

# National Cheng Kung University Department of Taiwanese Literature

## Graduate Student Guide

(Applicable to new students entering in August 2021)

English Edition

(If the English and Chinese editions are inconsistent,  
the original Chinese edition shall prevail)



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## I. Admissions Procedure

### 1. Application for master's program:

1. Application material assessment: 50%
2. Interviews: 50%.

### 2. Entrance exam for the master's program --

Includes the following four written subjects:

1. History of Taiwanese Literature
2. Choice of (1) Literary Theory and Cultural Studies; or (2) Linguistics
3. Interpretation of literary texts. Choose one of the following -- (1) Chinese (2) Taiwanese (3) Hakka
4. Interpretation of foreign literature. Choice of (1) English or (2) Japanese

### 3. Master's program entrance examination for working students:

1. Written test -- 30%

Test subjects include:

1. History of Taiwanese Literature
2. Choice of: (1) Interpretation of literary texts; or (2) Introduction to Linguistics.

2. Application material assessment: 30%

3. Interview: 40%

### 4. Entrance examination for the Ph.D. program:

1. Interview 50%
2. Application material assessment: 50%

### 5. Foreign students: data evaluation

## II. Length of Study

In accordance with the Graduate Regulations of National Cheng Kung University,

1. The duration of the master's program is limited to one to four years.
2. The duration of Master's Program for working students is limited to one to four years, but if the required courses are not completed within the prescribed period of study or the dissertation is not completed, the period of study may be extended by another year.
3. The duration of the doctoral program is two to seven years.
4. The length of study for PhD candidates shall be at least three years, and a maximum of seven years.
5. Students may apply to suspend their study for legitimate reasons, calculated by one semester as a unit, and no more than two years of accumulated suspended study is allowed.

### III. Dissertation Requirement

1. Postgraduates of Ph.D. and master's degree programs must complete their dissertation and pass the dissertation examination before they can graduate.
2. The title of the thesis and advisor should be decided before the second semester of the first year for master's students and before the second semester of the second year for doctoral students.
3. Appointment of advisors:
  1. Any full-time and part-time instructor of this department is a natural candidate for the choice of a thesis advisor
  2. In principle, full-time instructors of the department are to serve as advisors to doctoral students. If anyone from outside the department is to jointly advise, they may only be hired as the second advisor. However, the second advisor must be a three-tier approved faculty member of the National Cheng Kung University. For regular master's students and working master's students, advisors shall principally be full-time or part-time instructors of the department. If an instructor from outside the department is chosen to jointly advise, they can only be hired as the second advisor and the second instructor must be a three-tier approved faculty member of the National Cheng Kung University.
  3. If the advising professor is unable to continue or the advisee unable to receive guidance due to issues relating to professional fields or other issues, either party can apply to the director of the department for a change in the advising appointment, on the condition that the applicant is responsible for finding the next suitable advisor. Then the Academic Committee shall coordinate for the agreement to replace the current advisor, and send the agreement to the department head for approval before completing the replacement procedure.

### IV. Graduation Requirements

#### i. for master's program

1. Credits required for graduation: 39 credits or more, including:
  - (1) Compulsory credits: 9 (including 6 credits for master's thesis)
  - (2) Elective credits: 30
  - (3) In principle, 9 credits of study on professional subjects are expected, and the maximum is 12 credits.
2. The certification of language proficiency, including: "First Language" and "Second Language", must be completed before the end of the semester of graduation ( January 31 for fall semester, and July 31 for spring semester) and submitted before processing for departure from the school.
  - (1) 'First Language':

Students from Taiwan: (choice of one) Taiwanese (Tâi-gí), Hakka, and an aboriginal language.

Foreign students: (choice of one) Taiwanese (Tâi-gí), Hakka, an aboriginal language, and Chinese.
  - (2) 'Second Language': Choice of any foreign language.
3. Publish at least one paper in domestic and foreign journals (journal names are listed

separately) or present at least one paper at academic seminars.

4. Participate in four academic seminars or workshops inside or outside the school, and submit reflection report (at least 1000 words) to the department academic committee for certification. The certificate must be attached when applying for the preliminary examination. (see below)

5. Preliminary examination of degree thesis:

(1) With the approval of their advisor, the graduate student shall prepare the outline of the dissertation and one of its chapters, and apply to the department office in accordance with school regulations.

(2) The preliminary examination committee members are recommended by the advisor and appointed after approval of the department head.

(3) The preliminary examination of thesis is held once every semester; before the graduate degree examination, the preliminary examination of thesis must be passed in the previous semester to obtain the qualification for the degree examination.

(4) Application deadline and processing time:

Application deadline: The application must be submitted at least two weeks before the examination.

Processing time: from the first day of school according to the school calendar to the end of the semester.

6. Thesis examination:

(1) Appointment of dissertation examination committee members: to be recommended by the graduate advisory professor and sent for appointment by the president of the university after the head of the department approves; the dissertation examination committee members are not limited to persons from inside or outside the school. Advisors may not be the convener.

(2) If there is only one dissertation advisor, three dissertation examination committee members (including advisors) are required; if there are two dissertation advisors, two dissertation examination committee members are required. If one of the advisors does not attend the dissertation examination due to some reason, the number of dissertation examination committee members shall follow the rule for having only one dissertation advisor.

(3) Application for degree examination and materials to be submitted:

A. Degree examination application:

a. Application URL <https://campus4.ncku.edu.tw/wwwmenu/program/mou/>

b. Application period: from the start of the school calendar to one month before the examination

B. materials required:

a. Application for Degree Examination

b. List of examination committee members

c. four or five copies of the dissertation

d. published or presented dissertation

e. Report on plagiarism detection

(4) Exam processing time period: from after the application is approved to before the end of the semester. (end of July or end of January).

ii. Master's Program for Working Students:

1. Credits required for graduation: 30 credits or more, including:

(1) Compulsory credits: 9 (including 6 for master's thesis)

(2) Elective credits: 21

(3) On principle, 9 credits of study on professional subjects are expected, with a maximum of 12 credits.

2. Thesis examination:

(1) Appointment of dissertation examination committee members: to be recommended by the graduate advisory professor and sent for appointment by the president of the university after the head of the department approves; the dissertation examination committee members are not limited to persons from inside or outside the school. Advisors may not be the convener.

(2) If there is only one dissertation advisor, three dissertation examination committee members (including advisors) are required; if there are two dissertation advisors, two dissertation examination committee members are required. If one of the advisors does not attend the dissertation examination due to some reason, the number of dissertation examination committee members shall follow the rule for having only one dissertation advisor.

(3) Application for degree examination and materials to be submitted:

A. Degree examination application:

a. Application URL <http://campus4.ncku.edu.tw/wwwmenu/> program/mou/

b. Application period: from the start of the school calendar to one month before the examination

B. materials required:

a. Application for Degree Examination

b. List of examination committee members

c. four or five copies of the dissertation

(4) Exam processing time period: from after the application is approved to before the end of the semester. (end of July or end of January).

(5) On principle, the minimum number of words for the dissertation is 30,000 words.

iii. Doctoral Program

1. Credit requirement for graduation: 36 or more, including:

(1) Thesis: 12 credits

(2) Major compulsory credits: 6

(3) Electives for the major: at least 18

2. Before applying for the oral examination of the graduation thesis, the doctoral student must publish at least 1 paper in domestic and foreign journals (proof of evaluation must be attached) and at least 2 papers presented in academic seminars (acceptance letter or agenda

sheet must be attached).

3. Qualification examination:

- (1) Exam qualification: Students who are in their second year or above in the doctoral program and have obtained the consent of the advisor in this department, can apply for the examination and shall complete the examination within ten semesters.
- (2) Subjects and scope of the examination: Two subjects, 'Theoretical Methods', and 'Topic Literature', in the field of the student's profession, shall be examined, and the exam questions jointly given and graded by two members of the examination committee and scores given to determine whether the subjects have been passed.
- (3) Application and examination deadline: application should be made one semester before the examination. The last day for application is October 15 and March 15 of each year. Candidates have one chance to apply for withdrawal after the application is completed and before the test is held.
- (4) Examination method: Candidates are to use computers provided by the department office for answering questions. Reference books are allowed, but doing research on the Internet is strictly forbidden.
- (5) Only one course subject is allowed to be tested each semester, and each candidate may take the test up to two times. Those who fail to pass the at the second time, after the departmental meeting has been held and the student's performance discussed and consensus reached the registration office will be notified for the student to withdraw from school.

4. Only those who pass the qualification test held by this department can apply for the preliminary test of the dissertation:

- 1) With the approval of the advisor, the graduate student prepares a "Doctoral Dissertation Plan" and submits an application to the department office in accordance with the regulations.
- 2) The initial test of the dissertation will be held in public, and the written material must be placed in the office for viewing one week before the oral test. Examination committee members are recommended by the advisor and appointed after being reviewed and approved by the university Academic Committee. Subsequent examination committee members for the degree examinations are from the same group. Any changes to the list of committee members must be submitted to the Academic Committee for review and approval.

3) Application and processing time period:

Application period: Application must be made at least two weeks before the test

Processing period: from first day of the school calendar to the end of the semester

5. After passing the preliminary examination of thesis, the student may apply for the degree examination in the following semester.

6. Certification of language proficiency: Must be completed by the end of the semester of graduation ( January 31 for fall semester, and July 31 for the second semester) at the latest, and submitted before processing for departure from the school.

(1) Students from Taiwan:

- A. 'First Language' -- (choice of one) Taiwanese (Tâi-gí), Hakka, and Aboriginal languages.
- B. 'Second Languages': Choose any two foreign languages, and adopt a high standard for one language and a low standard for the other to determine language proficiency.

(2) Foreign students: Three language competencies are required, from a combination of 'First Language' and 'Second Language' categories; the standard adoption is two high standards and one low standard.

A. 'First Language': one or two chosen from the following four: Taiwanese (Tâi-gí), Hakka, an aboriginal language, or Chinese. Proficiency standard is one high and one low.

B. 'Second Language': Choose any one or two foreign languages, the proficiency standard is one high and one low. The "foreign language" may include the native language of the foreign student.

7. All doctoral students must complete the required credits for graduation, pass the qualification examination, fulfill the preliminary examination of the dissertation and the language proficiency test before they can obtain the qualifications of a doctoral candidate.
8. Dissertation review: Those who have completed the required credits for graduation, passed the qualification examination, passed the preliminary test of the dissertation, completed the dissertation, and met the basic requirements for the publication of the dissertation stipulated by the department, may apply for the dissertation review. Applicants must submit the following documents:
  - (1) Application form for dissertation review
  - (2) Transcripts over the years
  - (3) Dissertation and abstract
  - (4) One published paper
  - (5) Report on plagiarism detection
9. Public presentation of dissertation: must be held before the degree examination.
10. Degree Examination: To be administered according to the "Common Precautions for Doctoral Degree Examination" of our school and the "Key Points for the Appointment of Graduate Thesis Examination Committee and Degree Examination Committee" of our department.

#### V. Procedures for leaving school (same for master's and doctoral students)

- 1) The content of the master's and doctoral dissertations is to be printed out in accordance with the format and cover of the school's regulations.
- (2) The doctoral dissertation shall be in hardcover according to school regulations.
- (3) The dissertation files are to be constructed online item by item online, and the full text of the dissertation uploaded.
- 4) After submitting five dissertations (including one copy for the school library), school departure procedure may commence. (the part relating to the department).
- (5) Connect to the online dissertation full text system of our library, follow the instructions of the system, construct data item by item, upload the full text of the dissertation as a PDF file, and



sign the authorization form to submit one volume of the dissertation ( hardcover for doctoral dissertation). Afterwards you may start the school departure procedure for the part regarding the school library.

- (6) Please refer to <http://etds.lib.ncku.edu.tw/html/> for our school's "Methods for the Collection of Digital Theses " and the "Procedure for Submitting Full Text Digital Papers System".

For all regulations regarding schoolwork, research or going abroad during the semester, in addition to timely announcements of the department, please check online at any time for detailed regulations.

# Relevant Regulations Regarding Graduate Advisors in The Department Of Taiwanese Literature, National Cheng Kung University

Most recently passed during the first departmental meeting, first semester, September 26, 2013

- One. After the first semester of the first year, the graduate students of the master or doctoral program (including the program for working students) can select an advisor. Students of the master's program (including the program for working students) must select an advisor one month before the end of the second semester at the latest, and doctoral students no later than one month before the end of the second semester of the second year. After the selection, the advising professor must sign the agreement to confirm the advisorship. Thereafter, at the beginning of each semester the graduate student must discuss their prospective courses with their advisor before making their decision, and the advisor must sign and agree. Graduate students who fail to select their advisor within the specified time may apply for an extension of one semester, or the department head may negotiate with the relevant instructors to serve as the student's advisor.
- Two. A master's or doctoral dissertation advisor must be an assistant professor or higher. The total number of students guided by each instructor is 3 times the student-teacher ratio (total graduate students divided by full-time teachers) of the department and the maximum is 20.
- Three. Doctoral advisors are chosen from the ranks of the department's full-time professors on principle; if an instructor from outside the department is jointly advising, he or she is appointed as the second advisor and must be a three-tier approved faculty member of Cheng Kung University. If a doctoral student appoints an instructor from outside the department as the second advisor, the decision must first be approved by the Academic Development Committee.
- Four. For regular master's students and working master's students, advisors shall principally be full-time or part-time instructors of the department. If an instructor from outside the department is chosen to jointly advise, they can only be hired as the second advisor and the second instructor must be a three-tier approved instructor of the National Cheng Kung University.
- Five. If the research field of the master's or doctoral students' dissertation is a special field that cannot be guided by any full-time or part-time faculty members of the department, after the approval of the Academic Development Committee, instructors from outside the department may be hired as advisors. However, the teachers outside the department must be a three-tier approved faculty member of the university.
- Six. Rule Number Three and Four take effect from the first semester of academic year 2009.
- Seven. After the advisors for master or doctoral students have been confirmed, if either party has difficulty either continuing to guide or accept guidance, they can apply to the director of the department to make changes in advisors. The only condition being that the one applying must find the replacement advisor. Then the change must be negotiated by the Academic Committee for agreement and be signed and approved by the department director for the change to take effect.

Qualification Examination Measures for Graduate Students in the Department of  
Taiwan Literature, National Cheng Kung University  
(Applicable to students entering from the 2012 academic year)

Last revised and approved, 6th departmental meeting, the second semester, 2013 academic year, May 8, 2014

**I. Exam qualification**

Doctoral students Year Two or more, having obtained the approval of their advisor, may apply to take the exam.

**II. Exam subjects**

Two subjects, 'Research History and Theoretical Methods', and 'Topic Literature', in the area of the student's professional field, shall be examined, the exam questions jointly given and graded by two members of the examination committee for each subject, to determine whether the student has passed.

**III. Examination Committee members**

Two examination committee members for each subject shall be selected from a suggested list put forward by the advisors (at 6 on the list), who shall be appointed after confirmation by the academic committee. The advisors themselves, to avoid conflict of interests, may not be on the list for consideration of examination committee member

**IV. Application method and deadline**

Candidates should apply in the semester before the exam. The deadline for application is October 15 and March 15 of each year. Candidates are allowed one withdrawal between the time that the application is completed and before the test is held.

**V. Examination time**

You can choose a regular weekday(non-holiday) at the end of October or the end of March each year to take the test, and the testing time is from 1pm to 5pm.

**VI. Examination method**

Only one subject may be tested per semester, and each candidate can only make two attempts to pass the test. Candidates are to use computers provided by the department office to make test responses. During the test, reference books may be used, but search for information on the Internet is strictly forbidden. Those who fail to pass the exam after two times, after departmental meetings are held and the student's performance discussed and consensus reached, the registration office will be notified for the student's withdrawal from school.

**VII. Exam book list**

The examination book list for each subject shall be discussed and produced by the examination committee members, and shall be produced no later than one month after the examination application deadline.

**VIII.** After passing both the "Research History and Theoretical Methods" and "Topical Documents", outline of the doctoral dissertation plan may submit the application for the preliminary examination of the dissertation be made.

**IX.** Doctoral students must complete the required credits for graduation, pass the qualification examination, complete the preliminary examination of the dissertation and the language

proficiency test before they can receive the qualification of a doctoral candidate.

- X.** The above described measures are applicable to students entering in the 2012 academic year after being passed by the departmental meeting. Those who had enrolled before the 2011 academic year can choose to follow the new system. However, after changing to the new system, these students must abide by the same standards as the candidates for the new system, and cannot revert to the old system used before the 2011 academic year.
- XI.** If there are any issues not covered in this section, the Academic Planning Committee will be asked to make revisions or additions, and implemented after approval by the departmental meeting.

# Regulations Regarding Preliminary Examination of Graduate Dissertations in the Department of Taiwanese Literature, National Cheng Kung University

(Applicable to students entering after the 2013 academic year)

Last revised and approved, first departmental meeting, second semester, 2012 academic year.

One. These regulations are based on the "Detailed Rules for the National Cheng Kung University Graduate Degree Examination".

Two. Graduate students who have completed all graduation credits or are about to complete all graduation credits, must participate in four academic seminars or workshops inside or outside the school, and submit a reflection report (at least **1000 words**) to the department academic committee for certification before applying for the preliminary examination.

In addition to filling in the application form, hand in published papers and submitting the certification certificate of the previously mentioned reflection report, the student needs to prepare a full text draft of the 'Thesis Plan Outline' and one chapter of the dissertation to hand in to the department office when applying for the dissertation preliminary test. These will be sent to the evaluation committee members for evaluation two weeks before the set preliminary exam date.

Three. The application for the preliminary examination of master's thesis must be submitted at least two weeks before the examination. The application period is from the completion of the registration procedures for the graduate students to two weeks before the end of the semester.

Four. After the preliminary examination of the thesis for master's students, their "Thesis Plan Outline" must incorporate the comments and suggestions made by the evaluation committee and revised wherever applicable. Only after the evaluation committee has approved and signed is the outline passed.

Five. Doctoral students may only apply for the preliminary examination of their dissertation when they have passed the qualification examination and completed all graduation credits or are about to complete all graduation credits.

Six. The application for the preliminary examination of the doctoral dissertation must be submitted at least two weeks before the examination. The application period is from after the completion of the registration procedures to two weeks before the end of the semester. At the time of application, the application form for the dissertation preliminary examination, the recommended list of examination committee members, and a copy of the 'Dissertation Plan' should be submitted to each evaluation committee members for review.

Seven. The advisor for the doctoral student will make a list of recommended examination committee members for the preliminary examination of the doctoral dissertations, with number of recommendations three more than the required examination committee members. The recommended list shall be appointed after the approval of the Academic Committee.

Subsequent examination committee members for the degree examination are from the same group, and changes to the list of committee members must also be submitted to the Academic Committee for evaluation and approval.

Eight. The preliminary test of the doctoral dissertation will be held in public, and the written material must be placed in the office for viewing one week before the oral test.

Nine. After the preliminary examination of the dissertation for doctoral students, their "Doctoral Dissertation Plan" must incorporate the comments and suggestions of the evaluation committees and make appropriate revisions. After being approved and signed by all the evaluation committee members the outline passes.

Ten. After passing the preliminary examination of the master/doctoral dissertation, the student may apply for the degree test for the following semester.

Eleven. Doctoral students enrolled before the 2011 academic year may choose to apply these regulations, or follow the old regulations of the three-stage examinations for preliminary examination, mid-term examination and degree examination.

Twelve. This regulation will be implemented after being discussed by the Academic Planning Committee and approved by the departmental meeting. The same procedure for any amendments made.

## Key Points for the Appointment of Graduate Thesis Evaluation Committee and Degree Examination Committee Member of the Department of Taiwanese Literature, National Cheng Kung University

Last revised and approved Dec 17, 2009, the seventh departmental meeting of the first semester of the 2009 academic year

1. These main points are based on the "Detailed Rules for the National Cheng Kung University Graduate Degree Examination".
2. The postgraduate students of this department must have, as the convener of the graduate thesis evaluation committee, the director of the department, to establish the committee and appoint thesis evaluation members. And to establish a graduate examination committee and appoint examination members during the degree examination. The only exception being that the thesis/dissertation advisor shall not be the convener.
3. The number of Master's Thesis Evaluation Committee member and the Degree Examination Committee members are three to five; for the doctoral student, five to seven for the Doctoral Dissertation Evaluation Committee and the Degree Examination Committee
4. The criteria for the qualification of evaluation committee members and examination committee members are to be determined by the departmental meeting.
5. The appointment of the graduate thesis evaluation committee and examination committee for master students are first, recommended by the postgraduate advisor, then signed by the president after the approval of the department director. For the doctoral student, the appointment of the doctoral dissertation evaluation committee and examination committee shall be recommended by the graduate advisor, approved by the Academic Planning Committee then signed by the president. The committee members are not limited to persons inside or outside the school. However, the number of committee members from outside the school must be more than one-third (inclusive).
6. Matters not covered in this section shall be handled in accordance with the school's degree examination rules and related regulations.
7. These main points will be implemented after being approved by the departmental meeting, and the same when being revised.

Language Proficiency Test Graduation Threshold for Master's Degree Students,  
Taiwanese Literature Department, National Cheng Kung University

Last revised and approved by the 5th department meeting, second semester, 2018 academic year, Jun 13, 2019

		Domestic(Taiwanese) Master's student	Foreign Master's Student
F I R S T  L A N G U A G E	Taiwanese (Tâi-gí)	B2 or having taken and passed the 'Foundations of Taiwan's Languages and Writing' course (Taiwanese I, II)	B2 or having taken and passed the 'Foundations of Taiwan's languages and Writing' course (Taiwanese I, II)
	Hakka	High-Intermediate Level Or having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Hakka I, II)	High-Intermediate Level Or having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Hakka I, II)
	Aboriginal language	Having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Aboriginal language I, II)	Having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Aboriginal language I, II)
	Chinese	X	Taiwan SCTOP Chinese Language Proficiency Test Advanced Level, or Advanced Level of Chinese Proficiency in China, or those who have received Chinese language courses and obtained diplomas in colleges and universities in Taiwan.
S E C O N D  Lang- uage	English	The level corresponding to B2 of the CEF language proficiency reference index or the high intermediate level of the General English Proficiency Test, Initial Test	The level corresponding to B2 of the CEF language proficiency reference index or the high intermediate level of the General English Proficiency Test, Initial Test
	Japanese	Level 3	Level 3
	Other international languages	The level corresponding to B2 of the CEF language proficiency reference index	The level corresponding to B2 of the CEF language proficiency reference index

1. Master's degree students must complete each of the language proficiency requirements of "First Language" and "Second Language".
2. **The language proficiency tests must be completed before the end of the semester of graduation (January 31 for the first semester and July 31 for the second semester), and a certificate of verification that meets the graduation criteria must be submitted before leaving school.**
3. The validity of the above-mentioned certifications is five years from the start of the enrollment
4. **Those who have graduated from Taiwanese-related departments or are winners of Taiwanese-related competitions may be exempted from the "First Language" test.**
5. The 'Second Language' criteria include the native languages of foreign students.
6. **Credit Requirements for exempting from the Second Language requirement:**
  - (1) Having taken the 'Academic English I, II' of our department, 8 credits of 'Second Foreign Language I, II, III, IV' of our school, or 'Graduate Online English' of our school or being certified by the Academic Committee for having taken courses at the corresponding level.
  - (2) Graduates of foreign language-related departments (including dual majors and minors).



# Language Proficiency Test Graduation Threshold for PhD students, Department of Taiwanese Literature, National Cheng Kung University

Last revised and approved, the 5<sup>th</sup> departmental meeting, second semester, 2018 academic year, Jun 13, 2019.

		Domestic doctoral student	Foreign doctoral student
First language	Taiwanese (Tâi-gí)	B2 or having taken and passed the 'Foundations of Taiwan's Languages and Writing' course (Taiwanese I, II)	Low standard: B1 High standard: B2
	Hakka	High-Intermediate Level Or having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Hakka I, II)	Low standard: Intermediate level High standard: high intermediate level
	Aboriginal language	Having taken and passed 'Foundations of Taiwan's Languages and Writing' course (Aboriginal language I, II)	passing
	Chinese		Low standard: Taiwan SCTOP Chinese Language Proficiency Test Advanced or Basic Level of Chinese Proficiency in China High standard: Taiwan SCTOP Chinese Language Proficiency Test Advanced Level, or Advanced Level of Chinese Proficiency in China, or those who have received Chinese language courses and obtained diplomas in colleges and universities in Taiwan.
Second language	English	Low standard: Passed the first-stage test of the intermediate level of the General English Proficiency Test, or Level equivalent to B1 of the CEF Language Proficiency Reference Index. High standard: passed the first-stage test of the high-intermediate level of the General English Proficiency Test, or equivalent of the level corresponding to B2 of the CEF language proficiency reference index.	Low standard: Passed the first stage test of the intermediate level of the General English Proficiency Test, or the level equivalent to B1 of the CEF Language Proficiency Reference Index. High standard: passed the initial test of the General English Proficiency Test, or level corresponding to B2 of the CEF language proficiency reference index.
	Japanese	Low standard: level 3 High standard: Level 2	Low standard: level 3 High standard: Level 2
	Other international languages	Low standard: level equivalent to B1 of the CEF language proficiency reference index. High standard: level equivalent to B2 of the CEF language proficiency reference index.	Low standard: level equivalent to B1 of the CEF language proficiency reference index. High standard: level equivalent to B2 of the CEF language proficiency reference index.
1. The recognition of language proficiency for Taiwanese doctoral students includes 'First Language' (One			

from Taiwanese, Hakka, or aboriginal languages) and 'Second Language' (choose any two foreign languages, one to adopt high proficiency standard and the other low proficiency standard)

2. The recognition of language proficiency of foreign doctoral students includes 'First Language' and 'Second Language', adopting two high standards and one low standard, a total of three language proficiency certifications
3. Those who have graduated from Taiwanese-related departments or are winners of Taiwanese-related competitions may be exempted from the "First Language" test.
4. The low standard of "Second Language" for domestic doctoral students can be exempted by taking 4 credits including advanced courses. This course includes courses taken within 5 years before enrollment. (This revision also applies to old students)
5. The high standard of 'Second Language' may be exempted by taking the 'Graduate Online English' course of the school. (This revision also applies to old students)
6. In the future, if the aboriginal language certification adopts a multi-level system, the low standard will be the intermediate level and high standard the high intermediate level.
7. The 'Second Language' includes the native mother tongue of the foreign student, and the native language of the foreign student is regarded as the high standard of the language.
8. The "Language Proficiency Test" must be completed before the end of the semester of graduation (January 31 for the first semester, and July 31 for the second semester), and a certification that meets the graduation threshold submitted before leaving school.
9. The validity period of the above-mentioned certificates is the first 5 years of enrollment.

## **A Summary of Important Points for Schools and Departments Regarding Degree Examinations for Graduate Students**

For all graduate departments and professional schools handling degree examinations for Ph.D and Master's students, please follow the "**Detailed Rules for Graduate Degree Examinations**" and related regulations. The notes are summarized as follows:

1. According to Article 4 of the "Detailed Rules for Graduate Degree Examinations" of our school, the deadline for graduate students to apply for master's or doctoral degree examinations is from the first semester to January 20, and the second semester to July 20. If there are special circumstances and the application is approved by the provost, the application period may be extended to the day before the degree examination in the current semester, but the oral examination results still need to be delivered to the registration office within the specified date. For relevant regulations and forms, please go to our school website / Academic Affairs Office / Class Section / Degree Examination to download.
2. Please inform the graduate students to apply for the degree examination on the "Postgraduate Degree Examination Online Application Process" webpage of our school (website <http://campus4.ncku.edu.tw/wwwmenu/program/mou/>), and after the department has evaluated and compiled the applications on the 'degree examination system', print out and send the document to relevant offices for review.
3. One examination committee member can be appointed to examine more than two candidates taking the exam, but the total number of external committee members for each master's class may not exceed the total number of candidates at one time.
4. The spouse, third-degree relatives, either by blood or in-laws of Ph.D. and Master's degree students may not serve either as advisors or members of degree examination committee.
5. According to the resolution of the 1st Academic Meeting of the 2009 academic year, on December 16, 2009, the dissertation for doctoral degree should be written in English within 5 years from the 2011 academic year and for the master's student within 10 years from the 2011 academic year. At the first academic meeting of the second semester on May 14, 2013, it was approved that before full Anglicization of the master's and doctoral dissertations, those who had written in Chinese must attach an extended abstract of 800 to 1200 words in English. Each department is asked to implement it according to the scheduled goal.
6. The title, abstract, and key words of the Master's/PhD thesis must be submitted in both Chinese and English.

7. Please send a copy of the dissertation to the registration office and the school library, according to the following specifications:

(1) For doctoral students: in hardcover, with the front cover in black, lettering in white.

(2) For Master's students: The copy for the registration office is in paperback, the cover yellow-orange (reference color number CMYK: C0, M40, Y80, K0 or RGB: R247, G181, B115); for the library the thesis is in paperback, with laminated cover in the same color as for the registration office. The lettering is to be in black.

8. Please inform the graduate students about transferring files, logging in and uploading papers, and authorizing their work in accordance with the University's "Methods for the Collection of Digital Theses" and "Procedure for Submitting Full Text Digital Papers System " (URL <http://etds.lib.ncku.edu.tw/main/index>).

9. Students who need to postpone the publication of their paper-based thesis due to applying for patents, please fill in the "Application for Postponement of Publication of Doctoral and Master's Degree Dissertation in the National Central Library", sign and submit it to the Registration Office along with the paper copy of the thesis. The application form can be found on the homepage of the National Central Library under 'Services/Copies and Downloads/Other Downloads'.

# Doctoral and Master's thesis format specifications of National Cheng Kung University

Last amended and approved Dec. 11, 2019, the first academic meeting , 2019 academic year.

1. Paper specifications for the cover and inner pages of the thesis: 21 cm wide, 29.6 cm long (that is, A4 size) 80-pound simili paper(semiwood-free).
2. Cover border:  
Vertically: top 23mm, bottom 30mm, left 20mm, right 20mm  
Horizontally: top 37mm, bottom 32mm, left 28mm, right 20mm.
3. Cover color: uniformly decided by the school.
4. Cover writing: 1. School name 2. Department (institution and degree program) 3. Name of Thesis  
4. Title in Chinese and English 5. Name of student 6. Name of advisor(s) 7. Date the degree examination was passed( month, year)
5. To the second page of the thesis is attached the certificate of passing the degree examination, which shall be signed by the examination committee members, the advisor, and the department director (institute, degree program).
6. Inner page boundary: top 23mm, bottom 35mm (including page number), left 30mm, right 25mm.
7. The order of the content of the thesis: (1) Certificate of passing the examination (2) Chinese and English abstract (papers written in Chinese should have an extended English abstract) (3) Words of Thanks (4) Table of contents (5) List of tables (6)list of graphs ( 7) Symbols (8) Main text (9) References (10) Appendix  
Notes for writing references:  
(1)For the College of Liberal Arts, the Chinese documents are arranged in order of classification and chronology. For other schools the documents are arranged in the order of the first letter of the English surname (or according to stroke numbers of the first ideograph of the Chinese surname) and chronological order.  
(2) The listing order for periodicals is by name, title of the article, name of journal, volume number, issue, page, and year.  
(3) For books the order is name, book title, name of publisher, place of publication, page, and year.
8. The back of the book should have the name of the school, department (graduate department, degree program), title, author's name, and academic year (the year in which the degree examination was passes).
9. The specifications of the dissertation are as follows:  
(1) Doctoral program: All in hardcover, the cover in black, and the lettering white.  
(2) Master's program: All in laminated paperback, the cover in orange (reference color number CMYK: C0, M40, Y80, K0 or RGB: R247, G181, B115), lettering in black.
10. This specification is implemented after approval by the Academic Affairs Meeting, and it shall be the same with revisions.

## Notes:

1. According to the resolution of the 1st Academic Meeting of the 2005 academic year: In order to deal with the gradual internationalization of the school, titles of the Ph.D. and master's theses are to be listed in both Chinese and English from the 2005 academic year on. If the abstract is in Chinese, an

English abstract must also be attached.

2. According to the resolution of the 1st Academic Meeting of the 2009 academic year: At the present stage, the doctoral thesis should be written in English, and the abstract or summary be written in Chinese; the master's thesis be written in Chinese, and the abstract or summary be written in English. In the future, it is expected that doctoral theses be written in English within 3 to 5 years; the master's theses be written in English within 10 years.
3. According to the resolution of the 2nd Academic Affairs Meeting of the 2012 academic year: starting from the 2013 academic year, an extended abstract of 800 to 1,200 words in English should be attached to the Ph.D or Master's dissertation written in Chinese. The format of the extended abstract is detailed in the appendix.
4. Two copies of the dissertation, one for the school library and one for the National Central library, should be handed in. For the National Central library, copies from different students will be collected by the department (graduate department, degree program) office and sent to the registration office for forwarding.
5. Students who need to postpone the publication of their paper-based thesis due to applying for patents, please fill in the "Application for Postponement of Publication of Doctoral and Master's Degree Dissertation in the National Central Library", sign and submit it to their department office with the paper copy of the thesis. (<http://etds.lib.ncku.edu.tw/files/2015110001.pdf>)
6. Article 4 of the "Graduate Degree Examination Rules" of our school stipulates that the time limit for graduate students to apply for the master's or doctoral degree examinations until January 20 in the first semester, and until July 20 in the second semester. Please for a degree exam on our school webpage, "Graduate Degree Examination Online Application Procedures". (URL: <http://campus4.ncku.edu.tw/wwwmenu/program/mou/>).
7. All graduate students should refer to our school's "Methods for the Collection of Digital Theses " and the "Procedure for Submitting Full Text Digital Papers System" (<http://etds.lib.ncku.edu.tw/main/index>) for transferring files, logging in, uploading their papers and authorizing their work.

# Supplementary Instructions for the Writing Of Graduation Thesis for All Departments (Institutes) of National Cheng Kung University

(Approved at the 1st Academic Meeting of the 2nd semester of the 2012 academic year, May 14, 2013)

1. This motion is in line with the resolution of the Academic Affairs Meeting for the first semester of the 2009 academic year: in the future, the doctoral thesis shall be fully written in English within 3 to 5 years; the master's thesis will be fully written in English within 10 years.
2. This is a temporary regulation. Before full anglicization of master's and doctoral thesis is achieved, those who have written in Chinese must add an extended abstract of 800 to 1200 words in English. This extended abstract replaces the one-page English abstract of the original requirement.
3. Below are the suggested order and format of the English extended abstract. Please make adjustments according to the normal practice of each field. 1. Thesis/Dissertation title, 2. Author's name, 3. Advisor's name, 4. Department and college, 5. Summary (250-word limit, including key words), 6. Introduction, 7. Materials and Methods, 8. Results and Discussion, 9. Conclusion.

The format for the English extended abstract:

- (1) Written in English, 800 to 1200 words
- (2) The recommended font is Times New Roman, and the file format is Word document file in principle.
- (3) The paper specifications, number of columns, and inner page boundaries are the same as the main text of the paper
- (4) Font size and paragraphs:
  - (1) Thesis title: size 14, in bold and centered.
  - (2) Author's information: font size 12, standard character, centered, including the name of the author, the name of the advisor, the college/school and the department.
  - (3) Abstract words and keywords: the font size of the title (such as Introduction) is size 12, bold, centered, and all letters are capitalized; font size of the abstract content and keywords is 12, standard characters. There is no need for indentation at the beginning of each paragraph of the abstract, and keywords are listed after the summary section.
  - (4) Paragraphs' inter-line space is single space.

(5) Examples and detailed descriptions are in the appendix.

4. Method of submission: Please attach the English extended abstract after the Chinese abstract of the graduation thesis.



# Graduate Student Policy

Last amended and passed by the 2nd academic meeting of the 2018 academic year, May 29 2019,  
and the 1st academic meeting of the 2019 academic year, Oct 30, 2019  
According to Ministry of Education Letter Taigao (2) No. 1090005985 dated Jan 21 2020

## Chapter 1 General Principles

Article 1 The NCKU Graduate Student Policy is established by National Cheng Kung University (NCKU) to promote its academic research in line with national development in accordance with the University Act, Enforcement Rules of the University Act, Degree Conferral Act NCKU Regulations of Master's and Doctoral Student Recruitment, and Article 30 of National Cheng Kung University Academic Regulations

Article 2 Academic matters of NCKU graduate programs with regards to admission, registration, course enrollment, length of study, course credits, academic performance evaluation, program transfer, withdrawal/dismissal, graduation, and degree conferral shall be administered according to the Policy.

## Chapter Two: Admission

Article 3 Candidates who are graduates with a bachelor's degree from a government-run or government-registered college/university in Taiwan, or from an MOE-accredited college/university abroad, or those who are qualified with an equivalent educational level according to the relevant education regulations will be granted admission into the master's program of their choice at NCKU after they pass the regular master's program entrance examinations or are accepted through an open recommendation-based screening examination designated for undergraduate program graduates or graduating students registered at NCKU or another approved university.

Article 4 Candidates who are graduates with a master's degree from a government-run or government-registered college/university in Taiwan, or from an MOE-accredited college/university abroad; or those who are qualified with an equivalent educational level according to the relevant education regulations will be granted admission into the doctoral program of their choice at NCKU after they have passed the regular doctoral program entrance examinations. NCKU undergraduate program graduating students or master's program students who meet the qualifications for direct admission into doctoral programs may apply for admission to a doctoral program. Application regulations shall be formulated in a separate text (NCKU Operating Rules for Direct Admission to Ph.D. Programs).

Article 5 International candidates who fulfill the requirements prescribed in

Articles 3 or 4 are eligible to apply for admission into NCKU graduate programs. Applications will be approved through a screening examination or review process for admission into a master's or doctoral program of their choice.

Article 6 NCKU shall publish an admission brochure and form an admission committee, chaired by the University President, for the recruitment of students into graduate programs. Every department/institute shall form its admissions committee to administer student recruitment in a fair, impartial and open manner according to NCKU Regulations for Graduate Program Admissions. NCKU admission regulations shall be established in a separate text by the Academic Affairs Council and submitted to the Ministry of Education for ratification.

### Chapter 3 Registration and Course Enrollment

Article 7 Upon registration, graduate students shall complete their course enrollment each semester according to the program-designated curriculum requirements and NCKU Course Enrollment Regulations. Their course enrollment and thesis/dissertation 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. A faculty member who was or is related to a graduate student as a spouse, or by blood or marriage within the third degree shall not serve as an academic advisor of the student.

Article 8. Deleted.

### Chapter 4 Study Duration, Course Credits, Academic Evaluation, Transfer, Minors, and Double Majors

Article 9 Master's program students shall complete their degree program within the regular study duration of four years (a minimum of one year and a maximum of four years). Students on specialized master's programs for working students shall complete their degree program within the regular study duration of four years (a minimum of one year and a maximum of four years). Should they fail to complete their coursework requirements or degree theses within the designated duration, they shall be allowed to extend their study for a maximum of one year. Doctoral students shall complete their degree program within the regular study duration of seven years (a minimum of one year and a maximum of seven years). Students directly admitted to doctoral programs shall complete their degree program within the regular study duration of seven years (a minimum of three years and a maximum of seven years). Working students on master's and doctoral programs shall complete their degree program within the regular study

duration. Should they fail to complete their coursework requirements or degree theses/ dissertations within the designated duration, they shall be allowed to extend their study for a maximum of one year. The term of “working student” in the preceding rule is defined as the status of the student at the time of admission. Students who are enrolled for a double major shall be allowed a maximum study extension according to related regulations. Students identified as having a disability or those who are certified with a disability status and thus eligible for a higher education placement program by a special education committee under the authority of the local government, are allowed study extensions to a maximum of 4 academic years due to special needs. Those who need to defer their graduation for pregnancy, birth delivery, or caring for children under three shall be allowed a designated maximum study extension according to relevant documentation.

Article 9.1 Graduate students may pursue a minor or double major in accordance with NCKU Minor Program Regulations and NCKU Double Major Program Regulations.

Article 10 Master’s program students are required to complete a minimum of 24 credits. Doctoral students are required to complete a minimum of 18 credits. Students directly admitted to doctoral programs are required to complete a minimum of 30 credits. The required minimum number of credits stated above excludes the six credits designated for a master’s degree thesis or the 12 credits designated for a doctoral degree dissertation.

Article 11 Graduate students are evaluated on a grading scale of 0 to 100 points (equivalent to the calculating system adopted for undergraduate programs) for academic performance and degree examinations, with 100 as the highest grade and 70 as the lowest passing grade. Students failing to receive a grade of 70 or above for a course will not be given course credits. Those who fail to pass a required course are allowed no remedial exams and shall repeat and complete the course before graduation. The passing grade for moral conduct is 60. The passing grade for courses in the Education Program is 60. Those who fail to pass a course are allowed no remedial exams. Course grades and credits received from the Education Program are not calculated into grade point average or the number of credits for the semester. The passing grade for undergraduate courses taken by graduate students is 60. Those who fail to pass an undergraduate course are allowed no remedial exams. Course grades and credits received from undergraduate programs are not calculated into grade point average or the number of credits for the semester. However, this rule is subject to change under special circumstances proposed in a report by the program and approved by the Vice President for Academic Affairs. Academic grades for each semester and graduation are calculated as follows:

1. Semester grade average:

- 1.1 The grade of each course taken in the semester is multiplied by the

course credit number into an integrated value for the course. All integrated values are added up into the total grade for all courses taken in the semester.

1.2 The semester grade point average is calculated based on the division of the total grade by the total credit hours of the courses taken in the semester.

1.3 Calculation of the semester grade point average does not include failing grades

2. Graduation grade: Graduation grade is calculated by averaging the sum of the cumulative grade point average and the grade for the degree examination.

Article 12 Domestic graduate students who have completed their first year of study in their program, or graduate students from overseas who have completed their first semester of study in their program may apply for transfer to a new program under special circumstances, which shall be approved by both the program directors and the Vice President for Academic Affairs. Program transfers shall be subject to a maximum of one application. Upon approval, students are not allowed to transfer back to the original program. Program transfers shall be regulated by graduate institutes and specified in their program academic regulations.

Article 12.1 Should a thesis or dissertation, work(s), proof of achievement, written paper, technical paper, or professional practice report, produced by a graduate student, contain fabricated, altered, plagiarized material, or ghost authorship, or constitute some other forms of fraud in defiance of academic ethics, a special committee shall be formed by the related department (institute or degree program) to conduct an investigation. The committee shall recommend penalties for a confirmed case, which shall be approved by the related department (institute, degree program, and college) and submitted to the Student Rewards and Disciplinary Committee for review.

#### Chapter 5: Dismissal

Article 13 Students shall be dismissed from NCKU under one of the following circumstances:

1. Students who fail to pass degree examinations within the designated study duration.
2. Doctoral students who fail to complete the qualifying examinations within the program-designated period after the maximum number of allowed attempts.
3. Students who fail to pass the degree examinations twice.
4. Students who fail to register or re-enroll after a study suspension by the designated deadline.
5. Students who receive a failing grade for personal conduct.
6. Students who are disqualified by NCKU for admission.

7. Students who have cause for dismissal from NCKU according to NCKU Directions for Student Rewards and Penalties.
8. Students who reach the standards of dismissal according to their affiliated program regulations, upon approval by the institute committee and the related college council, shall be reported to the Student Rewards and Penalties Committee for a resolution of dismissal from NCKU, which shall be approved by the President.

## Chapter 6 Graduation and Degree Conferral

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

1. Students who have completed the required course credits within the designated years of study.
2. Students who have passed the degree examinations in accordance with the school's Rules and Regulations of Graduation Examination for Graduate Students. The Rules and Regulations of Graduation Examination for Graduate Students shall be established separately and submitted to the Ministry of Education for ratification.

Article 15 Students who are qualified for graduation under Article 14, upon completion of the master's/doctoral degree examinations administered by related NCKU committees, shall be conferred a master's/doctoral degree with a diploma.

Article 15.1 A degree shall be revoked if a thesis, dissertation, creative writing, performance, written paper or technical paper, produced by the recipient, is found to have involved plagiarism, fraud, or violations of academic integrity.

## Chapter 7: Supplementary Provisions

Article 16 Matters that are not regulated in these Regulations shall be administered in accordance with NCKU Academic Regulations.

Article 17 These Regulations shall be approved by the University Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly. The English version was translated from the original Chinese text. In the event of discrepancies, the Chinese shall take precedence.

## Key points for the implementation of qualification assessment for doctoral candidates of National Cheng Kung University

1. These points are set forth In order to improve the research ability of doctoral students and to endow them with the necessary academic qualifications, in accordance with the provisions of Article 26 of the University Law and Article 7 of the Degree Granting Law.
2. Doctoral students should be strictly assessed by each department (institute, degree program). After passing the qualification assessment, the student may be nominated as a candidate for doctoral degree by their department (institute, degree program). The qualification assessment must be implemented once before the end of each semester, and each department (institute, degree program) shall announce the date of the examination and accept applications.
3. Each department (institute, degree program) shall determine the examination subjects and selection methods according to the relevant academic field. Each graduate student will decide which subjects to choose when they first participate in the qualification assessment according to the regulations of each department (institute, degree program).
4. The qualification assessment should be completed within 4 semesters after enrollment, and should not exceed 10 semesters at most. The number of examinations for each subject for graduate students is determined by each department (institute, degree program). For those who fail to complete the assessment according to the time limitation and number of trials, each department (institute, degree program) will notify the registration office and order the student to withdraw from the school
5. After each department (institute, degree program) accepts the application for qualification assessment, it should organize a committee to handle relevant assessment matters. Qualification assessment methods and examination subjects are determined by each department (institute, degree program), and listed in each department (institute, degree program)'s key points for the implementation of qualification assessment of doctoral candidates.
6. After a doctoral student has passed the qualification examination, each department (institute, degree program) will notify the registration office to fill in the remarks column of the transcript with "The student has passed the qualification examination and the examination is correct." And when applying for the degree examination, the list of examination committee members shall be submitted to the dean for approval.
7. Each department (institute, degree program) should set the key points for the implementation of the qualification assessment of doctoral candidates based on these implementation points, and after being passed by the departmental academic meeting, announce its implementation and send to the Academic Affairs Office for reference.

8. These key points will be implemented after being discussed and approved by the Academic Affairs Conference, and reported to the Ministry of Education for reference. The same applies when revised.

## **Detailed Rules and Regulations of Graduation Examination for NCKU Graduate Students**

Article 1 The National Cheng Kung University Enforcement Rules for Doctoral and Master's Degree Examinations (hereafter the Rules) are established by National Cheng Kung University (NCKU) to administer graduate program degree examinations in accordance with the University Act and its related Enforcement Rules, Degree Conferral Law and its related Enforcement Rules, NCKU Academic Regulations, and NCKU Graduate Student Policy.

Article 2 All academic programs shall administer their graduate program degree examinations in accordance with the Rules, in addition to other existing relevant regulations.

Article 3 Graduate students who meet the following requirements may apply for a master's degree or doctoral degree examination:

- I. Those who have studied in a master's program for more than one semester or in a doctoral program for more than three semesters; postgraduate students without a master's degree who have studied for a doctoral degree for more than three semesters.
- II. Those who have completed the required coursework and credits designated by the academic degree program with their graduation qualifications evaluated and approved by the program office and the Office of Academic Affairs. The minimum credits required shall be subject to the NCKU Graduate Student Policy.
- III. Those who have completed their first thesis/dissertation with approval by the thesis/dissertation advisor:
  1. Students undertaking a master's or doctoral degree program in fine arts, applied science or technology, or sports field may submit a work, proof of achievement accompanied by a written report, or a technical report instead of a master's degree thesis. The classification of a master's or doctoral program into one of the fields to which this applies shall be proposed in a report by the academic program to the Academic Affairs Council for ratification.
  2. Students undertaking a practical professional master's degree program may submit a professional practice report instead of a thesis. The classification of the master's program as a professional practice area to which this applies shall be proposed in a report by the academic program to the Academic Affairs Council for ratification.
  3. The scope of such determination, the form of materials, content items, and other related matters pertaining to each suitable field referred to in the preceding two paragraphs for which a work, proof of achievement accompanied by a written report, a technical report, or professional practice report may be submitted instead of a thesis shall be in accordance with the related regulations of



the MOE and "Regulations Governing the Determination of Procedures for Naming Degrees, Degree Conferral Criteria and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation".

- IV. The doctoral students shall pass the qualification evaluation for a doctoral degree candidacy. If necessary, a master's program may require their students to pass a candidacy evaluation.
- V. The qualification evaluation referred to in the preceding subparagraph shall be regulated by each academic degree program independently.

Article 4 Graduate students who apply for a master's or doctoral degree examination shall comply with the following requirements:

I. Application date and submission of grades:

- 1.1 First semester: from the school opening date identified in the calendar of the University until January 20; the oral examination grade shall be submitted to the Registration Office before January 31.
- 2. Second semester: from the school opening date identified in the calendar of the University until July 20; the oral examination grade shall be submitted to the Registration Office before July 31.
- 3. Under special circumstances, an application for an oral defense/examination scheduled for a date beyond the designated application deadline within the semester (Jan. 20, fall/July 20, spring) may be submitted and approved by the Vice President for Academic Affairs.

However, the examination results shall be submitted to the Registrar's Division by the designated submission date in the semester (Jan. 31, fall/July 31, spring).

II. Application procedure:

- 1. Students are required to submit the thesis/dissertation (a work, proof of achievement accompanied by a written report, a technical report or a professional practice report) in the designated format, an abstract and an originality report from the online plagiarism detection system, in an application for degree examination, which shall be signed for approval by the thesis/ dissertation advisor and submitted to the academic degree program.
- 2. Upon completion of its qualification review, the academic degree program shall submit a written report with details of candidates, thesis/dissertation titles, abstracts, examination venue and schedule, examination rules, and a list of examination committee members, appointed internally or externally, to the

Office of Academic Affairs for final review. The report shall be approved by the Vice President for Academic Affairs before the academic program is allowed to administer the examinations.

Article 5 The academic degree program shall form a degree examination committee as follows:

I. The doctoral examination committee shall consist of 5 to 9 members, including one-third or more of non-NCKU faculty members, appointed from those specializing in the disciplines related to the Ph.D. candidate's dissertation, which shall be approved by the President. The dissertation advisor shall not act as the convener of the committee. The qualifications of committee members are as follows:

1. Those employed formerly or currently as full or associate professor;
2. Those who are employed as a fellow member, or who are employed formerly or currently as a research fellow or associate research fellow at Academia Sinica;
3. Those who hold a Ph.D. degree with significant contributions in the academic field;
4. Those who specialize in an uncommon or exceptional field with significant academic or professional contributions.

II. The qualification criteria for member appointments in the preceding subparagraphs 3 to 4 shall be established by the academic program.

III. The master's degree examination committee shall consist of 3 to 5 Members; in addition to appointing those who have specialized in research on the subject, creation, performance or technical report proposed by graduate students of the master's degree program, the examination committee should also consist of some members who have at least one of the following qualifications. All appointments are to approved by the President. The advisor shall not be the convener.

1. Those employed formerly or currently as full, associate professor, or assistant professor;
2. Those who are employed as a fellow member, or who are formerly or currently employed as a research fellow, associate research fellow, or assistant research fellow at Academia Sinica.
3. Those who hold a Ph.D. degree with significant contributions in the academic field;
4. Those who specialize in an uncommon or exceptional field with significant academic or professional contributions.

IV. The qualification criteria for appointments in the preceding subparagraphs 3 and 4 shall be established by the academic

program.

- V. The appointment of a graduate student's spouse or any third-or-closer degree relative by blood or marriage, former or current, as his/her thesis/dissertation advisor or one of his/her degree examination committee member is to be avoided.

Article 6 The degree thesis/dissertation (a work, proof of achievement accompanied by a written report, a technical report or a professional practice report) shall be written in Chinese in principle. The thesis for another degree program as acquired previously shall not be presented again. The abstract of a thesis already written in a foreign language shall still be in Chinese.

Article 7 The academic degree examination shall be organized once per semester, in the form of oral defense. If necessary, a written examination may be administered. However, should a video-conference be required to complete an oral defense examination, a special report shall be submitted and approved by the Vice President for Academic Affairs. Above all, the examination shall be administered in a fair, impartial and open manner, and shall be both video- and audio-recorded, with the resulting files or tapes kept by the academic program office. Where it is impossible for the graduate students who have applied for an academic degree examination to complete the academic degree examination within the semester, and just cause is presented, they shall apply for the revocation of the academic degree examination before the end of the semester. If no application for revocation is filed within the specific time limit and the students fail to take the examination, the students shall be held as failing the examination.

Article 8 Under the graduation examination scores, a score of 100 shall be identified as a full mark and a score of 70 as passing. The evaluation shall be conducted no more than once and decided by the average scores given by the present members, provided that the decision to pass shall be subject to two-thirds or more of the present members.

Students who fail the examination may retake the examination in the next semester or next year prior to the expiration of their study periods, no more than once, and shall be expelled from the program upon failing the second attempt of degree examination. If the students fail to complete the program requirements for graduation within the semester after the degree examination, the scores will not be adopted, and the examination will not count into the allowed number of degree examinations.

Article 9 Should the thesis or dissertation, work(s), proof of achievement, written paper, technical report, or professional practice report contain fabricated, altered, plagiarized material, or ghost authorship, or constitute some other form of fraud, the student shall be determined to have failed the examination upon confirmation of the master or doctoral examination

committee.

Article 10 Graduate students who have passed the degree examinations shall submit their master's thesis/doctoral dissertation in paper format with a full-text electronic file and the degree examination results as a part of their application for graduation. The Office of Academic Affairs will issue degree certificates to those who have completed their application for graduation. Those who submit a work or proof of achievement, a written paper, a technical report, or a professional practice report instead of a thesis or dissertation for the degree may submit them as a document, videotape, cassette, disc or in some other form, and also provide an electronic file version. Degree certificates will be officially issued in January in the first semester and in June in the second semester. To those who have completed their required coursework and credits, and who have enrolled in only a program-designated seminar course for thesis/dissertation in the semester, degree certificates will be issued in the month in which they pass their degree examinations.

Those who fail to submit their thesis/dissertation completed with approval of all committee members before the beginning of the following semester shall complete their registration as a student in the next semester. They will be allowed to graduate with a degree certificate dated in the month in which they complete their thesis/dissertation submission.

Article 11 The University may confer the master's degree on a student who studies in the Ph. D program directly according to Paragraph 1 of Article 9 of the Degree Conferral Law if he/she has passed the doctoral degree candidacy examination but failed the doctoral degree examination, in accordance with Paragraph 3 of the same Article, after the Doctoral Examination Committee decides that he/she meets the standards for a master's degree.

Article 12 Any person who has obtained a bachelor's degree after graduating from a department with the study period of six years or longer and undergone two or more years of professional training may, after submitting a professional research paper equivalent to a master's thesis, passing a doctoral program enrollment examination, and studying for the doctoral degree, be awarded a doctoral degree in accordance with Article 7 of the Degree Conferral Law. The standards for the recognition of professional papers in the preceding paragraph shall be determined by each academic program.

Article 13 All members of the Examination Committee must attend the committee meeting in person, and are prohibited from appointing other persons as their proxies. The academic degree examination shall be attended by more than two-thirds of the members. The master's degree examination committee meeting may be held after at least three members are present. The doctoral examination committee meeting shall be

attended by at least five members, including more than one-third of outside school (college) members.

Article 14 Should the thesis or dissertation, work(s), proof of achievement, written paper, technical report, or professional practice report contain fabricated, altered, plagiarized material, or ghost authorship, or constitute some other form of fraud, the degree conferred shall be canceled and the academic degree certificate already awarded to him/her be recalled, and the revocation and cancellation be notified to other universities, colleges and related authorities (institutions).

Article 15 These Rules shall be approved by the Academic Affairs Council and ratified by the Ministry of Education before taking effect. Amendments shall be processed accordingly.

## Special Instructions for all Doctoral Examinations, National Cheng Kung University

1. In the handling of doctoral degree examination, in addition to following the "Rules and Regulations of Graduation Examination for Graduate Students" and related regulations, please also adhere to the instructions below.
2. If a doctoral student has met the qualifications for a doctorate degree candidate and has fulfilled the basic requirements for publishing a dissertation as prescribed by the graduate department(institute) to which he or she belongs, this person shall apply to his/her graduate department (institute)for an evaluation of candidate qualification and degree examination, and the applicant should submit the following documents:
  - (1) Application for degree examination.
  - (2) The transcripts over the years.
  - (3) The first draft and abstract of the dissertation.
  - (4) List of papers and works accepted for publication.
3. Each graduate department (institute) should then evaluate the qualifications of the doctoral candidate. The content of evaluation includes required subjects and credits, qualification examinations, and length of study. After determining that the documents are in order, the relevant committee of the department(institute) will then hire faculty members ranked above associate professors suitable for the candidate's research field to form an evaluation team (departments[institutes] that have not organized a committee may be extended by the director) which will be responsible for reviewing the following related matters:
  - (1) Examination of the first draft and abstract of the dissertation.
  - (2) Review of published papers.
4. The results of the review team's review shall be sent to the director for reference for the acceptance of the degree examination application. After being approved by the director, the institute shall submit the application form for the degree examination no later than one month before the degree examination, and attach the application form for the degree examination, the list of degree examination committee members, degree examination timetable, examination budget plan and minutes of the review team meeting. After all have been double-reviewed and signed according to administrative procedures, the results shall be sent to the President for approval and the degree test administered.
5. The candidate's thesis should be sent to committee members from inside and outside the school for review two weeks before the degree examination, and to hold a public presentation on the thesis before the exam.
6. For the degree examination, please score according to the degree examination grading sheet, and hold a secret ballot. A candidate is passed when given grades of an average score of more than 70 points by more than two-thirds or more of the attending members. The evaluation is done only once.
7. The process of the degree examination should be recorded, and relevant materials and records should be submitted to the Academic Affairs Office within one week and

transferred to the principal for approval, and then the signature and thesis examination score letter should be transferred to the registrar's office to process related matters.

8. Each research institute shall formulate the doctoral examination method of the institute in accordance with these instructions, which shall be announced and implemented after the approval of the department administrative meeting, and be sent to the curriculum division of the Academic Affairs Office for reference.
9. These instructions will be implemented after discussion and approval by the University Council, and any amendments shall follow the same procedure.

Application Form for Graduate Degree Thesis Advisor,  
Department of Taiwan Literature, NCKU

Name	
Class	
Student ID No.	
Name of thesis advisor	_____ Signature/stamp
Title of Thesis	
Director of Department	_____ Signature/Stamp
Estimated date of graduation	
Date of application	
Note	



Application Form for Special Field Thesis Advisor,  
Department of Taiwanese Literature,  
National Cheng Kung University

1. Name of Student:

2. Program

3. Title of Thesis or Dissertation

4. Name of Proposed Advisor:

5. Reason for Applying:

6. Resolutions of the Academic Planning Committee:

Application Form for the Preliminary Examination of Master's Degree Thesis, Department of Taiwanese Literature, National Cheng Kung University, Academic Year Semester  
 (Applicable to students entering from the 2019 academic year on)

Name of applicant: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

List of Examination Committee Members(including names, place of service and job titles):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Test Date:(\_\_\_\_\_ (M/D/Y) time:\_\_\_\_\_ (a.m./p.m.)

**Application check for the preliminary test of thesis: transcript must be enclosed**

I. Graduation credits: 3 credits for required courses, 30 credits for elective courses (up to 6 credits are accepted for for external elective courses)

Required/ Elective	Course Title	Course taken at	credits	Status of course study
Required	Literary Research and Essay Writing	This department	3	<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken
		<input type="checkbox"/> This Dept.		<input type="checkbox"/> taken and passed being

Elective		<input type="checkbox"/> Other Dept.		taken
Elective		<input type="checkbox"/> This Dept. <input type="checkbox"/> Other Dept.		<input type="checkbox"/> taken and passed being taken

II. Certification of language proficiency

Language proficiency certification <input type="checkbox"/> <b>Not certified yet; planned to have the certification by the end of the semester of graduation (January 31 for the 1st semester, July 31 for the 2nd semester) and to submit verification certificates meeting graduation criteria before leaving school.</b> <input type="checkbox"/> <b>Have passed language certification, for the following</b>		
Category	Language tested and standards (Verification certificate must be attached)	Course taken (Verification certificate must be attached)
First Language: Taiwanese student: choice of Taiwanese (Tâi-gí), Hakka, or an aboriginal language Foreign student: Choice of Taiwanese (Tâi-gí), Hakka, an aboriginal language or Chinese	<input type="checkbox"/> Taiwanese (B2)	<input type="checkbox"/> Foundations of Taiwan's languages and Writing' course (Taiwanese I, II)
	<input type="checkbox"/> Hakka (High Intermediate Level)	<input type="checkbox"/> Foundations of Taiwan's languages and Writing (Hakka) (I, II)
	<input type="checkbox"/> Aboriginal language (passing)	<input type="checkbox"/> Foundations of Taiwan's languages and Writing' course (原住民語)(一)(二)
	<input type="checkbox"/> Chinese: Taiwanese student: Not applicable Foreign student: Taiwan SCTOP Chinese Language Proficiency Test Advanced Level, or Advanced Level of Chinese Proficiency in China.	<input type="checkbox"/> Chinese: Taiwanese student: Not applicable Foreign student: Has received Chinese language instructions in colleges and universities in Taiwan and obtained diplomas
	<input type="checkbox"/> graduate of Taiwanese-related departments or is a winner of Taiwanese-related competitions	
Second Language: choice of any foreign language	<input type="checkbox"/> English (B2) <input type="checkbox"/> Japanese (Level 3) <input type="checkbox"/> Other international languages (the level corresponding to B2 of the CEF language proficiency reference index)	<input type="checkbox"/> attach certification of language proficiency test and proof of courses taken Course title: Credits:
	<input type="checkbox"/> graduate of foreign language-related departments or institutes (including	

	double majors or minors)
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III. Presenting a paper

Have presented

Title of paper: \_\_\_\_\_

Presented at : \_\_\_\_\_

Not yet presented; will present the paper before applying for degree examination, and submit the paper at the time of applying for degree examination.

IV. Participation in four academic conferences or workshops inside or outside the school and handed in reflection paper

V. Outline of Thesis and one chapter from within

<b>Approval by the advisor</b>	<b>Signature or stamp of the department director</b>
_____ signature or stamp	_____ signature or stamp

Application Form for Doctoral Program Qualification Examination,  
 Department of Taiwanese Literature, National Cheng Kung University,  
 \_\_\_\_\_ Academic Year \_\_\_\_\_ Semester

Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email : \_\_\_\_\_

Title of

Dissertation : \_\_\_\_\_

Examination Subject: Only one subject per semester

Research History and Theoretical Methods

Topical Literature

List of Examination Committee Members: Recommend at least six

Name	Place of Service	Title	Note

Approval by the advisor: \_\_\_\_\_ (signature or stamp)

Academic Committee: \_\_\_\_\_

Application Form for the Preliminary Examination of Doctoral Degree  
 Dissertation, Department of Taiwanese Literature, National Cheng Kung  
 University, Academic Year Semester  
 (Applicable to students entering from the 2019 academic year on)

Name of applicant: \_\_\_\_\_ Student ID Number: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

Title of Thesis: \_\_\_\_\_

Testing time: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ (hour/m/d/y)

List of recommended examination members, their *place of service and titles*:

<i>Name</i>	<i>Place of Service</i>	<i>Title</i>

<i>Name</i>	<i>Place of Service</i>	<i>Title</i>

Checks for preliminary test of thesis: transcript must be attached

One. Graduation credits: 6 credits for required courses, 18 credits for elective courses (at most 6 credits for external elective courses)

Required/ Elective	Course Title	Course taken at	Credits	Course status
Required	Research Method	This department	3	<input type="checkbox"/> taken and passed <input type="checkbox"/> being taken
Required	Thematic Discussion on Taiwanese Literature	This department	3	<input type="checkbox"/> taken and passed <input type="checkbox"/> being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed <input type="checkbox"/> being taken

Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken
Elective		<input type="checkbox"/> This department <input type="checkbox"/> Other departments		<input type="checkbox"/> taken and passed being taken

## Two. Qualification Test

Research History and Theoretical Methods : passed in the \_\_\_\_ Semester of \_\_\_\_ Academic year

Topic Literature : passed in \_\_\_\_ semester of \_\_\_\_ Academic Year

Three. Certification of language proficiency: must be completed by the end of the semester of graduation (January 31 for the first semester, July 31 for the second semester) at the latest, and proof of certification acceptable for the graduation threshold submitted before processing for school departure.

Certification of language ability		
	Category	Language tested and standards (Verification certificates must be attached)
Taiwanese student	First language	<input type="checkbox"/> Taiwanese (B2 or being taken) <input type="checkbox"/> Hakka(High-intermediate level or being taken) <input type="checkbox"/> Chinese(SCTOP Chinese Language Proficiency Test Advanced Level or being taken) <input type="checkbox"/> aboriginal language(passed or being taken)
	Second language	English : <input type="checkbox"/> Low standard(passed Initial Test of the Intermediate Level of GEPT or level corresponding to B1 of the CEF language proficiency reference index) <input type="checkbox"/> High standard(passed the initial test of High-intermediate Level of GEPT or the level corresponding to B2 of the CEF language proficiency reference index)

		<p>Japanese: <input type="checkbox"/>Low standard (level 3)<input type="checkbox"/>high standard (level 2)</p> <p>Other international languages :</p> <p><input type="checkbox"/>Low standard (level corresponding to B1 of the CEF language proficiency reference index)</p> <p><input type="checkbox"/> High standard (level corresponding to B2 of CEF language proficiency reference index)</p>
Foreign student	First language	<p>Taiwanese:<input type="checkbox"/>Low standard(B1)      <input type="checkbox"/>High standard (B2)</p> <p>Hakka: <input type="checkbox"/>Low standard(Intermediate Level) <input type="checkbox"/>High standard (High-intermediate Level)</p> <p>Aboriginal language:<input type="checkbox"/>passed</p> <p>Chinese:<input type="checkbox"/> Low standard (Taiwan SCTOP Chinese Language Proficiency Test Advanced Level, or Basic Level of Chinese Proficiency in China)</p> <p><input type="checkbox"/> High standard (Taiwan SCTOP Chinese Language Proficiency Test Advanced Level, or Advanced Level of Chinese Proficiency in China or has received certificate for Chinese language study in a Taiwanese college or university)</p>
	Second language	<p>English:<input type="checkbox"/>Low Standard(passed Initial Test of the Intermediate Level of GEPT or level corresponding to B1 of the CEF language proficiency reference index)</p> <p><input type="checkbox"/>High Standard(passed the initial test of High-intermediate Level of GEPT or the level corresponding to B2 of the CEF language proficiency reference index)</p> <p>Japanese:<input type="checkbox"/>Low Standard (Level 3)   <input type="checkbox"/>High Standard (Level 2)</p> <p>Other international languages:</p> <p><input type="checkbox"/>Low Standard(level corresponding to B2 of CEF language proficiency reference index)</p> <p><input type="checkbox"/>High Standard(level corresponding to B2 of CEF language proficiency reference index)</p>
說明	<p>1. Taiwanese students:  First language: (Choice of one) Taiwanese (Tâi-gí), Hakka, an aboriginal language  Second language: choice of any two foreign languages; the applicable standards are one low and one high. Low standard may be obtained by studying foreign language courses for four credits, including advanced level courses. The course may come from those taken in the previous five years before entering the program.</p> <p>2. Foreign students: ‘First language’ and ‘second language’, standards adopted at two highs and one low.  First language: choice of one to two of the following --Taiwanese (Tâi-gí), Hakka, an aboriginal language and Chinese. Proficiency standards required is one high and one low.  Second language: Choice of one to two. Required proficiency standards are one low and one high. The ‘foreign language’ may include the student’s own mother tongue.</p> <p>3. For certification standards, please refer to the rules listed in the “Language Proficiency Test Graduation Threshold for PhD students, Department of Taiwanese Literature, National Cheng Kung University”</p>	

Four. Present three papers (starting from 2010, students in the program must have at least one paper that appeared in a journal)



presented \_\_\_\_\_ paper(s) (please attach the paper(S) and proof of evaluation)

Paper topic: \_\_\_\_\_

Presented at/in \_\_\_\_\_

Paper topic: \_\_\_\_\_

Presented at/in \_\_\_\_\_

Paper topic: \_\_\_\_\_

Presented at/in \_\_\_\_\_

\_\_\_\_\_ papers have not been presented yet, which will be done before the application for degree examination, and the published papers and certificates of evaluation will be submitted at that time.

Approval of the dissertation advisor	Decision of the Academic Committee	Signature of the Department Chair
<hr/> Signature or stamp	<input type="checkbox"/> Pass <input type="checkbox"/> Not pass	<hr/> Signature or stamp

