

# Soochow University Graduated Student Master's and Doctoral Degree Examination Regulations

Approved by Council on Academic Affairs, 25 Nov. 1995  
Approved reference for Tai (85) Gao (2) 85500398 of Ministry of Education, 01 Feb. 1996  
Approved reference for Tai (85) Gao (2) 85506657 of Ministry of Education, 15 May 1996  
Approved reference for Tai (87) Gao (2) 87057054 of Ministry of Education, 29 May 1998  
Approved by Ministry of Education for Tai (89) Gao (2) 89065546, 05 Jun. 2000  
Approved by Ministry of Education for Tai (89) Gao (2) 89158681 of Ministry of Education, 08 Dec. 2000  
Future reference for Tai (91) Gao (2) 91157921 of Ministry of Education, 17 Oct. 2002  
Future reference for Tai Gao (2) 09300800028 of Ministry of Education, 25 Jun. 2004  
Future reference for Tai Gao (2) 0940105759 of Ministry of Education, 04 Aug. 2005  
Future reference for Tai Gao (2) 0950111263 of Ministry of Education, 30 Aug. 2006  
Revised Article 21 by Council on Academic Affairs, 18 Nov. 2009  
Revised Article 17 by Council on Academic Affairs, 18 May 2011  
Future reference for Tai Gao (2) 1000109132, 11 Jul. 2011  
Revised Article 12, 19 by Council on Academic Affairs, 23 Nov. 2011  
Future reference for Tai Gao (2) 1010029454, 29 Jun. 2012  
Revised Article 14, 15 by Council on Academic Affairs, 16 May 2012  
Revised Article 19 by Council on Academic Affairs 15 May 2013  
Future reference for Tai Jiao Gao (2) 1020109954, 20 Aug. 2013

1. The regulations are regulated for master's and doctoral degree examinations for graduated students of Soochow University in accordance with University Act, Degree Conferral Law and their Enforcement Rules.
2. Student shall submit his/her plan for inviting instructors and deciding the thesis/dissertation topic to belonging department six months before applying for the degree examination within announced time. The plan is approved by the Chair of the department and delivered by Curriculum Division of Office of Student Affairs to the President for official invitations for instructors.
3. The study period for a master's degree program is limited to 1 to 4 years; 2 to 7 years for a doctoral degree program. Graduated student who meets following criteria is entitled to apply for master's or doctoral degree examinations:
  - A. Master's degree program student who completes one year of education; Doctoral program student who completes at least two years of education counted which is counted from the day of enrollment.
  - B. Student who fulfills and passes all required, optional courses and credits. Student who does not fulfill this requirement yet but is promising to fulfill it at the end of the semester is allowed to apply for the examination with permissions from his/her instructor.
  - C. Student whose thesis/dissertation draft is completed and approved by his/her instructor.
  - D. Doctoral degree student requires to pass the qualification

examination in accordance with Soochow University Doctoral Degree Candidacy Qualification Guidelines. Master degree student requires to pass the qualification examination if required by the belonging department.

4. The degree examination shall be held publicly once a semester before January 31st in the first semester and before July 31rd in the second semester after the enrollment of the student.
5. Student who meets the criterion in Article 3.B must submit the Degree Examination Application well formatted and attached a full score sheet, approved thesis/dissertation draft by his/her instructor, copies of the abstract (as asked by the department) to the belonging department. After approval by the Chair of the department, the invitation and request for master's or doctoral degree examination committee and holding the degree examination will be submitted to the school with consensus with the instructor.
6. A master's degree examination committee requires 3 to 5 members; 5 to 9 for a doctoral degree examination committee. The Chair of the department shall assign one member other than the instructor of the student as an organizer. After scheduling the time and place for the examination, a well formatted Degree Examination Committee Member List must be submitted 14 days before the examination to Curriculum Division of Office of Student Affairs for approval from the President. The thesis/dissertation instructor (at most two) shall be normally a full-time professors. If there are two instructors, it is allowed to only choose one as the committee member. If both instructors as chosen as committee members, five extra members shall be invited for a master's degree examination committee; seven extra members shall be invited for a doctoral degree examination committee. The scheduling of the examination must be done within due date and the placed must be inside Soochow University.
- 6.1 Any person who is the spouse or closer kinship than 3rd degree of the student shall avoid being the committee member of instructor.
7. A master's degree examination committee member must be a professional to the topic of the thesis/dissertation, creative works, exhibition, performance, technical reports and meets one of criteria below:
  - A. Has been a professor or an associate professor
  - B. Being an academican of Academia Sinica; has been a research fellow or an associate research fellow of Academia Sinica.
  - C. Granted a doctoral degree and is profound in the field of the research
  - D. Being profound in the field of the research if the topic is rare or special

The admission for Article 7.C and 7.D is approved by each Council on Department Affairs.

8. A doctoral degree examination committee member must be a professional to the topic of the thesis/dissertation, creative works, exhibition, technical reports and meets one of criteria below:
  - A. Has been a professor
  - B. Being an academician of Academia Sinica; has been a research fellow of Academia Sinica
  - C. Has been an associate professor or an associate research fellow of Academia Sinica and is profound in the field of the research
  - D. Granted a Doctoral Degree and is profound in the field of the research
  - E. Being profound in the field of the research if the topic is rare or special

The admission for Article 8.C and 7.E is approved by each Council on Department Affairs.

9. Members of examination committees must attend the degree examination in person and delegation is not allowed. At least three members have to attend the master's degree examination; at least five members to attend the doctoral degree examination or the examination shall not be held. Scores of an examination without satisfying minimum members will not be admitted.
10. Normally an oral examination shall be held but a writing examination is allowed if necessary. Student have to get 70 out of 100 scores to pass the examination which is limited to be taken once and counted by averaging scores from committee members.

The score of examination must be submitted after finishing modification of the thesis/dissertation draft if any committee member requires. The score is not allowed to be submitted as passed with conditions to meet.
11. Committee members shall review below factors of the master's thesis/doctoral dissertation:
  - A. Methodology
  - B. Reference
  - C. Text and structure
  - D. Finding, innovation and invention
12. Required languages of a master's thesis/doctoral dissertation is decided by each department. Published theses or dissertations to obtain degrees in other schools are not admitted for the degree examination of Soochow University.

Qualified master's theses/doctoral dissertations shall be archived in Library of Soochow University and National Central Library in proper ways such as paper documents, audio or video tapes or compact disks.
13. Graduated students in Department of Music, Applied Science or

Technology who study in fields included in Degree Conferral Law Article 6.2 "Fine arts or an applied science or technology" are allowed to submit creative works, exhibition, performance and technical reports in lieu of master's thesis while abstracts are still needed.

Graduated students who study other than departments mentioned above but the fields are considered by the Council on Academic Affairs as fine arts in Degree Conferral Law Article 6.2, the master's theses are handled in the same way as above.

14. Master's theses or doctoral dissertations will be considered failed if plagiarism or cheating is judged by committee members. Graduated students who cannot complete degree examinations in the semester shall cancel the application seven days before the examination day at Curriculum Division of Office of Academic Affairs. The examination is considered failed if the application has not been cancelled on time or the student is absent from the examination.  
Student who disagrees on the judgment by the Examination Committee shall claim his/her disagreement in accordance with regulations of Soochow University Student Claim Measures.
15. Student who failed to pass the examination and has not reached the limit of his/her study period is allowed to apply for retaking the examination once. However the failure of the retaken examination leads to withdrawal of the student.  
Student who disagrees on the score of the examination shall request a reexamination of the score in accordance with Article 25.A of School Rules of Soochow University. If the student still disagrees on the result shall claim his/her disagreement according to related rules.
16. Master's degree program student who completes at least one year of education and is outstanding in his study is entitled to study in doctoral degree program after recommendation from a professor of the belonging department, admission at the Council on Department Affairs, approval from the President and reporting to Ministry of Education. The measures for the situation is regulated in other documents.  
If the student mentioned above failed to pass the doctoral degree candidacy examination is allowed to go back to the master's degree program after admission at the Council on Department Affairs and approval from the President.  
If the student mentioned above passed the Doctoral Degree Candidacy Examination but failed to pass the Doctoral Degree Examination, a master's degree will be granted after admission at the Council on Doctoral Degree Examination Committee.
17. Graduated student who passes the degree examination shall submit his/her required copies of thesis/dissertation with a confirmation page signed by the Examination Committee members; digital files of the whole thesis/dissertation; an authority letter for the whole thesis/dissertation

(including the abstract) to Registration Division of Office of Academic Affairs for the form of School Leaving Process and obtain the degree certificate after finishing the leaving process. Student who does not finish the leaving process and has not reached his/her study period still have to register and select courses in the next semester, and will obtain his/her degree certificate at the date the leaving process is finished. Student who does not finish the leaving process and has reached his/her study period will fail the degree and be withdrew in accordance with related rules.

Students have to submit digital files of their abstracts to "Soochow University PhD & Master Essay System" by themselves.

18. Degree granting ceremony will be held along with the graduation ceremony.

The degree certificate will be granted in the middle of February to graduated students who graduate in the first semester or after the graduation ceremony for students who graduate in the second semester. Students who finish all courses and credits and select only thesis/dissertation in the semester, the degree certificate will be granted as the date passing the degree examination after application.

19. If any plagiarism or cheating in the thesis/dissertation, creative works, exhibition, performance, paper reports, technical reports is verified for granted degree by Soochow University, the degree will be cancelled and the student will be withdrew and asked for returning the degree certificate. The announce of cancelling degree will be notified to other universities, colleges and related units.

The investigation of plagiarism and cheating will be requested by related departments to the President for organizing an investigation committee. One of its member must be outside the school and the result will be reported to the President.

20. Incomplete details of these regulations shall follow University Performance Rules, Degree Conferral Law, related laws of educational acts and rules of Soochow University.
21. These regulations are approved and revised by Academic Affairs Council and put into effect after approval by the President reporting to Ministry of Education.