

Department of East Asian Studies, National Taiwan Normal University

Doctoral Degree Program Study and Examination Regulations

For students enrolling in/after 2022

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Section 1 General Provisions

- Article 1 These regulations have been formulated in accordance with National Taiwan Normal University's (hereinafter referred to as NTNU or "the University") School Regulations, NTNU's Regulations for Degree Conferrals and Graduate Student Examinations, and other related regulations.
- Article 2 Students who enroll in and successfully complete this department's doctoral degree program shall be awarded a Doctor of Philosophy (Ph. D.) degree.

Section 2 Courses and Credits

- Article 1 The minimum number of credits required for graduation is 24 credits (3 required credits, 21 elective courses). Elective course credits shall include 12 credits in the student's major concentration, 6 credits in the student's secondary concentration, and 3 credits of free elective courses. Only doctoral degree program courses and master's and doctoral degree joint courses shall be counted towards graduation credits. Program course details are provided in the appendix.
- Article 2 The term of study for the doctoral program shall be 2 to 7 years. Students may apply for a suspension of studies for a maximum of 2 years.
- Article 3 Excluding suspensions of studies, students shall enroll in a minimum of 1 course offered by the department in each semester of the first year, and a minimum of 1 course offered by the department in the first semester of the second year. In case of extenuating circumstances, students may submit a statement detailing those circumstances to the Department Chair for approval and report it in a department affairs meeting.
- Article 4 At the time a student selects their dissertation advisor, the advisor may decide whether the student requires additional remedial courses based on the topic of their dissertation. The advisor may appoint 6 credits of remedial master's or undergraduate level courses,

which will not be counted towards the credits required for graduation.

Article 5 Doctoral students may take joint master's/doctoral courses as needed for their research, and the credits earned shall be counted towards the credits required for graduation. If a student wishes to take courses offered by other institutions, the student must obtain the approval of the Department Chair. The credits earned shall be deemed free elective credits, and excess credits shall not be counted towards the credits required for graduation.

Article 6 Students must pass at least one of the following foreign language graduation requirements (language proficiency tests must be taken between program enrollment and the time of application for the degree examination to be considered valid) to be eligible for graduation:

1. Equivalent to or higher than a passing score on the first stage of the CEFR Upper Intermediate Level on a domestic or foreign English proficiency test
2. JLPT Japanese Language Proficiency Test: N3 and above.
3. TOPIK Korean Language Proficiency Test: TOPIK II Intermediate – Level 3 and above.
4. European languages (French, German, Italian, Spanish): A2 and above in a language proficiency test.
5. Southeast Asian languages (Vietnamese, Thai): Elementary Level or A2 and above in a language proficiency test.

International students, overseas Taiwanese students, and Chinese students are not required to pass the foreign language requirements to be eligible for graduation.

Section 3 Dissertation Advisor and Committee

Article 1 Students must select a dissertation advisor from among the full-time professors and associate professors of the department or the Graduate Institute of Political Science by the end of the 3rd semester and report to the Department Chair for approval. If a student has not chosen a dissertation advisor, the Department Chair shall be assigned as the student's temporary advisor. The student's dissertation advisory matters will then be handled by the Doctoral Students' Advisory Team prior to the completion of final examinations in the 4th semester.

Article 2 In principle, full-time faculty members of the department shall be given priority when selecting a dissertation advisor.

Article 3 Students may not seek out dissertation advisors from other departments or institutions at their own discretion. If a student wishes to employ a faculty member from another department or institution as a second dissertation advisor, it must be for academic

considerations. The student must first consult with a full-time faculty member of the department, so that the faculty member may submit a reason statement to seek approval from the Department Chair.

Article 4 If a student wishes to change their dissertation advisor, they shall submit an application for change of dissertation advisor. A student may only change their advisor one time during their term of study. The application must be signed and approved by both the original and new advisor and submitted to the department affairs meeting for approval before the advisor can be changed. Students who apply for a change of advisor after passing the dissertation proposal oral examination shall retake the examination.

Article 5 If a student wishes to change their dissertation advisor but cannot obtain approval from the original advisor, the student may submit a written application to the department. Upon receipt of the application, the department shall hold a department affairs meeting within one month and notify the applicant and their advisor of the department's resolution in writing.

Section 4 Academic Publishing

Article 1 Research papers submitted by doctoral students shall be original in nature. Editorial papers involving reorganization, additions to and deletions from, integration of, or compilations of the work of others or non-academic publications shall not be accepted.

Article 2 Students must publish at a minimum 2 peer-reviewed papers in academic journals/monographs or 1 monograph between the time of program enrollment and the application for the degree oral examination. The student must be the sole author, corresponding author, or lead author of the works submitted. Papers published in academic journals are limited to academic papers and research reports. One article published in SCI, SSCI, SCIE, EI, A&HCI, TSSCI, THCI Core Journals will be regarded as equivalent to two published articles.

Article 3 After a student receives certification from a journal's editorial board indicating approval for publication, they shall publish their work within 1 year of receipt of the certification and submit the work to the department office for review within 2 months of publication. If the research work fails to be published within the 1 year limit due to reasons not attributable to the student, the reason for failure to publish and proof of the date of publishing must be provided to apply for an extension. At the latest, the work shall be published prior to submission of the degree examination application.

Article 4 Students shall provide the relevant supporting documents for their publications to the department office for administrative review and submission to the Department Chair for approval. In case of dispute, the case shall be submitted to a department affairs meeting for discussion.

Section 5 Doctoral Degree Candidate Qualification Examination

Article 1 Before students can apply for the qualification examination, they must obtain the required graduation credits.

Article 2 Application:

Students shall submit the application form and original copy of their full academic transcript to the department office to apply for the qualification examination.

Students who wish to apply to take the written examination off campus via video conferencing must receive prior approval from their dissertation advisor and the department affairs meeting.

Article 3 Method and Period of Examination

The qualification examination shall consist of 2 subjects determined by the dissertation advisor based on the student's major concentration. Students may choose to take the examination on campus (paper based or computer based exam) or off campus via video conferencing. The examiner(s) shall be nominated by the student's dissertation advisor and approved by the Department Chair. The student shall be admitted to doctoral candidacy after passing the qualification examination and the dissertation proposal examination.

1. Students taking the examination on campus: The examination shall be completed prior to the end of the semester in which the application for examination was submitted. The time limit for each subject is 180 minutes. The examiner(s) may determine the time limit and number of questions given at their discretion. Students may not refer to books or other literature during the exams.
2. Students taking the written examination off campus and via video conferencing: The examination shall be completed prior to the end of the semester in which the application for examination was submitted.

The examiner(s) may determine the time limit and number of questions given at their discretion. The time limit for the written examination shall be between 5 to 7

days. Students' responses will be uploaded by their advisors to the university library plagiarism detection system to check for originality, and the results will be provided to the examiner(s) for reference during the oral examination.

Students shall participate in the oral examination via video conferencing with the examiner(s) on a designated date. The entire oral examination shall be recorded and archived, and the examiner(s) shall submit the recording to the department office.

The results of the qualification examination shall be determined by the examiner(s) by evaluating the overall performance of the student in the written and oral examinations.

Article 4 The passing grade on the qualification examination is 70. Students who fail the examination may retake the examination once. Those who fail the second examination shall be withdrawn from the program. When retaking the examination, students do not have to retake subjects that were passed in the first examination.

Article 5 After the student passes the qualification examination, the department office shall issue a Doctoral Candidate Certificate to the student.

Section 6 Doctoral Dissertation Proposal Oral Examination Application

Article 1 Doctoral students in the department must first apply for a dissertation advisor. After passing the qualification examination and with the advisor's approval, students may register their name on the Doctoral Degree Dissertation Proposal Oral Examination Reservation List for the current semester before the end of October in the first semester, or before the end of March in the second semester. The student must wait at least two months after selecting their dissertation advisor to apply for the oral examination, and must wait at least one month after applying to take the oral examination. Students wishing to take the oral examination via video conferencing must receive prior approval from their dissertation advisor and the department affairs meeting. The entire oral examination shall be recorded and archived.

Article 2 The student's advisor shall compile a list of oral examination committee members and submit it to the Department Chair for approval. The list shall consist of 8 members at a minimum including the advisor, and at least one-third of the committee must be non full-time faculty members of the university. There must be 5 to 7 oral examination committee members. The qualifications required for dissertation proposal oral

examination committee members shall be the same as those required for doctoral degree examination committee members.

Article 3 The dissertation proposal shall include the following contents: research purpose, literature review, research methods, research steps, dissertation outline, and references. The dissertation proposal and all related materials shall be sent to the oral examination committee members 2 weeks prior to the examination.

Article 4 Students wishing to change the topic of their dissertation after the dissertation proposal has been made public must obtain the signature and approval of the dissertation advisor to apply for the change. The change application shall be submitted to the Department Chair for final approval. A student may only change the dissertation topic one time.

Section 7 Doctoral Degree Dissertation and Oral Examination Application

Article 1 After completing the above-mentioned procedures and with the advisor's approval, students may apply for the doctoral degree oral examination in the following semester.

Article 2 Students wishing to take the degree oral examination shall register with the Department Office for a graduation qualification evaluation by submitting the following documents 2 months prior to the scheduled oral examination date:

1. Original copy of the full academic transcript.
2. Graduation qualification-related documents: foreign language proficiency certification, certification of successful academic publication, certification of passage of the doctoral degree candidate qualification examination, and certification of passage of the dissertation proposal examination.

Article 3 Students who have completed the graduation qualification evaluation shall ensure that there is a minimum 1.5 month interval between the degree oral examination application and the oral examination. The handling procedures are as follows:

1. 1st semester application schedule: students must submit the degree examination application, expected graduation list, first draft of the dissertation and its abstract, originality report from the online plagiarism review system, and Academic Ethics Statement for the dissertation by the end of November in order to complete the degree oral examination application.
2. 2nd semester application schedule: students must submit the degree examination

application, expected graduation list, first draft of the dissertation and its abstract, originality report from the online plagiarism review system, and Academic Ethics Statement for the dissertation by the end of April in order to complete the degree oral examination application.

3. Students shall send the dissertation and all related materials to the oral examination committee members 2 weeks prior to the examination. The degree examination must be taken within the timeframe indicated in the university's academic calendar. The grades and records of the oral examination shall be submitted to the Department Office within 3 days after the oral examination is completed. In case of extenuating circumstances which prevented the degree examination from being held as scheduled, an affidavit must be signed by the dissertation advisor specifying the original date of examination and submitted to the Department Office for the Department Chair's approval for an extension.
4. Students who wish to apply to take the degree oral examination via video conferencing must receive prior approval from their dissertation advisor and the department affairs meeting. The entire oral examination shall be recorded and archived.

Article 4 The dissertation advisor shall compile a list of oral examination committee members consisting of 8 persons or more including the advisor, of whom at least one third must be non-full-time faculty members of the university, and submit the list to the Department Chair for approval. There shall be 5 to 7 members on the oral examination committee, all of whom must meet the following qualifications:

1. Current or former professor or associate professor.
2. Academician of Academia Sinica and current or former researcher or associate researcher at Academia Sinica.
3. Possessor of a doctoral degree with significant academic achievements .
4. The field of research is rare, a special discipline, or a professional practice, and the candidate has significant academic or professional achievements.

The qualifications listed in numbers 3 and 4 in the previous subparagraph shall be evaluated and approved by the Department-Institute Affairs Joint Meeting after the submission of a written explanation by the dissertation advisor.

Article 5 The doctoral degree examination is passed if approved by two-thirds or more of all committee members with an average grade of 70 or higher. If one-third or more of the attending committee members give a disqualifying grade, the student will fail the examination. Students who fail the degree examination may retake the examination once, and those who fail the second examination shall be withdrawn from the program. The degree examination shall be completed during the expected semester of graduation,

and the date on which the grade report is sent to the Office of Academic Affairs shall be registered as the date of passing

- Article 6 After passing the doctoral degree examination, students shall obtain the School-leaving Procedures list and other materials from the Department Office and complete the required procedures in accordance with regulations in order to receive their degree certificate.

Section 8 Supplementary Provisions

- Article 1 Matters not addressed herein shall be handled in accordance with the University's *Degree Conferral and Graduate Student Examination Regulations, School Regulations*, and other related regulations.
- Article 2 These regulations shall become effective upon approval at the DEAS-GIPS Affairs Joint Meeting and the CISS Affairs Meeting and submission to the Office of Academic Affairs for review and approval. The same shall apply to all future amendments.

[Appendix] Doctoral Degree Course Guide
Department of East Asian Studies,
National Taiwan Normal University

1. Total required credits

Program	Major Concentration	Department-Mandated Required Credits	Electives			Min. Credits Required for Graduation
			Major Concentration	Secondary Concentration	Free	
Doctoral Degree	Politics, Economics and Regional Development/ Culture and Its Application	3	12	6	3	24

2. Department-Mandated Courses

Program	Course Name	Credit (s)	Level	Notes
Doctoral Degree	Special Topics on East Asian Area Studies	3	Doctoral	1. This course is taught in English. 2. Required course for students of both concentrations.

3. Elective Courses

Students shall select courses based on their needs from the elective courses offered each semester.