

Degree Examination Guidelines

I. Requirements for the Degree Examination

1. Master's students shall have completed at least two semesters of study, and PhD students shall have completed at least four semesters of study.
2. Students shall have completed, or be expected to complete by the end of the current semester, all required courses and credits prescribed by the Department.
3. Students shall have completed a draft of the thesis/dissertation. The Academic Advisor shall confirm that the research topic and content are consistent with the Department's academic disciplines. The thesis/dissertation shall conform to the National Taiwan University Thesis and Dissertation Format Guidelines.
4. In addition to the above requirements, PhD students shall have passed the Qualifying Requirements and submitted at least two research papers related to the dissertation (including papers that have been accepted for publication with proof of acceptance). The publications shall comply with the Department's and the College of Bio-Resources and Agriculture's publication requirements, as follows:
 - (1) The submitted papers shall be peer-reviewed journal articles and shall constitute part or all of the dissertation.
 - (2) The student shall publish the papers jointly with the Academic Advisor under the student's PhD status and shall be either the first or second author. If the student is the second author, the first author shall be the Academic Advisor.
 - (3) At least one paper shall have been published in, or accepted by, an SCIE or SSCI journal. The journal shall have been indexed in SCIE or SSCI at some time during the five years preceding the publication or acceptance date of the paper.
 - (4) Only original research articles published in recognized peer-reviewed academic journals shall be accepted. Technical notes or short communications shall not be recognized.
 - (5) After a PhD candidate submits the application for the Degree Examination, the Department Chair shall appoint a committee to review whether the publication requirements have been satisfied.

II. Application for the Degree Examination

1. Students shall submit an application for the Degree Examination through the University's Degree Examination Application System. After completing the online application, students shall print the application form, obtain the Academic Advisor's signature, and submit the signed form to the Department Office for recordation.
2. Students shall submit the Academic Achievement Record for Graduate Students.
3. Additional Requirements for PhD Students
 - (1) PhD students shall submit at least two research papers related to the dissertation, including papers that have been accepted for publication with proof of acceptance.
 - (2) PhD students shall deliver a public dissertation presentation before the oral examination. The presentation schedule, venue, and title (in both Chinese and

- English) shall be provided to the Department Office for announcement on the Department website and the University's campus bulletin board.
4. Applications shall be submitted before the deadline specified by the University. Late applications shall not be accepted.

III. Conduct of the Degree Examination

1. Establishment of the Degree Examination Committee

- (1) Upon application for the Degree Examination, the Academic Advisor shall submit the Degree Examination Committee Member List and the proposed examination date to the Department Office for processing the appointment of the committee members.
- (2) The Degree Examination Committee shall consist of three to five members for a master's degree and five to nine members for a PhD degree. The committee members shall be appointed by the President of the University, and one committee member shall be designated by the Department Chair to serve as the convener. The Academic Advisor shall not serve as the convener.
- (3) In addition to the Academic Advisor and any Co-advisor, the Degree Examination Committee shall include at least two members for a master's degree and at least four members for a PhD degree. The committee shall include at least one member from outside the Department.
- (4) A student's spouse or any relative by blood or marriage within the third degree of kinship shall not serve as the student's Academic Advisor, Co-advisor, or member of the Degree Examination Committee.
- (5) Committee members shall meet at least one of the qualification requirements prescribed by the University.

2. Degree Examination

- (1) The following documents shall be prepared for the Degree Examination:
 - a. National Taiwan University Thesis/Dissertation Acceptance Certificate (prepared in accordance with the National Taiwan University Thesis and Dissertation Format Guidelines).
 - b. National Taiwan University Thesis/Dissertation defense grade sheet.
 - c. Letter of Appointment for Degree Examination Committee Members (prepared and distributed by the Department Office).
 - d. Receipt List for Degree Examination Honoraria and Transportation Reimbursement (prepared by the Department Office).
- (2) The Degree Examination Committee shall assign a grade during the Degree Examination. The examination shall be evaluated only once and shall not be conducted as a preliminary meeting or review meeting without assigning a grade.
- (3) The result of the Degree Examination shall be recorded using letter grades (A+ to F). A grade of B- or above constitutes a passing grade.
- (4) At least three committee members shall be present for a master's Degree Examination, and at least five committee members shall be present for a PhD Degree Examination. Committee members who are unable to attend shall not designate a proxy.
- (5) A student who fails the Degree Examination but has not exceeded the maximum period of study may retake the examination in the following

semester or academic year. The Degree Examination may be retaken only once.

- (6) Upon completion of the Degree Examination, the examination proceedings and the final grade shall be recorded on the Thesis/Dissertation defense grade sheet. After the student has passed the Degree Examination, all committee members and the Department Chair shall sign the Thesis/Dissertation Acceptance Certificate.

3. Completion of the Degree Examination

- (1) The Degree Examination shall be completed before the deadline specified by the University.
- (2) Upon completion of the Degree Examination, the Thesis/Dissertation Defense Grade Sheet shall be submitted to the Department Office.