**NATIONAL SUN YAT-SEN UNIVERSITY**

**Department of Mechanical and Electromechanical Engineering**

**Regulations of Doctoral Qualification and Degree Examinations for Postgraduate Students**

Amended and approved by the 4th Department General Meeting on December 25, 2002, School Year 91.

Amended and approved by the 1st College General Meeting on January 7, 2003, School Year 91.

Amended and approved by the 4th Department General Meeting on October 29, 2003, School Year 92.

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Amended and approved by the 2nd Department General Meeting on October 25, 2011, School Year 100.

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1. This set of regulations is issued based on the Ministry of the Education Degree Conferral Law and its enforcement rules, “Academic Regulations” of National Sun Yat-sen University (NSYSU), “NSYSU Enforcement Rules of Postgraduate Students Degree Examinations,” and “NSYSU Regulations for Direct Pursuits of Students to Doctoral Program.”
2. Relevant Items during Degree Studying Periods:
	1. Time at the university per week:

Prior to completing the required minimum graduating credits of the department’s doctoral program, a student shall attend to research or classes at the university at least three days a week (for eight hours a day).

* 1. Degree studying periods: Two to seven years in accordance with regulations of the Ministry of Education (periods of retainment of student status and suspensions not included).
	2. Crediting and course criteria:
		1. All course selections by students must be approved by supervisors and the department chair.
		2. Seminars are common compulsory courses (to be studied for two semesters and are not included in graduating credits).
		3. Three months prior to doctoral thesis proposal examination, a doctoral student must complete required core courses and a minimum of 18 graduating credits (seminar courses not included), as well as completing doctoral degree qualification exam. For a student who graduates from an undergraduate degree and directly pursuits to a doctoral program, he/she shall complete a minimum of 36 graduating credits. For a current master’s student who has studied in a master’s program for at least one year and directly pursuits to a doctoral program, he/she shall complete a minimum of 30 graduating credits. (For a student of direct pursuit from an undergraduate program, the minimum graduating credits include postgraduate courses that have been studied in the undergraduate studying period; for a student of direct pursuit from a master’s program, the minimum graduating credits include postgraduate courses that have been studied in the master’s studying period. The maximum number of credit waiver is 12 credits for both types of students, and seminar courses are not included).
		4. When graduating, a student shall meet the minimum standard for English proficiency: a TOEFL CBT score of 173, passing written and speaking tests in a GEPT of intermediate level, or passing an English test of the equivalent level (please refer to “Conversion Table of TOEFL Results” or “Conversion Table of English Test Score Calculation for Promotion Evaluation of Government Employees” issued by the Executive Yuan).
	3. Supervisor Selection and Variation:
		1. A doctoral student shall select and confirm a faculty member of the respective division of the department to be his/her thesis supervisor.
		2. In case a doctoral student needing to change his/her supervisor due to a specific reason, the student may only do so after obtaining written agreements from both the original and the new supervisors. The new supervisor shall be a faculty member of the same division.
		3. In case a supervisor resigns or retire, co-supervision with a faculty member from the same division shall be in place.
		4. The doctoral student’s spouse, relatives within third-degrees by consanguinity or affinity may not be the student’s supervisor(s) or examiners.
	4. Limitations to Division Variation:

A student may only change divisions after studying in the program for two years (periods of suspensions not included). A division variation may only occur when faculty members of both divisions approve through meetings. A student shall still comply with the provision of completing a qualification examination within three months after entering the program. A student may only change division once.

* 1. Others:

If co-supervision is needed, a student shall submit an application to the department one month prior to the thesis proposal examination once agreed by the supervisors. The application shall be reviewed by the department’s teaching committee.

1. Doctoral Degree Qualification Examination:
	1. The examination involves completion of two course of a student’s respective division and one lectured course of another division.
	2. The passing grade of the examination: a student is considered to pass the examination if he/she ranks in the top 50% in courses studied or both reach A (inclusive) or above. The number of participants is more than 3 (inclusive).
	3. A student who intends to apply for doctoral degree qualification examination shall also submit all grade reports of undergraduate, master’s, and doctoral programs within one month after a semester has begun. The application shall be reviewed by the department’s teaching committee and division convener through a joint meeting. Once approved, the student qualifies as a doctoral degree candidate, and a candidate list shall be submitted to the Office of Academic Affairs for documentation.
2. Relevant Regulations for Publications of Doctoral Students:
	1. Works relevant to a doctoral thesis shall be accepted for publication in domestic or international academic journals with review systems. Each work may only be published in one academic journal. Recognition of academic journal levels shall be determined in meetings of doctoral thesis proposal examination committee. A doctoral and his/her supervisor shall at least publish one full article in an SCIE journal and one of the four following types:
		1. One full article in an international SCIE journal
		2. One full article in a domestic SCIE journal or two articles in an EI journal
		3. Two short articles in international SCIE or EI journals
		4. One short article in an international SCIE journal and one full article in a domestic EI journal
	2. Works published prior to doctoral program admission or works published during the doctoral studying period that are irrelevant to a student’s doctoral thesis or without the supervisor being listed may not be accounted.
	3. A doctoral student’s publications may only be accounted when the student is listed as the lead author (apart from the supervisor or co-supervisors).
3. Doctoral Thesis Proposal Examination:
	1. Once a doctoral student obtains the qualification of a doctoral degree candidate, he/she may submit the doctoral thesis proposal for examination if he/she meets 1) the minimum course requirement and 2) the minimum publication requirement, and is approved by the supervisor. (The aforementioned criteria may be reviewed at the same time, and it is up to the supervisor to determine the review timeframe). Relevance between published articles and the doctoral thesis proposal shall be described in the proposal.
	2. A supervisor shall recommend five or more assistant professors or faculty members of higher academic ranks within or outside the department to be doctoral thesis proposal examination committee members (the number of committee members from a student’s respective division may not be less than half of the total). Recommended faculty members shall be approved and appointed by the department chair.
	3. The examination is an oral exam, and a student may only pass the exam when at least two-thirds of attending members approved the examination result.
	4. A student who fails doctoral thesis proposal examination may re-submit the thesis for a second examination once the proposal has been revised and approved by the supervisor.
4. Doctoral Degree Examination:
	1. Once passing the doctoral thesis proposal examination, a doctoral student may be recommended by his/her supervisor to apply to the department for doctoral degree examination within the timeframe specified in the NSYSU Calendar. In case of changing the examination date, written amendments shall be submitted to the department ten days prior to the exam.
	2. Prior to sitting the doctoral degree examination, a doctoral student shall prepare the doctoral thesis draft and a description of the relevance between published articles and the proposal.
	3. A supervisor shall recommend five to nine personnel as doctoral degree examination committee member nominees in accordance with NSYSU’s “Enforcement Rules of Postgraduate Degree Examinations.” Apart from professors, academicians or researchers of Academia Sinica, all examination committee member nominees shall be reviewed by the department’s faculty evaluation committee for approval. The examination committee members (including the convener) are reported to the president for selection and appointment once they are approved by the department chair. The committee convener shall be recommended by committee members and approved by the department chair, and the convener position shall not be assumed by the respective student’s supervisor.
	4. Examination committee members shall attend the examination in person; representatives are not permitted. An examination may only commence when two-thirds or more of the total committee members attend; the minimum number of attending member is five attendees.
	5. A student who fails the doctoral degree examination and but not yet completed his/her studying period may re-sit the exam in the next semester or school year. A student may only re-sit the exam once. A student who fails the re-sit shall face withdrawal in accordance with NSYSU’s regulations.
5. A doctoral student who meets all criteria mentioned above may apply for graduation.
6. In cases of the following conditions, a department general meeting may review and approved recommendation to the university of the withdrawal of a doctoral student:
	1. Violations to examination rules in qualification written examinations
	2. Falsification, plagiarism, and other misconducts on academic publication contents
	3. Coercion to a supervisor to gain approval for a doctoral degree examination application
	4. A student facing prosecution and imprisonment
7. A doctoral student who considers the present regulations questionable may submit a complaint to the department once approved by the supervisor. The complaint shall be reviewed by the department’s research and development committee and a general meeting. Similar concerns may only be submitted once.
8. The present regulations shall be implemented following approvals of department and college general meetings as well as authorization of the president. The same procedure shall be carried out when amendments are to be made.