

NATIONAL DONG HWA UNIVERSITY
Academic Guidelines for Graduate Students in the
Ph.D. Program in Asia-Pacific Regional Studies

Approve at the Department Affairs Meeting of the Ph.D. Program in Asia-Pacific Regional Studies, November 24, 2020
Amended and Approve at College Affairs Meeting of the College of Humanities and Social Sciences, December 9, 2020
Amended and Approve by Academic Affairs Meeting of the National Dong Hwa University, December 30, 2020
Approve at the Department Affairs Meeting of the Ph.D. Program in Asia-Pacific Regional Studies, October 6, 2022
Approve at College Affairs Meeting of the College of Humanities and Social Sciences, November 23, 2022
Approve by Academic Affairs Meeting of the National Dong Hwa University, December 21, 2022

Article 1 Basis of the guidelines

These guidelines are issued pursuant to the *Academic Regulations, Guidelines Governing Degree Examination for Ph.D. and Master's Students*, and other applicable regulations of National Dong Hwa University (hereinafter referred to as NDHU or "the University").

Article 2 Admission requirements

1. Applicants who passed the University's doctoral admission examination.
2. Foreign students who applied to the University in accordance with the NDHU *Admission Guidelines for International Students*.
3. Newly admitted students to the Ph.D. Program in Asia-Pacific Regional Studies (hereinafter, "the Program"), but who are unable to enroll on time due to a serious illness or military draft, may apply to retain their admission status by submitting an application to the University detailing the reason for late enrollment with the relevant proof attached prior to the enrollment deadline. If approved, students may defer their enrollment date in the program.

Article 3 Period of study

The period of study for graduate students in the Program shall be two (2) to seven (7) years. Students admitted as working professionals may be granted an extension of up to two years.

Article 4 Coursework requirements

Refer to the Program's course requirements table. Relevant matters shall be processed in accordance with the NDHU *Guidelines for Graduate Course Work* for the Program.

Article 5 Credit exemption and accounting

1. Relevant matters shall be processed in accordance with the NDHU *Credit Exemption Guidelines*.
2. With the approval of the Program, students may take up to 6 credit hours of professional elective courses at the doctoral or mixed doctoral and master's level at other departments/institutes of the University OR at the doctoral level at another university as part of their graduation credit requirements. However, doctoral or master's courses offered by an in-service graduate program shall not be accounted as part of students' professional elective credit requirements. Students must submit a "Ph.D. Program in Asia-Pacific Regional Studies - professional elective credit recognition form" in order to apply.
3. Students who have taken courses offered by the Program prior to enrollment and received a score of at least 70 (letter grade B-) may apply for credit exemption with the approval of the course instructor and authorization by the dissertation advisor and Program Director.
4. Students who meet the requirements set forth in Article 2 of the NDHU *Credit Exemption Guidelines* may apply for credit exemption for up to one half (½) of the required graduation credits with the approval of the Program Director. However, students may not be exempt from compulsory course credits in the Program.

- Article 6 **Dissertation advisor**
Matters related to thesis advisors shall be processed in accordance with *General Guidelines for Dissertation Advising and Degree Examinations* for the Program, NDHU.
- Article 7 **Ph.D. candidacy review**
Matters related to the Ph.D. candidacy review shall be processed in accordance with *General Guidelines for Dissertation Advising and Degree Examinations* for the Program, NDHU.
- Article 8 **Degree examination**
A student in the Program may apply for the doctoral degree examination if all of the following requirements are met:
1. The student is within the period of study stipulated by the University.
 2. The student has completed the required course work and satisfied all credit requirements of the Program.
 3. The student has completed the Academic Research Ethics Education Course
 4. The student passed the Ph.D. candidacy review.
 5. The student has completed the first draft of their doctoral dissertation and must submit the Dissertation Similarity Report.
 6. The student has met all other applicable requirements set forth in the *Guidelines for Doctoral and Master's Degree Examinations* and NDHU *General Guidelines for Dissertation Advising and Degree Examinations* for the Program.
- Article 9 **Graduation requirements**
1. Students in the Program must pass the degree examination in order to graduate.
 2. Students in the Program must publish at least two journal articles or conference papers (full text required) related to their research topic under the auspices of the “Ph.D. Program in Asia-Pacific Regional Studies, National Dong Hwa University” prior to graduation.
 3. In the event of exceptional circumstances, students may apply for an exemption from the preceding requirements that shall be reviewed and approved (if applicable) by the Program.
- Article 10 **Dissertation plagiarism**
Students must submit the “Dissertation Similarity Report” with the advisor’s signature before completing the graduation procedure. The dissertation plagiarism index percentage should not be higher than 30%.
- Article 11 **Matters unaddressed herein shall be processed in accordance with NDHU *Academic Regulations* and other applicable regulations and laws of the University and the Ministry of Education.**
- Article 12 **All dissertations in the Program shall be written in the English language.**
- Article 13 **These guidelines shall be promulgated following the approval of the Program and College Affairs Meeting and review by the Academic Affairs Meeting.**

Note: This document was translated from the original Chinese version. In the case of any discrepancy between the two, the Chinese version shall prevail.