

Notices for the related operations for engaging advisors and degree examination measures for graduates in each department (institute) in National Yunlin University of Science and Technology

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1. Regulations on the employment of thesis advisors.

- (1) The employment of thesis advisors should be mainly the full-time assistant professors, associate professors, and professors in our university. If necessary, it would also be allowed to invite scholars or professors outside out university to be co-advisors.
- (2) Graduate students should not have more than 2 advisors.
- (3) If advisors leave his/her current position (including retirement) for some reasons, they may be re-assigned as co-advisors and should employ other full-time school teacher to be advisor.
- (4) Teachers in our university should not be the advisor of more than 4 students.
- (5) Graduate students in master degree programs should complete “escalation sheet of advisor and thesis topics” before the end of the semester and Graduate students in Ph.D. degree programs should complete previous to degree examination or within one semester after passing qualification examination. After approved by advisors and directors of departments, “escalation sheet from advisor” would be sent to the Office of the Department to aggregate into book. Each department should deliver all the sheets to course group and teaching group to serve as references within 5 days after the end of semester.
- (6) If graduate students need to replace their advisors, “requisition for the replacement of advisor” should be completed. After the requisitions are approved by original advisors, new advisors, and directors of managers, the requisition will be sent to department office and saved as archives. Department office will copy the original and send to course group and teaching group to serve as references. Replacing advisor will be regarded as re-application of thesis.
- (7) If graduate students alter “thesis topics” for some reasons, the topics could be altered on

the Internet with the consents of advisors. Nonetheless, once the score sheet for degree examination is sent out, the thesis topics should not be altered.(including thesis topics)

- (8) After instructing graduate students to pass the degree examination, thesis advisor fees would be given. Department office should complete printing list of grant receiving before the end of February and June each year and send the list to course and teaching group for making archives and granting thesis advisor fees. Each master thesis would be granted with 4000 NTDs and Ph.D thesis would be granted with 6000 NTDs advisor fee.

2. Related regulations for application for degree examination

(1) Applicant qualifications for candidate:

Applicant qualifications for candidates in master degree:

- (i) Complete all the required subjects and credits (including the present semester) after graduate students study for one academic year and 1 semester.
- (ii) If said master degree program has qualification examinations, graduate students should pass the qualification examination first.
- (iii) The score of behavior pass.
- (iiii) The preliminary paper of thesis has been completed and consented by advisor.

Applicant qualifications for candidates in Ph.D. degree:

- (i) Already study for at least 4 semesters.
- (ii) Pass qualifying Examination.
- (iii) Complete all required subjects and credits stipulated in the provision of department (including the present semester).
- (iiii) Pass conduct grade.
- (iiiii) 論 First draft and abstract of dissertation are completed and approved by advisors.

- (2) Graduate students should complete “degree examination application” sheet while proposing the application for degree examination. After approved by advisors and the head of said institute, the application would be reported to the school for preservation and verification. The application deadline:

1. The first semester: from the beginning of classes to 12/15.
2. The second semester: from the beginning of classes to 5/15.

- (3) After graduate students complete all the required subjects and credits, they may apply for degree examination. When the required subjects or credits are not completed, students need to wait for grades sent to the system and fulfill the requirement before apply for degree examination. If graduate students apply for examination with some grades still not sent to the system, the degree examination grade will become invalid once any one of the subjects fail. Re-application for degree examination should be submitted before graduation. After the application is approved by the department, degree examination could be held. The deadline for degree examination:
- (i). The first semester: from the beginning of classes to 1/31 of the following year.
 - (ii). The second semester: from the beginning of classes to 7/31. Students should process the formalities within the specified time and are not allowed to apply for extension for any reasons.
- (4) Graduate students who already applied for degree examination should report school for revocation of the degree examination in that semester before the deadlines of check-term. If revocation of degree examination is not applied in time, it would be regarded as fail the examination for 1 time.
- (5) 3 to 5 members are recruited in master degree examination committee (if there are 2 advisors, the committee members should be 4 to 5) and 5 to 9 members are recruited in Ph.D. degree examination committee (with no less than 1/3 of committee members from outside of our school). Institute head would choose those qualified as conforming section 6 and report to the principal. After approved by principal, one of the members in committee would be assigned as convener. Advisors could not become convener.
- (6) The qualifications for degree examination committee are as the followings.
- A. The members in master degree examination committee not only need to underwent professional research in the fields of the thesis subject, creations, displaying, or technical reports proposed by master degree students but also to be qualified for at least one item listed below.
 - (1) Former or incumbent professor or associate professor.
 - (2)中 Former or incumbent academician or researcher (associate researcher) in Academia Sinica.
 - (3)Be conferred with master. degree and with excellence performance in academic fields.
 - (4)With excellence performance in academic or professional fields that are

unusual or special.

The 3rd and the 4th division mentioned previously need to conform to the qualification criteria approved by department and institute affairs meetings.

(I) The members in Ph.D degree examination committee should be qualified for at least one item listed below.

- (1) Former or incumbent professor
- (2) Former or incumbent academician or researcher in Academia Sinica
- (3) Former or incumbent associate professors or research associates in Academia Sinica, and with excellence performance in academic fields.
- (4) Be conferred with Ph. D. degree and with excellence performance in academic fields.
- (5) With excellence performance in academic or professional fields that are unusual or special.

The 3rd to 5th provisions for master degree examination committee are stipulated by each department (institute) Teacher Review Committee.

Members in degree examination committee shall attend committee personally and can't entrust others to attend the meeting.

- B. The employment of examination committee members would be confirmed after approved by the heads of each institute and program as well as examination committees. All examination committee members in an oral examination of a graduate student in master degree program should own the budget of 4,000 NTDs (the budget of NTD 10,000 for graduate student in Ph.D. degree program), which allow each institute to flexibly employ committee members.
- C. The application sheet for degree examination should be copied and preserved by each department. The preliminary paper should also be stored in each institute in order to arrange related works for oral examination.
- D. Application sheets in that year should be compiled as archives and sent to course and teaching group for transaction by each department and institute before 5/25 and 12/25.

3. Graduation and related regulations.

(I) Criteria for recognition of graduation year

- (i) Those who graduate in the first semester must complete the examination before 1/31. Each department or institute should send the score sheets of degree examination with signatures of oral examination committee members to course and teaching group within one week after the completion of degree examination. Graduate students should complete stipulated graduation procedures (summations of final papers) before the first week of next semester, complete school-leaving procedure and then receive their diplomas. Overdue must reregister.
- (ii) Those who graduate in the second semester must complete the examination before 7/31 and send the score sheets of degree examination with signatures of oral examination committee members to course and teaching group within one week after the completion of degree examination. Graduate students should complete the stipulated graduation procedures before the second week after the registration of next semester and simultaneously send the degree examination score sheets with the signatures of oral examination committee members to course and teaching group. The graduation procedures include hand-in of final thesis paper, thesis abstract, and etc. (according to the format and the example of Educational Affairs Division). After approved by course and teaching group, graduate students then could start to transact the procedures for leaving school and receive diploma from registration group. Those who do not complete the whole procedures in time need to transact registration.

The final thesis paper mentioned above is the thesis modified according to the review suggestions given by degree examination committee members. After advisors confirm and sign the consent for leaving school sheet, graduate students could start to run the following procedures for leaving school and receive his or her diploma.

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diploma.

If graduate students pass the degree examination but still not complete education program, the graduation date should be the semester that education program complete. If written application for giving up education program is submitted and the date of proposing give-up application in in the same semester of passing degree examination, the criteria should refer to item 1 and 2 above. Abandon date that after passing degree examination would be counted as graduate in the semester that applying for abandon.

(II). Degree diploma release date: After passing degree examination, graduate students should provide completed thesis and electronic abstract file to complete procedures for leaving school. The date for obtaining the degree diploma is according to academic calendar. Those who want to apply for leaving school in advance should fill up “Application for Undergraduate Early Graduation with Outstanding Academic Performance” first, and they could get their diploma from registration group 3 days after approval.

The conferring diploma ceremony for the graduates of the two semesters should be held unitarily in the graduation ceremony in June.

4. These regulations were approved by University Senate and submitted to principal for approval. Implementations were allowed after principal’s approval. Any amendment is thereto.