

Department of Education, National Taiwan Normal University
Graduate Institute of Education Policy and Administration
Graduate Institute of Curriculum and Instruction

**Provisions for the Implementation of the Final Examination and
the Conferment of an M.A. or Ph.D. Degree**

Approved at the departmental meeting on January 25, 1996

Amended and approved at the ad hoc departmental meeting on August 27, 1996

Amended and approved at the 4th departmental meeting of Academic Year 1996/1997 on June 26, 1997

Amended and approved at the 2nd departmental meeting of Academic Year 1998/1999 on October 23, 1998

Amended and approved at the 2nd departmental meeting of Academic Year 1999/2000 on November 3, 1999

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Amended and approved at the 2nd departmental meeting of Academic Year 2019/2020 on January 14, 2020

Amended and approved at the 4th academic affairs committee meeting of Academic Year 2019/2020 on April 22, 2020

- Article 1 These regulations have been established in accordance with regulations governing the conferment of academic degrees, regulations of the Ministry of Education pertaining to the naming and conferment of degrees, criteria governing documents to be submitted in lieu of theses and dissertations, and NTNU's regulations on final examinations for the conferment of M.A. and Ph.D. degrees.
- Article 2 These regulations apply to all students in the department's M.A., Ph.D., and in-service M.A. programs.
- Article 3 The M.A. degree (including the degree for the in-service M.A. program) and the Ph.D. degree conferred by the department are named, respectively, Master of Education (M.Ed.) and Doctor of Philosophy (Ph.D.).
- Article 4 Students who meet the following criteria may apply for the Ph.D. or M.A. degree final examination.
- Ph.D. students who have completed two years of study; M.A. students who have completed one year of study. All students in the M.A., Ph.D., and in-service M.A. programs who have fulfilled the credit requirement and all other requirements of their course of study as established by the department. However, M.A. students (including in-service M.A. students) may apply to take the final examination in the same semester in which they would have completed the credit requirements.
- For more details on the respective course requirements in the second criterion listed above pertaining to Ph.D., M.A., and in-service M.A. students, please refer to the following documents: "Course requirements for M.A. and Ph.D. graduate study in the Department of Education, NTNU", "Course requirements for M.A. and Ph.D. graduate study in the Graduate Institute of Curriculum and Instruction, NTNU", "Course requirements for graduate study in the Graduate

Institute of Education Policy and Administration, NTNU", and "Course requirements for in-service M.A. graduate study in the Department of Education, NTNU."

Article 5

Students applying to take the final examination for the M.A. or Ph.D. programs shall do so according to the following stipulations:

i. All procedures for the application for the final examination shall be completed 3 weeks before the date of the examination. For the first semester, the deadline for application is November 30, and the final examination must be completed by January 31; for the second semester, the deadline for application is May 31, and the final examination must be completed by July 31. Students who miss the deadline shall postpone their applications to the following semester (with reference to the school calendar).

ii. The following documents are to be prepared for the application:

- (1) Oral Defense Application Form
- (2) Name list of prospective committee members
- (3) Photocopy of remarks by the proposal defense committee
- (4) 1 copy of the academic transcript for the entire course of study
- (5) List of courses taken
- (6) First draft of thesis/dissertation, including an abstract in Chinese and English respectively.
- (7) Students in the M.A. and Ph.D. (day) program are to also submit published academic papers of which they are the sole authors.
- (8) Students in the in-service M.A. program are to also submit a photocopy of the receipt for their payment of the Advisor Fee.
- (9) 1 copy of the Plagiarism Report from the university's online plagiarism checker.
- (10) 1 copy of the Affidavit for the Application of the Final Examination.

iii. Applicants should download the relevant documents for the final examination within one week after the application is approved. After the forms have been filled in, they are to be emailed to the person-in-charge within the department for follow-up action.

Article 6

The make-up of the thesis defense committee shall be as follow:

i. For M.A. students, the advisor shall request the Chairperson (Director) of the department to nominate 3 candidates for the thesis defense committee, and the 3 names shall be submitted to the President for official appointment.

ii. For Ph.D. students, the advisor shall submit a least of at least 8 candidates for the dissertation defense committee to the Chairperson (Director) of the department, who will then select 5 names from the list to form the committee. The 3 names shall be submitted to the President for official appointment.

Committee members from other universities shall make up at least one-third of the thesis/dissertation final examination committee. The convener of the committee shall be appointed by the Chairperson (Director) of the department. Priority shall be given to an external committee member to be the convener of the committee. The only member not allowed to be the Chair is the advisor of the student.

Article 7

Committee members for dissertation defenses shall, in addition to having done specialized research into the Ph.D. candidate's dissertation topic, fulfill 1 of the criteria listed below:

i. Be a current or former Professor or Associate Professor.

- ii. Be an academician in Academia Sinica; be a current or former Research Fellow or Associate Research Fellow in Academia Sinica.
- iii. Been conferred a doctoral degree and has achieved notable academic accomplishments.
- iv. Specialize in a rare or unique research area and has achieved notable academic or professional accomplishments.

The eligibility of criteria (iii) and (iv) in this Article shall be determined in a departmental meeting after the advisor submits a written description.

- Article 8 Committee members for thesis defenses shall, in addition to having done specialized research into the M.A. student's thesis topic, fulfill 1 of the criteria listed below:
- i. Be a current or former Professor, Associate Professor, or Assistant Professor.
 - ii. Be an academician in Academia Sinica; be a current or former Research Fellow, Associate Research Fellow, or Assistant Research Fellow in Academia Sinica.
 - iii. Been conferred a doctoral degree and has achieved notable academic accomplishments.
 - iv. Specialize in a rare or unique research area or a professional practice and has achieved notable academic or professional accomplishments.
- The eligibility of criteria (iii) and (iv) in this Article shall be determined in a departmental meeting after the advisor submits a written description.
- Article 9 For information on the grading criteria for Ph.D. dissertations and final examinations, please refer to Appendix 1; for information on the grading criteria for M.A. theses and final examinations, please refer to Appendix 2.
- Article 10 M.A. theses and Ph.D. dissertations have to conform to the regulations stipulated in "Style guide for graduate study in the NTNU Department of Education, Graduate Institute of Education Policy and Administration, and Graduate Institute of Curriculum and Instruction" (Appendix 3).
- Article 11 Appendix 4 contains the flow chart for the Ph.D. and M.A. final examinations. Appendix 5 contains information for student helpers at the examination venue.
- Article 12 In the case of a student who entered the Ph.D. program through the direct program, and who has completed their study period, passed the Ph.D. candidacy examination, but failed the Ph.D. final examination, the final examination committee may confer an M.A. degree upon the student if they determine that their dissertation meets the standard of an M.A. thesis.
- Article 13 All matters not covered in this document shall be handled in accordance with the rules and regulations of the Ministry of Education, the university, and the department.
- Article 14 These provisions have been reviewed in departmental meetings, college-level curriculum committee meetings, and academic affairs committee meetings prior to being implemented. The same review process has been observed when there are amendments made to the content.