

# **National Central University**

## **Study Regulations for Postgraduate Students in the Department of Civil Engineering Doctoral Program**

Passed by the Department/Graduate Institute Affairs Committee on May 22, 1990

Amended by the Department Affairs Committee on December 3, 1991

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Article 1. These Regulations were stipulated in accordance with the "Study Regulations" and "Regulations on Degree Examinations for Postgraduate Students" of the National Central University.

Article 2. Steering Committee

1. The Steering Committee of each student consists of three or more full-time assistant professors from their academic track with the doctoral advisor serving as the convener.
2. Where necessary, the doctoral advisor may recommend to the Graduate Institute that a Steering Committee made up of experts from within or outside of the University, and all faculty members above the grade of full-time assistant professor, be formed.
3. Upon admission, the student should formulate a study plan that encompasses their major/minor courses, research, publications, language, and progress. The study plan must be submitted to the Steering Committee in the first semester after admission for approval after which it is delivered to the head of the department (Department Office) for archiving.
4. Steering Committees are held once a semester. The timing and deadlines are to be set separately by each academic track and reported to the Director.
5. Steering Committee meetings may be attended by representatives of the Postgraduate Student Council.

Article 3. Credits (Applicable to all enrolled students from the 2014 academic year onwards)

1. The student must complete at least 24 credits after admission. The courses may be offered by the Department or related departments/graduate institutes but does not include the seminar, thesis, and foreign language courses. At least 12 credits should be from their major and 6 credits from their minor. Each academic track may set its required courses for majors while the required courses for minors is to be decided by the Steering Committee of that student.
2. The courses studied should include the compulsory courses designated by the pre-admission screening committee. Credits from these compulsory courses can not count towards the above credit requirements.
3. The student must secure their doctoral advisor's approval for the courses they select each semester or the courses will not be recognized.
4. For direct admissions to the doctoral program, once they have transferred to the doctoral program the above regulations also apply to their credit requirements.
5. The student should study and pass the "Seminar" course every semester until they pass the qualification exam; if they fail to satisfy this requirement then they must make up for the required "Seminar" course credits before applying for their degree examination. Credits from "Seminar" courses do not count towards graduation credits.

6. The “Directed Research” course should be studied by the student every semester once they pass the qualification exam. Credits from “Directed Research” do not count towards graduation credits.
7. If the student passed their oral thesis examination during the semester, they may apply to the Curriculum Committee to withdraw or cancel the “Directed Research” course before the deadline for course selection/withdrawal or cancellation applications, and this shall be processed in accordance with NCU procedures on withdrawals or cancellations. If approval was granted for traveling overseas or other special circumstances, the student may apply to the Curriculum Committee to waive the study of the “Seminar” or “Directed Research” courses for that semester.

#### Article 4. Examination

##### 1. Qualification Examination

- (1). Qualification examination consists of the basic academic examination and review of research ability.
- (2). The basic academic examination takes the form of a written examination. The relevant subjects and examination format shall be set by the Steering Committee or each academic track.
- (3). Review of research ability shall be conducted through an oral examination and written report. The written report should include a bilingual abstract, research background, purpose and importance, detailed review and discussion of related domestic and overseas literature, research methodology and steps, planned tasks, and tangible outcomes.
- (4). A qualification exam shall be held before the end of the winter and summer breaks each year. The exams will be organized by the Department Office.
- (5). A student may, with the consent of their doctoral advisor, apply to take the qualification exam one academic year after admission.
- (6). Whether they pass or fail the qualification exam shall be decided by the Steering Committee after a comprehensive evaluation of their basic academic examination results, their performance as a student, and research ability.
- (7). A student that failed to pass the qualification exam may retake the exam in the following semester or academic year. Those that fail a second time should withdraw immediately.
- (8). A student must pass the qualification exam before the start of their sixth semester from admission or be required to withdraw. °

##### 2. Degree Examination

- (1). A student that passed the qualification exam should submit their thesis research proposal to the Degree Examination Committee.
- (2). At graduation, the student is required to have authored at least two papers published in EI, SCI (incl. SCIE), SSCI, or AHCI journals. At least one of the papers must be in an English SCI (incl. SCIE), SSCI, or AHCI journal. Both papers must be related to the student’s doctoral thesis and the student must be listed as the first author (except for the doctoral advisor) for at least one of the papers. In addition to the above requirements, if special circumstances apply then the matter should be referred to the Postgraduate Student Council to determine whether the requirements are met.
- (3). A thesis presentation should be held within the Graduate Institute before applying for thesis examination.
- (4). For thesis examination of direct admissions to the doctoral program, those assessed by the Examination Committee as not meeting the standard for a doctoral degree but meeting the standard for a Master’s degree, a Master’s degree can be conferred instead.

3. The results from each stage of a student's examinations should be reported to the head of the department.

Article 5. Matters not specified in these Regulations shall be processed in accordance with other relevant regulations of the MOE and NCU.

Article 6. These Regulations were passed by the Department Affairs Committee and submitted to the Academic Affairs Committee for approval before implementation. Revisions shall follow the same procedure.