

## **Dharma Drum Institute of Liberal Arts**

### **Regulations governing Graduate Degree Examinations**

Adopted at the Teaching and Research Meeting on April 18, 2007

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0970001037 on January 8, 2008

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Sanction agreed per Letter Taiwan-Education-High-(II) No. 0980152325 on September 7, 2009

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0980160629 on September 18, 2009

Sanction agreed per Letter Taiwan-Education-High-(II) No. 0990086703 on May 24, 2010

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Sanction agreed per Letter Taiwan-Education-High-(II) No. 1010131857 on July 18, 2012

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2023

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Article 1 These Regulations are established based on the “University Act” and its Enforcement Rules, the “Degree Conferral Act” and its Enforcement Rules, 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, “Academic Regulations” of the Institute and relevant provisions.

Article 2 Graduate students who meet the following requirements may apply for a master's or doctoral degree examination:

1. Master's program students must have completed at least one year of study, and doctoral program students must have completed at least two years of study.
2. Completion of required courses and credits as prescribed by their department or degree course.
3. Doctoral students must pass the qualification examination for doctoral candidacy, with the subjects and implementation details determined by the department.
4. Eligibility for the degree examination must be reviewed and approved by their department or degree course.
5. The thesis/dissertation topic and content must align with the specialized fields of the department or degree course. In cases of doubt, the matter shall be discussed in a departmental or cluster (group) meeting.
6. Approval of the thesis proposal by the department or degree course (the degree examination may only be conducted at least three months after proposal approval).

Article 3 Graduate students applying for the degree examination must submit the following documents to their department or degree course within the prescribed period:

1. Degree examination application form (including advisor's opinion).
2. Transcript (if completing required courses and credits in the current semester, attach a copy of the course registration form).
3. A draft of the thesis/dissertation.

A "comparison report" generated by the Institute's "thesis/dissertation originality system", approved by the advisor.

Departments/programs shall define standards for the "thesis/dissertation similarity comparison report" and include them in the graduate study regulations.

5. Proof of passing the doctoral qualification examination (for doctoral students).
6. Materials for departmental/degree course review shall be submitted at least three weeks before the degree examination.

For students enrolled from the Academic Year 106 onward, additional requirements include a certificate of completion for the "Academic Ethics Education Course" on the Center for Taiwan Academic Research Ethics Education (AREE) website or a passing grade in an Institute course on research methods (including academic research ethics). Detailed directions for the implementation of academic ethics education shall be separately established.

Article 4 Upon approving a graduate student's application for the degree examination, the department or degree course shall forward the relevant documents, specifying the examination method, date, location, and proposed list of

degree examination committee members. This must be approved by the department/degree course head, reviewed by the Academic Affairs Section, and then submitted to the Head of the Teaching and Research Office for final approval.

Article 5 Degree examinations are conducted as follows:

1. Formation of a master's or doctoral degree examination committee.
2. Conducting the degree examination, primarily through oral defense, with written tests permissible if necessary.
3. If the oral defense is to be conducted via video conferencing, an application must be submitted at least one month in advance to the department/degree coursecourse. Approval by the department/degree coursecourse meeting or the Teaching and Research Office is required. The session must be recorded and archived.
4. Degree examinations for the first semester must be conducted by January 31, and for the second semester by July 31.

Article 6 Master's degree examination committees consist of 3–5 members, and doctoral examination committees consist of 5–9 members, appointed by the President of the Institute. At least one-third of the members must be external (including adjunct faculty). The members shall elect from among themselves a convenor, and the advisor may not serve as a convenor.

Article 7 Committee members must attend in person and cannot delegate their responsibilities. A minimum of three members must be present for a master's examination and five for a doctoral examination. All advisors (limited to two, with at least one being a full-time faculty member) must attend, although their attendance counts as one member. At least one-third of the attending members must be external, and if an adjunct faculty member serves as an advisor, one member must be a full-time faculty member of the Institute.

Article 8 A committee member for master's and doctoral examinations must have expertise in the thesis topic, creation, performance or technical report and meet one of the following qualifications:

1. Current or former professor, associate professor, or assistant professor.
2. Academicians at Academia Sinica, or current or previous research fellow, associate research fellow and assistant research fellow at Academia Sinica.
3. Holders of a doctoral degree with significant academic achievements.
4. Experts in specialized or rare fields with notable academic or professional accomplishments.

The qualifications in Subparagraphs 3 and 4 in the preceding paragraph are determined by the departmental/cluster (group) meeting.

Article 9 The degree examination is graded on a scale of 70 to 100, with 70 as the

passing mark. The score is determined by averaging the grades of attending committee members. A master's examination is deemed failed if more than half of the members assign a failing grade, and a doctoral examination is deemed failed if more than one-third of the members assign a failing grade. Plagiarism or fraud in the thesis/dissertation will result in failure, as determined by the examination committee.

Theses/dissertations or professional practice reports that have already been used to obtain a degree domestically or abroad may not be submitted as degree theses or professional practice reports governed by the Degree Conferral Act. However, this restriction does not apply in cases where the Institute collaborates academically with an overseas institution, jointly supervises the thesis/dissertation, and separately awards degrees.

Article 10 To ensure fairness, graduate students, their advisors, and examination committee members must not have spousal relationship or a relationship within 3<sup>rd</sup> degree of kinship.

Article 11 Graduate students who pass the degree examination must submit the required number of thesis/dissertation copies and the results of the degree examination, complete the online registration of the thesis abstract, and finalize the departure procedures. Upon completion, a degree certificate will be issued. For master's and doctoral programs, degree examinations are conducted once per semester according to the deadlines specified in the academic calendar. Late applications will be deferred to the following semester.

Article 12 Students who fail the degree examination may retake it in the following semester or academic year if their study period has not expired. Retakes are limited to one attempt.

Article 13 Graduate students who pass the degree examination must submit their thesis/dissertation in compliance with the following requirements when completing the departure procedures:

1. The submitted thesis/dissertation must include an authorization form for public access and a thesis/dissertation approval form signed by the degree examination committee.
2. Within one month of passing the degree examination, students must submit three revised hard copies of the thesis/dissertation (one of which will be sent to the National Central Library) and a full electronic copy of the thesis/dissertation (including the authorization form for public access and the signed approval form) to the Library and Information Center of the Institute. The number of hard copies retained by the department/degree course is determined internally. Departure procedures can only be processed after the required submissions are completed.

If the revised thesis/dissertation cannot be completed within one month, a one-month extension may be requested. Failure to meet the submission deadline or complete the required coursework will result in the degree examination being deemed as failed.

3. Degree theses/dissertations or professional practice reports must be submitted in physical or digital formats e.g., documents, video cassette, audio tape, CD, etc. along with an electronic copy to both the National Central Library and the Library and Information Center of the Institute for preservation.

Theses preserved in the National Central Library must be made available for public reading in printed form on-site or via independent electronic devices; with proper authorization under the Copyright Act, the theses/dissertations may also be reproduced, transmitted online (either internally or externally), or used in other copyright-related activities.

In accordance with the “Directions for the Implementation of Degree Thesis/Dissertation Submission to the National Central Library for Archival”, if the thesis/dissertation involves national security, patent applications, or other legally restricted content, students must complete “Dharma Drum Institute of Liberal Arts Application Form for Deferred Degree Thesis/Dissertation Disclosure” approved by the advisor and reviewed by the department or cluster (group). Such theses/dissertations may either not be disclosed or be disclosed only after a specified period.

Article 14 Degrees conferred by the Institute shall be revoked under any of the following circumstances, and the awarded degree certificate shall be publicly annulled. If other legal violations are involved, they shall be handled in accordance with relevant laws and regulations:

1. Falsified admission qualifications or fraudulent academic records.
2. Plagiarism, fabrication, or ghostwriting in the thesis or professional report.

After revoking a degree in accordance with the provisions of the preceding paragraph, the Institute shall publicly announce the annulment of the issued degree certificate, notify the individual concerned to return the certificate, and inform other universities, colleges, and relevant organizations (agencies) of the revocation and annulment.

Matters unspecified shall be handled in accordance with the Institute’s “Directions for Handling Cases of Academic Ethics Violations in Master's Thesis and Doctoral Dissertation”.

Article 15 Any matter unspecified in these Regulations shall be in accordance with the “University Act” and its Enforcement Rules, the “Degree Conferral Act” and its Enforcement Rules, 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, the Institute's "Academic Regulations" and other relevant provisions.

Article 16 These Regulations shall be promulgated and implemented after being Adopted at the Teaching and Research Meeting, and shall be submitted to the MOE for future reference; the same shall apply to any amendment thereto.