candidacy qualification examination.

Doctoral candidates who fulfill the study period requirements, meet graduation criteria, submit a dissertation, and pass the examination by the doctoral degree examination committee will be awarded a doctoral degree.

9. All types of degree certificates shall include the student's name, student ID number, date of birth, department, degree course, graduation date, title of the degree awarded, issuance date, and certificate number. The certificate shall also bear the Institute seal and embossed stamp.

Degree certificates and transcripts may include additional annotations under the following conditions:

- (1) For those applying for reissued certificates, the reissue date must also be noted.
- (2) For those meeting the degree requirements of a minor or dual-major program at this or another university, the institution and department names must be added.

(3) For those completing the credit course requirements at the Institute, the degree certificate will state the student's primary field of study, with the credit course name added as a note.

10. The date of awarding of all kinds of degree certificates, for those who have graduated in the first semester, shall be subject to January 31. For those who have graduated in the second semester, they will be graded before the date of the graduation ceremony, and the date of the graduation ceremony shall prevail. After the graduation ceremony, the graduation ceremony will be based on July 31.

Bachelor students who have completed the required courses and credits, but who are not eligible for graduation due to lack of graduation requirements, may obtain relevant certificates during the study period and are allowed to graduate are not subject to the restrictions in the preceding paragraph.

Graduate students who have completed the required courses and credits will be awarded a degree certificate in the month in which they meet the graduation requirements after passing the degree examination and completing the dissertation.

11. The Chinese and English names of all kinds of degrees, together with the implementation year, conferment requirements, degree certificate award, annotation and other relevant regulations, shall be published in the Academic Affairs Information Disclosure Area of the Institute website after being compiled by the Academic Affairs Section.

12. Honorary Doctorates shall be recommended by the department that may confer the same type of Doctorate and submitted to the Honorary Doctorate Examination Committee for review, and the requirements for the award, the composition of the Examination Committee and the examination procedures shall be handled in accordance with the provisions of the Institute's "Implementation Points for the Conferment of Honorary Doctorates".

13. Any matter unspecified in these Directions shall be handled in accordance with the Institute's Academic Regulations and related regulations.

14. These Directions shall be promulgated and implemented after being approved by the Teaching and Research Meeting, and shall be submitted to the MOE for future reference; the same shall apply to any amendment thereto.