

Chang Jung Christian University Graduate Student Degree Examination Regulations

05-13-1999 Amended by Ministry of Education Letter No. T(BB)G(E)Z88050096
01-07-2009 Approved at the 2008 First Semester End University Affairs Meeting
02-06-2009 Ministry of Education Approval Letter No. TG(E)Z0980017659 is archived for future reference
01-06-2010 Approved at the 2009 First Semester End University Affairs Meeting
01-28-2010 Ministry of Education Approval Letter No. TG(E)Z0990009322 is archived for future reference
01-05-2011 Amended and Approved at the 2010 First Semester End University Affairs Meeting
02-15-2011 Ministry of Education Approval Letter No. TG(E)Z1000016051 is archived for future reference
10-03-2012 Amended and Approved at the 2012 First Semester Start University Affairs Meeting
09-02-2013 Letter of Approval TJG(E)Z1020065720 from the Ministry of Education is archived for future reference
10-09-2013 Amended and Approved at the 2013 First Semester Start University Affairs Meeting
01-08-2014 Revised and Approved at the 2013 First Semester End University Affairs Meeting
03-06-2014 Ministry of Education Approval Letter No. TJG(E)Z1030020469 from the is archived for future reference
10-01-2014 Amended and Approved at the 2014 First Semester Start University Affairs Meeting
11-28-2014 Amended by the Ministry of Education Letter No. TJG(E)Z1030163208
03-18-2015 Amended and Approved at the 2014 Second Semester Start University Affairs Meeting
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01-04-2016 Approved at the 2015 First Semester End University Affairs Meeting
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2020–2021 Academic Year
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Article 1: This Regulation is established pursuant to the provisions provided by the "University Act," "The Enforcement Rules of the University Act," "Degree Conferral Law," and "The Enforcement Rules of the Degree Conferral Law."

Article 2: Beginning with the first semester that a graduate student undertakes a degree program, the student must negotiate a thesis topic and research orientation together with the advising professor. The thesis topic and research orientation must comply with the department, institute, and program areas of

specialization or development; and must pass review by the Department Affairs Meeting, Institute Affairs Meeting, and Program Meeting. The Office of Academic Affairs Registration and Curriculum Section shall be co-notified of the results of such review. In the event of a change to the thesis topic or research orientation for cause, the change must be resubmitted to the aforementioned meetings for review. In the event that the student's thesis topic or research orientation do not comply with the department, institute, and program areas of specialization or directions for development, then said thesis topic or research orientation shall be changed, and must again be passed by the Department Affairs Meeting, Institute Affairs Meeting, and Program Meeting; otherwise, the student shall not engage in thesis research on said topic.

If a student does not pass review, then the department, institute, and program must notify the graduate student within three days; in the event of an appeal to the review results, then a complaint may be filed with the Office of Academic Affairs within two weeks of the day after notice is received. The Office of Academic Affairs shall then send the complaint to an external committee for review.

Article 3: When there is a change to the thesis topic or research orientation for cause, the change must be resubmitted to the Department Affairs Meeting, Institute Affairs Meeting, and Program Meeting for review.

Article 4: When a graduate student's period of study is complete and they have completed their required courses and credits, then for a PhD program graduate student, once their doctoral candidate eligibility is reviewed and found to be in compliance, the student may apply for a degree examination. An application in the previous Paragraph shall be submitted, at the latest, 15 days before the degree examination, attaching the draft dissertation. This must be approved by the advising professor, head of department (institute), and the dean. For a

master's degree program graduate student in a visual arts, applied technology, or athletics graduate school, they may substitute a creative work or exhibition/performance along with written report, or technical report, for their thesis.

Determination of visual arts, applied technology, or athletics status shall be first submitted by the department (institute), then reviewed by the Department (Institute) Affairs, College Affairs, and Academic Affairs Meetings.

Regulations for the determination in the previous Paragraph shall be separately formulated in accordance with the Chang Jung Christian University Degree Conferral Regulations; be reported to the Ministry for recording; and then be announced and take effect.

Article 5: Departments (institutions) shall organize a degree examination committee. A master's degree examination committee shall have three committee members and a doctoral degree examination committee shall have five committee members. At least one-third of the committee members shall be external members proposed by the director (superintendent) of each department (institution) and appointed by the president. Signature approval is required if the number of internal board members must be increased due to special circumstances.

One of the board members shall be nominated to serve as the chairperson of the board, but the academic advisor shall not serve as the chairperson of the board.

The board members shall personally attend the meetings and shall not entrust others to attend on their behalf. The meeting can only be held if all the appointed board members are present.

The academic advisor shall have degree examination member qualification as provided by Articles 7 and 8 in order to serve as a degree examination member.

After the grades issued by the academic advisors participating in the degree examination have been averaged, the grade shall

represent the score of one examination committee member. The degree examination grade shall then be calculated according to the relevant provisions provided by Article 9. Full time staff of CJCUC (internal or external staff, project planning assistant, managers, etc.) shall not serve as graduate student degree examiners.

Article 6: Before a degree examination can be implemented, the degree examination committee must first implement a review of whether the thesis topic and content complies with the department, institute, and program areas of specialization or directions for development. Only if the thesis passes review may the graduate student's degree examination be implemented; if the thesis does not pass review, no degree examination shall be implemented.

The aforementioned review of the thesis topic and content shall be implemented by the degree examination committee. However, when there is no full-time instructor from the student's department, institute, or program on the degree examination committee, one full-time instructor from the student's department, institute, or program must be added to implement review.

Article 7: In addition to having conducted specialized research in the field that the Master's degree student is presenting his thesis topic, creation, performance, or technical report. The Master's degree examination committee members shall have one of the following qualifications:

1. Professor, associate professor, assistant professor, either current or previous..
2. Serve as an academician, Incumbent or Served as a research fellow, or associate research fellow or Assistant Research Fellow of Academia Sinica.
3. Obtained a Doctorate degree and made academic

achievements.

4. Made academic or professional achievements in rare or special subjects.

The qualification identification standards for sections 3 and 4 above shall be defined by the various department (institution) affairs office meetings.

Article 8: In addition to having conducted special research in the field that the Doctoral degree student is presenting his thesis topic, creation, performance, or technical report topic proposed by the Doctoral candidate student; Doctoral degree examination members shall have one of the following qualifications:

1. Professor or associate professor, either current or previous.
2. Serve as an academician, Incumbent or Served as a research fellow, or associate research fellow of Academia Sinica.
3. Obtained a Doctorate degree and made academic achievements.
4. Made academic or professional achievements in rare or special subjects.

The qualification identification standards for sections 3 and 4 above shall be defined by the various department (institution) affairs office meetings.

Article 9: The degree examinations for the Master's and Doctoral degree candidates shall comprise an oral defense and a written test if necessary. However, where special circumstances apply, where the oral defense could not be completed without adopting videoconferencing, then the University president must first sign off their permission to do so, and the entire defense process must be recorded and archived.

When holding a degree examination, the following requirements must be complied with:

1. Degree examinations shall be publicly held, and the various departments (institutions) shall notify the graduate student testees of the test time and location.

2. Degree examinations shall be graded once only, and no scores may be withheld on the grounds that the meeting is a “preparatory meeting” or “review meeting”; any examination for which no grade is given shall be deemed a failure.
3. The board members shall personally attend the meetings and shall not entrust others to attend on their behalf. At least three members of the examination board shall attend the Master's examination, five members of the examination board shall attend the Doctoral examination, and one-third of the attending members shall be external members in order to hold the examination or the scores shall not be accepted.
4. The passing grade for degree examinations is 70 and a perfect score is 100. The grade shall be determined based on the average of the scores issued by the attending board members. If a thesis is plagiarized or a fraud and it has been verified by the examination committee, the thesis shall be disqualified. If one-half or more of the board members for the Master's degree examination or one-third or more board members for the Doctoral degree examination have given a failure grade, the examination is regarded as disqualified.

Students who fail the degree examination and their study duration deadline has not yet expired may take a reexamination during the following semester or academic year. Only one reexamination is permitted. Those who fail the reexamination shall be dropped out.

Article 10: The various departments (institutions) shall set department (institution) degree examination dates and hold degree examinations once a semester.

Except due to force majeure reasons, graduate students who have applied to take the degree examination but cannot attend shall submit an application to the department (institution) for

cancellation or postponement at least one week prior to the examination date. Failure to meet this requirement shall be regarded as having failed the degree examination.

Degree examination schedule:

From the first semester, starting from the first day of school until January 31st, and must complete the registration procedures for that semester. For the second semester, from the first day of school until July 31st, and must complete the registration procedures for that semester.

Regardless of whether the degree examination was passed or modifications are required for the thesis, the grade for the degree examination shall be determined and submitted to the Registration and Curriculum Section of the Office Academic Affairs for registration no later than January 31 for the first semester and July 31 for the second semester.

Article 11: Before requesting to take the degree examination, the graduate student's initial draft must undergo the "Turnitin" paper comparison. The comparison results shall be printed and be presented with the initial thesis draft document during the degree examination application, and be provided to the examination board members for reference during the degree examination.

Article 12: Individuals who obtain a doctoral or master's degree must submit their thesis, written reports, technical reports, or professional practice reports via file, video tape, audio tape, CD, or other means, to the National Central Library and the University library for preservation. Electronic files must also be submitted to the National Central Library for preservation.

Article 13: For a graduate student who has passed a degree examination, after the department (institute) office has confirmed uploading of the full thesis and authorization matters with the National Central Library, but before the first day of classes for the following semester, the student must submit the revised thesis (number of pages in thesis to comply with the regulations in

the Procedure Form for Leaving the University) to the Office of Academic Affairs Registration and Curriculum Section for organization and transfer to the appointed office within the Ministry of Education for collection.

If the thesis deadline has passed and the student has not reached the deadline by which they must complete their degree program, the student must still complete registration for the next semester; the student must submit their thesis before the final thesis deadline for a given semester to graduate in that semester. If the deadline by which they must complete their degree program has passed and the student has not yet submitted their thesis, the student shall be treated as not having passed that degree examination, and the student shall be ordered to withdraw from studies in accordance with regulations.

Only once grades for all courses taken have been registered and once their thesis has been submitted may a student leave the University. The student will receive their degree diploma ten working days after completing procedures to leave the University.

Degree diploma conferral timing for master's and doctoral degrees shall be January for the first semester and June for the second semester. If a student has completed the regulated courses and credits, but the student currently has course credits other than for their thesis in a given semester, then the degree diploma shall be conferred in the month in which the thesis is submitted.

Article 14: If a student has already received a degree for a thesis, artwork, proof of achievement, written report, technical report, or professional practice report, whether domestically or overseas, then it shall not serve as a thesis, artwork, proof of achievement, written report, technical report, or professional practice report as mentioned in the Degree Conferral Act, Articles 7 and 9. Theses co-advised with an overseas school

for which a separate degree is conferred shall not be subject to this restriction.

Article 15: If the Master's or Doctoral examination board members or academic advisor and the graduate student have any of the following relations, said member or professor shall self-recuse.

1. Spouse.
2. Blood relative within the fourth degree of the student or his/her spouse.
3. In-law relative within the third degree of the student or his/her spouse.

Article 16: Should CJCUC discover and verify that a graduate student who has received a Master's degree or Doctoral degree has plagiarized or cheated; the degree conferred shall be invalidated, canceled, and retrieved; and the school shall announce the degree invalidation and cancellation to other colleges, universities, and relevant agencies (organizations).

When a degree is invalidated as mentioned in the previous Paragraph, the accountability of the teacher advising the thesis shall be reviewed for discipline, in accordance with the Chang Jung Christian University Handling Guidelines for Plagiarism, Ghostwriting, and Cheating in Master's and Doctoral Theses/Dissertations.

Article 17: Matters not provided for in this Regulation shall be handled according to the relevant provisions provided by the Chang Jung Christian University Academic Regulations.

Article 18: After the passage of the Administrative Meeting and the University Affairs Meeting, the Regulations shall take effect from the date of promulgation. and submitted to the Ministry of Education for future reference, and the same shall apply to the amendments thereof.