

NATIONAL DONG HWA UNIVERSITY

General Guidelines for Dissertation Advising and Degree Examinations for the Ph.D. Program in Asia-Pacific Regional Studies

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- Article 1 These guidelines are issued to effectively implement the dissertation advisory system and improve the quality of dissertations written by students in the Ph.D. Program in Asia-Pacific Regional Studies (“the Program”), National Dong Hwa University (NDHU or “the University”).
- Article 2 The “dissertation advisor” herein shall be responsible for guiding their students in dissertation writing, reviewing their eligibility for the degree examination, serving on their degree examination committee, and other tasks associated therewith.
- Article 3 Dissertation advising
1. By the enrollment deadline of their second semester, students must submit a “dissertation advisor application form” to the Program Office, through which they shall select a dissertation advisor and determine the title of their dissertation.
 2. Students are permitted to change their dissertation advisor once throughout their period of study with the approval of the Program Director.
 3. Changes to the dissertation title shall be signed and approved by the dissertation advisor and reported to the Program Office for reference.
 4. Students shall periodically report the progress of their dissertation writing to their dissertation advisor after the title is determined.
- Article 4 Degree examination eligibility review
- In addition to accruing the required credit hours by passing the required compulsory and elective courses, students in the Program must also meet the following academic requirements to be eligible for the degree examination:
1. Students must publish at least two full-text research papers under the auspices of the “Ph.D. Program in Asia-Pacific Regional Studies” in a blind peer-reviewed academic journal or at a scholarly conference (including postgraduate dissertation presentations) during their period of study.
 2. Students shall provide the following proof of eligibility for the preceding papers submitted for consideration:
 - 1) Journal articles: One copy each of the full-text peer review feedback, proof of publication, and the publication catalog.
 - 2) Conference papers: One copy each of the peer review feedback (for both the abstract and full text) and the conference agenda. The eligibility of submissions with only an abstract review and no full-text review shall be determined by the Program Office following a further review.
- Article 5 Ph.D. candidacy examination
1. Beginning from the third semester of their period of study, doctoral students may appoint a Ph.D. candidacy examination committee and apply for the Ph.D. candidacy examination.

2. The Ph.D. candidacy examination committee shall consist of five (5) scholars specializing in a field related to the student's research focus. The dissertation advisor shall serve as the convener and an *ex officio* member of the committee.
3. The subject curricula to be included in the Ph.D. candidacy examination shall be determined by the examination committee, who shall also be responsible for drafting the questions. Doctoral students may apply for the examination during May 1st – 31st or October 1st – 31st of each year.
4. The passing grade for the examination shall be an average score of 70. Students who fail their first examination may apply for a maximum of one re-examination within one year of the first examination. Students who fail to advance to a Ph.D. candidacy by the stipulated deadline (before the sixth-semester beginning) shall be ordered to withdraw from the Program by the Office of Academic Affairs following notification from the Program Office.

Article 6 Dissertation proposal

1. Doctoral students must submit their dissertation proposal in writing for review at least 6 months prior to the degree examination. Students must revise their proposal based on feedback from the review before applying for the degree examination.
2. Matters related to dissertation proposal reviews shall be processed in accordance with NDHU *Guidelines for Doctoral Dissertation Proposal Review* for the Program.

Article 7 Degree examination

1. The degree examination shall take the form of an oral defense. Students may apply for the examination by filling out and submitting a “doctoral degree examination application form” by the end of May or November of each year, and the exam shall take place before January 15th or July 15th of each year. Doctoral students shall submit six (6) copies of their dissertation (including an abstract written in the Chinese language) and a copy of their transcript to the Program Office at least three weeks prior to the examination date.
2. The doctoral degree examination committee shall consist of five (5) to nine (9) scholars specializing in a field related to the topic of the dissertation, at least one third of which shall be unaffiliated with NDHU. The dissertation advisor shall be an *ex officio* member, while the remaining members shall satisfy at least one of the following requirements and be appointed by the President with the recommendation of the Program Director:
 - 1) Currently serving or having served as a professor, associate professor.
 - 2) Currently serving or having served as an academician, research fellow, or associate researcher at the Academia Sinica
 - 3) Holding a doctoral degree and having significant academic accomplishments
 - 4) Having expertise in an unusual or highly specialized academic area or having significant accomplishments in their respective academic or professional field(s)
3. Scholars who are the examinee's spouse or are within the examinee's third degree of kinship, whether by blood or by marriage, shall not serve on his/her degree examination committee.
4. All members of the degree examination committee shall attend the degree examination in person. If an examinee has two (or more) co-advisors, the co-advisors shall appoint one person among themselves as a committee member. Neither may serve as the convener.
5. The passing score for the degree examination shall be 70 (letter grade B–), and the full score 100 (A+). Each examination may only be scored once. An examinee must receive an average score of at least 70, as well as individual scores above 70 from at least two committee members, in order to pass the degree examination.

6. Examinees failing the degree examination who have not yet reached the maximum period of study shall retake the examination in the following semester or school year. Each student may only retake the examination once. Students who fail the re-examination shall be ordered to withdraw from the Program. Students who are unable to attend the degree examination after applying for it must, by the last day of the semester as designated on the academic calendar, apply with the University to rescind their examination for the given semester; failure to do so by the deadline will result in an automatic fail on the examination.
7. Students who passed the degree examination shall, within the maximum period of study, revise their dissertation based on the reviews of committee members, obtain the approval of their dissertation advisor, and complete the school-leaving procedure, after which they may be issued a doctoral degree.
8. Diplomas are issued in bulk twice a year. Graduating students must complete the school-leaving process by the end of January or July each year in order to receive a diploma issued dated that semester.
9. Before leaving the University, students must create and upload electronic files for the abstract and full text of their dissertation (relevant matters shall be handled in accordance with the *Guidelines for the Electronic File Processing of Thesis Abstracts and Full Texts* issued by the NDHU Library) and submit the following numbers of papers: two (2) paper copies of their dissertation along with a release form to the library, one (1) copy to the Registrar along with the dissertation file authorization slip stamped by the library, one (1) copy to each degree examination committee member, and three (3) copies to the Program Office.

Article 8 The University shall revoke a student's degree and demand the return of the associated diploma if it has evidence to believe, following an investigation, that the student has plagiarized his/her dissertation or otherwise committed fraud in the acquisition of the degree.

Article 9 Matters unaddressed herein shall be processed in accordance with NDHU *Academic Regulations* and other regulations issued by the University and the Ministry of Education.

Article 10 These guidelines shall become effective following the approval of the Program Affairs Meeting. The same procedure shall be carried out when amendments are made.

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