

Institute of Political Science, National Sun Yat-sen University
Relevant Regulations on Qualification Assessment and Degree Examination for Doctoral Students
Applicable from the 2020 Academic Year

108.10.09 Principal approved

109.05.13 The 7th faculty meeting of the 108 school year was amended and passed

109.05.20 Amended and approved at the 4th Academic Meeting of the 108 School Year

109.07.27 Principal approved

1. Established in accordance with the "Degree Awarding Law" issued by the Ministry of Education, the NSYSU's "Study Regulations" and the Institute of Political Science's "Detailed Rules for the Implementation of Graduate Degree Examinations".

2. To cultivate high-level political science teaching, research and political leadership talents, our institute has formulated this method designed especially for the joint compliance of aspiring doctoral students.

3. Students who are approved to study for a doctoral degree will be the first-year freshmen in the doctoral class of the institute starting from the approved academic year; the institute regulations after enrollment shall be handled in accordance with these regulations.

4. Related matters during the school academic year:

(1) Duration of study: two to seven years according to the regulations of the Ministry of Education (excluding reserved enrollment and suspension periods)

(2) Credit system and course requirements:

1. When a doctoral student enrolls, he must select an advisory professor in accordance with the "Principles for the Selection of Dissertation Advisory Professors" of our institute. If there are no suitable advisory professor candidates for students, a full-time teacher at the institute will be appointed as an advisory professor by the institute faculty meeting. According to the interest of studying and consulting the advice of the instructor, the course plan is scheduled.

2. Doctoral students should take at least 30 credits (excluding dissertation guidance courses), including compulsory and elective courses, and should take three credits of dissertation guidance courses before graduation. [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]

3. Dissertation guidance courses are limited to full-time teachers at our institute. To cope with the coursework procedure, doctoral students should take the course at the latest before the end of the mid-term examination week specified in the school calendar for the semester before taking the course, and with the consent of their supervising professors, they can take elective courses. [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]

4. Doctoral degree students study credits. The maximum credit for each semester is 12 credits. For over-study credits, an application form must be filled in and approved by the institute faculty meeting in advance; for taking elective courses outside of the institute (excluding courses jointly developed by our institute and external institutes) The maximum is nine credits, and the syllabus must be attached to the application, and elective courses can only be taken after the instructor of the course has signed and agreed.

5. Doctoral students should attend the formal class at the beginning of each semester. If the above requirements are not met, the instructor may compulsorily withdraw in writing in accordance with the school's "Handling of exceptional course selection" regulations. The number of leaves and absences during the semester is limited to three times, and the score of the subject is not counted if this number are exceeded.

6. The scores of each subject of the doctoral degree program are assessed according to the school's "Key Points for Student Grade Assignments".

5. Qualification Examination of Doctoral Candidates and Submission of Doctoral Dissertation Topics:

(1) Qualification Examination for Doctoral Candidates:

1. Examination Subfields: Doctoral students should have consulted with their advisors regarding their examination fields based on their academic interests. When applying for the qualification examination for the first time, choose one core field and two subsidiary fields from the major fields recognized by the Institute (comparative politics, international relations, methodology, political philosophy and theory, public administration, and policy). Once the fields are selected, they cannot be changed.

2. Examination Formats: The core field selected in the qualification examination must be conducted in the form of examinations, and for other two sub-fields, students can choose other examinations format; oral reports or publications.

3. How to apply: After completing 15 credits (including credits for credits), doctoral students can apply for the qualification examination within the specified time of one semester before the scheduled examination semester.

The application should include the syllabus and pass certificate of the relevant courses in the selected examination field. However, applicants who apply for the course during the semester may submit a pass certificate at the end of the semester.

4. Students who choose to take the written examination or oral report examination for the qualification examination: doctoral students should actively confirm the examination format to the convener within 2 weeks after the Institute faculty meeting approved the full-time teacher at the institute to serve as the convener of the qualification examination committee, and once the decision was confirmed, this cannot be changed.

5. For students who choose the written examination format for the qualification examination: a full-time teacher at our institute will be approved by the faculty meeting to serve as the convener of the qualification

examination committee, and three assistant professors (assistant researchers) or above (including the convener) shall be employed to form an examination committee including one full-time teacher at the Institute and one teacher from external institute. Each committee member then will provide a list of books (about five books or equivalent journal articles) as the core bibliography. The examination is conducted as an open books examination and the answers are written or typed in a computer, and the examination duration is four hours. The grades are assessed according to the school's "Key Points for Student Grade Homework", and the pass will only be passed.

6. For students who choose the oral report examination format for the qualification examination: the convener will appoint three assistant professors (assistant researchers) and above (including the convener) to form an examination committee, including one full-time teacher from the institute and one outside teacher.

The members of examination committee shall attend the oral report examination in person and shall not appoint other representatives; if the members are unable to attend in person, it can be processed by video or written review, but at least two-thirds of the members shall attend the oral report examination committee. [This regulation is applicable to students enrolled before the 2020 academic year (including)]

The content of the report should contain at least 25 citations from relevant national and international journals or specific books, and the review standard must be up to the quality of SSCI or TSSCI journal articles.

Report the assessment results of the oral report examination as "passed", "passed after modification", "re-examined after modification", and "failed".

"Pass after modification": The revised report should be submitted within half a year after the oral report examination and approved by the convener. Those who fail to complete the examination within the time limit shall be deemed to have failed in the field.

"Re-examination after revision": The revised report should be submitted within half a year after the oral report examination. Those who are overdue will be deemed to have failed in the field. The revised review is limited to one review, and the evaluation result is "passed" or "failed". Two-thirds of the committee members must pass the assessment, and the field will be passed.

7. Students who choose the publications format for the qualification examinations: publications must be a single author, accepted for publication after admission to the doctoral program, the content of the paper must be related to the field of political science and the publication must be a SSCI journal or the Ministry of Science and Technology recognized B level or above TSSCI journal. After the publication has been reviewed by the faculty meeting and approved the subject area, it shall be approved at the public presentation held by the firm. After the publication passes the credit, it can no longer be credited for the certification of doctoral dissertations published by our institute.

8. The time and place for the qualification examination to be held in the form of examination and oral report examinations shall be based on the following homework schedule and held in our school during each semester. (For those who adopt the publication format, submit it at the time of the prescribed application every semester).

Fall Semester	Spring Semester	Schedule
10/1-31	3/1-31	<p>Application schedule</p> <p>1. Students who apply for the examination the first time should choose one core field and two sub-fields from the approved major fields (comparative politics, international relations, methodology, political philosophy and theory, public administration and policy).</p> <p>2. For students who have applied for cancellation or failed the qualification examination in the current semester, in order to save time for study, they can apply for the field and take the examination within the prescribed time limit of the next semester as soon as possible.</p>
Before 11/30	Before 4/30	The Institute faculty meeting approved and announced the convener of the examination committee.
Before 12/1	Before 5/15	Doctoral students take the initiative to confirm the examination format with the convener.
Before 12/31	Before 5/31	<p>Examination:</p> <p>(1) The convener organizes the examination committee and submits the list of members, and the examination committee provides a list of reference books for candidates</p> <p>(2) Announcement of the examination date: each semester will be conducted and announced on one day selected during the 16th, 17th, and 18th week of the school calendar of the semester. Exams in various fields are handled once every semester.</p> <p>(3) Applicants apply for the examination field in the current semester according to the date announced by the institute, but they should take the examination by the announced of examination date of the next semester at the latest</p> <p>2. Oral report examination: applicants submit the report question outline to the convener for review, and they can start writing after passing the outline</p> <p>[This provision is applicable to students enrolled before the 2020 academic year (inclusive)]</p>
To be completed within 3 weeks before the examination date		<p>1. Written Examination: Applicants who have applied for the examination during the semester and decided to withdraw, should get the approval from the convener in advance. Once the convener gives the approval, the applicant needs to report to the office within this period.</p> <p>2. Oral report examination:</p> <p>(1) Examination period: applicants who apply in the fall semester must be held before the end of 31 July of the following year; applicants who apply for the spring semester must be held before the end of 31 January of the following year</p>

		(2) Date of submitting the report: applicants shall submit the report topic, the list of committee members, and the date of the oral report examination with the consent of the convenor (applicants should submit a written report to the committee members at least 2 weeks in advance) [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]
The next year Before 7/10	The next year Before 1/10	Oral report examination: the final deadline for submitting or cancelling the examination
Before 7/31	Before 1/31	Oral report examination: the examination deadline

9. If doctoral students have any doubts about the results of the qualification examination, they should apply for review to the Institute faculty meeting within one week after receiving the result notice. Overdue will not be accepted, and only once.

10. There is a limit of one re-examination in each field of the qualification examination. Those who fail the re-examination will be ordered to withdraw from school in accordance with the regulations of the school.

11. The qualification examination should be completed within two years after enrollment and should not exceed five years at most (excluding the reserved enrollment and suspension period). Those who fail to complete the program according to the number of years and the number of times taking qualification examination will be notified ordered the NSYSU Office of Academic Affairs and ordered to drop out.

12. Only those who have passed the qualification examinations and completed the required courses required by the doctoral program, and meet the other requirements of the degree-granting law for applying for a doctoral degree candidate, can become a doctoral candidate of our institute.

(2) Points of Publication Papers for Doctoral Degree:

Doctoral students must publish the following types of academic works in the name of the institute before submitting the oral examination for the doctoral dissertation. Those with a total of ten points or more may apply for the oral examination for the dissertation. Multiple authors are calculated using the $2/(n+1)$ formula (n is the number of authors):

- SSCI articles (10 points for each article)
- Non-SSCI international English journal articles (7 points per article)
- TSSCI or TSSCI watch list articles (7 points per article)
- Academic journal articles or book articles with review system (5 points per article)
- International conference papers in English (5 points each)
- Academic conference articles (3 points each)

- Non-academic conference articles (2 points per article)
- Review of academic works (up to 10 points per volume)
- Those who are not the above publications but have been reviewed and approved by the Institute faculty meeting

(3) Regulations on English proficiency test

Before leaving school, doctoral students should pass one of the following English language proficiencies checked by our institute:

1. Language Proficiency Test:

Doctoral students should submit an English language proficiency certificate that meets one of the following certifications after admission.

The recognized passing grades are as follows:

- The TOEFL computer test iBT-TOEFL score of 79 points.
- British Council's International English Language Test (IELTS) score of 6.5.
- The English Foreign Language Proficiency Test (FLPT) of the Foundation Language Training Center has a total score of 200 points in listening, usage, vocabulary and reading, and an oral test score of S-2+.
- National English Test (GEPT): Intermediate and advanced retests.

Approval can be submitted at any time after admission. When applying for certification, please send the original transcript of passing the test (within the valid period) and relevant supporting documents to the registration office for reference.

Foreign students who speak English as their mother tongue may apply with supporting documents.

2. Take 6 credits and pass the courses in English taught by our institute or announced by our institute during the semester. [This provision applies to students enrolled before the 2020 academic year (including)].

3. 3MT activities handled by our firm: a 3-minute full English speech to introduce the research results of the doctoral dissertation.

(4) Doctoral Dissertation

1. After obtaining the qualifications of candidates for doctoral degree in our institute, doctoral students can apply for the oral examination of the "Dissertation Proposal" (the method will be stipulated separately by our institute) and can apply for the oral examination of the doctoral dissertation after passing.

2. Candidates for doctoral degree should submit the topic of the dissertation and the list of members of the oral examination before applying for the oral examination of the "Dissertation Planning Book" and to be reviewed and approved by the Institute faculty meeting.

3. The selection of doctoral dissertation advisors shall be based on the "Principles for the Selection of Dissertation Advisors" of our institute, and the main advisor shall be full-time assistant professors and

above. If there is no qualified person, students must apply for the dissertation proposal "Before the oral examination, and after being submitted to the Institute faculty meeting and passed, the teacher can hire a part-time assistant professor (assistant researcher) or above from our institute or an external assistant professor (assistant researcher). However, if the teacher hires an external dissertation advisor, the teacher must hire another a full-time assistant professor or higher teacher in our institute who will co-supervise.

4. If the dissertation advisor shall retire or resign, he or she can continue to instruct, but he or she must hire a full-time assistant professor or higher teacher to co-supervise.

5. The candidate for the oral examination committee of the doctoral dissertation shall be selected by the advisor in accordance with the regulations of the "Graduate Degree Examination Implementation Rules" of the Institute and appoint five to nine or more assistant professors (assistant researchers) or above to form an oral examination committee, at least one person should be from external school. In the oral examination committee, the dissertation advisor is an ex officio member, but shall not be the convener; the number of oral examination members other than the advisor should be more than half.

6. If a doctoral candidate needs to change the dissertation advisor for some reason, the candidate should submit the "Application Form for Changing the Dissertation Advisor" of our institute in advance, and it can be changed only after being submitted to the Institute faculty meeting for approval. However, if you apply to change the advisor after passing the oral examination of the "Dissertation Proposal", you should apply for the "Dissertation Proposal" oral examination again.

7. The members of the oral examination of the doctoral dissertation degree must be the same as the members of the oral examination of the "Dissertation Proposal"; if there are different circumstances, the application for the oral examination of the dissertation must be submitted to the faculty meeting and approved before being changed.

(5) Doctoral Degree Examination:

Definition of semester: the Fall semester is from August 1 to January 31 of each year, and the Spring semester is from February 1 to July 31 of each year.

The degree examination is held once every semester and should be held before the end of the semester specified in the school calendar of the semester that the graduate student applies for.

Relevant regulations for degree examinations:

1. Candidates for doctoral degree should meet the requirements of our "Diverse Learning Passport System", "Dissertation Publication Points" and "English Proficiency Test" requirements and must pass the oral examination of the "Dissertation Proposal" for the doctoral dissertation. Candidates can only apply for the oral examination of the doctoral dissertation. Among them, the "Diverse Learning Passport System" and "Dissertation Planning Book", the oral examination methods are separately formulated by the Institute.

2. The doctoral dissertation should be written in accordance with the "Graduate Dissertation Format Standards" of NSYSU and our institute and should use the Turnitin dissertation originality comparison system of NSYSU's library and information department to compare dissertation before applying for the degree examination (including abstract). [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]

3. After completing the dissertation, the doctoral candidate shall apply for the oral examination of the doctoral dissertation with the consent of the advisor and shall submit the oral examination of the dissertation and the "Turnitin originality report with a similarity percentage of less than 20" no later than two weeks before the oral examination. "It will be reviewed by the instructor and the oral examination committee and filed by the institution. Those who fail to submit the paper before the deadline shall not hold the oral examination according to the declared time. [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]

4. The oral examination of the doctoral dissertation is subject to three hours, and one hour may be extended if necessary.

5. The doctoral dissertation oral examination shall be held in the campus of Sun Yat-sen University (Kaohsiung City). Examination committee members should attend the committee in person, and must not entrust other representatives, and at least five people should be present before it can be held. Other relevant regulations are handled in accordance with the "Detailed Rules for the Implementation of Graduate Degree Examinations" of our school.

6. The oral examination of the doctoral dissertation is open to auditing and training; doctoral students who apply for the oral examination of the dissertation in the same semester shall have the obligation to participate.

7. The results of the oral examination for doctoral dissertation shall be handled in accordance with the regulations of the NSYSU's "Regulations for the Implementation of the Postgraduate Degree Examination". Those who fail the oral examination and their length of study have not yet expired shall re-enter the oral examination in the next semester or the following academic year, and the retake examination shall be limited to one time, and those who still fail the retake examination shall be ordered to drop out of school in accordance with the provisions of the school.

8. After passing the oral examination, the doctoral candidate will be awarded a doctorate in political science by our school. [This provision applies to students who graduated from the 2020 academic year (inclusive)].

7. Graduation: Only those who meet the above requirements can apply for graduation.

The doctoral dissertation has passed the oral examination. If it needs to be revised, it should be signed and approved by the advisor after completion, before leaving the school. When leaving the school, you must submit the "Turnitin Originality Report" with a similarity percentage of the graduation dissertation less than 20, and the "Declaration of Compliance with Academic Ethics Standards for Graduate Dissertations") for the institution's record; and the dissertation will meet the requirements of the school and the institute's the paperback format of the dissertation (the color of the cover of the dissertation prescribed by the School of Social Sciences) shall be given to the School's Library and Information Office, the Academic Affairs Office and our institute; an electronic file of the full text of the paper will be sent to our institute for preservation. [This provision is applicable to students enrolled before the 2020 academic year (inclusive)]

8. If there are any matters do not covered in these regulations, they shall be handled in accordance with relevant regulations.

9. This regulation will be implemented after being approved by the institute and the college affairs meeting, signed by the principal, and the same applies when revised.