

# **National Taipei University of Technology**

## **Policy for Master's Students Direct Entry to Doctoral Programs**

Amended and resolved by the Academic Affairs Council on December 11, 2012

Article 1 This Policy is made pursuant to Paragraph 4, Article 23 of the University Act, and the "Regulations of Students Straight to Doctoral Programs".

Article 2 Applicants must meet the following qualifications:

1. The master's student (including those of the in-service programs) has studied in the graduate program for one year or more and has demonstrated outstanding academic performance with potential to carry out research.
2. The proposed research is recognized as worth researching.
3. Letters of recommendation provided by two or more full-time teachers from the student's department or relevant to the student's major.

Article 3 Deadlines for application:

Second-year master's student must apply between March 1<sup>st</sup> to March 10<sup>th</sup>.

First-year master's student must apply between July 15<sup>th</sup> to July 31<sup>st</sup>.

Late applications will not be accepted. Each master's student may only apply once. Any master's student who has passed the final master's examination is not eligible.

Article 4 Applicants shall submit the following documents to the applied doctoral program:

1. Application form (the formats of the application and letter of recommendation shall be stipulated by the Office of Academic Affairs).
2. All transcripts of master's study or proof of special achievement.
3. Research proposal.
4. Letters of recommendation from two or more full-time teachers.
5. Any data required by the applied doctoral program.
6. Admitted students may take the master's examination only if the qualification of the doctoral program has been withdrawn.

Article 5 The application for studying in the doctoral program directly will be first reviewed by the applied program, and transmitted to the Office of Academic Affairs. Upon the review and approval by the Provost and Principal, the student may study in the doctoral program directly.

Article 6 The number of admission regulated by the applied program is forty percent of the total number of admission (including regular and in-service programs) ratified by the Ministry of Education for that academic year. Given five numbers of admission or less, two numbers of admission at most will be admitted.

Article 7 If the admission number of the second-year master's students applying to study in the doctoral program directly is less than the permissible number, each department may decide whether to reserve the availability for the first-year students of the master's program or for the regular doctoral program. If the admission number of the first-year students of the master's program is less than the permissible number, the program shall admit the students from the waitlist of the doctoral program of the same department/institute based on the score ranking.

If any admitted student of the doctoral program either from the general admission or the waitlist does not complete the enrollment process, the program may admit first-year master's student to fill up the vacancy according to this Policy. The deadline of the admission process is July 31.

Article 8 Admitted students will be subject to the years of study, curriculum, scoring and performance evaluation, exam of doctoral degree applicable to all first-year doctoral students of NTUT from the first academic year after the admission. Each student shall complete at least thirty-six credits (exclusive of the credits of the master's/doctoral thesis) (including the master's courses) before applying for the final doctoral examination.

Article 9 If the master's student applies to study a doctoral program in another department/institute, the credits earned in the master's program shall be subject to the transfer and waiver policy. However, the total transferred credits shall not exceed half of the minimum graduation requirements (exclusive of the thesis credit) implemented by the applied doctoral program.

Article 10 Admitted students may apply to return to the original master's program upon the approval of advisors and head of department of the doctoral program the student is currently enrolled in, and the original master's program, approval by the department affairs meeting of the doctoral program and the master's program, and from the Principal if the student suspends the study of the doctoral program for any reason, or fails to pass the qualifying exam. (The period of study and suspension record in the doctoral program will not be transferred for the maximum years of study for the master's program.)

If the return is approved during a current semester, the student will be deemed as a master's student for the entire semester. After returning to the original master's program, the student may not apply for direct entry to the doctoral program.

The student under the foregoing paragraph shall be conferred the master's

degree upon the completion of all mandatory courses of the master's program, submission of the thesis, and after passing the exam held before the oral defense committee.

Article 11 A master's student who returns from the doctoral program during a semester shall pay the tuition and fees according to the rates implemented by the doctoral program. No excessive or deficit amount will be refunded or demanded.

Article 12 The final doctoral examination committee may determine that the doctoral degree thesis submitted by the student who studies the doctoral program directly has met the requirements of the conferral of a master's degree when the student has finished the years of study, passed the qualifying exam, but failed to pass the final doctoral examination. The student shall then be conferred the master's degree.

Article 13 Each doctoral program shall specify the standards of excellent academic performance, review criteria of research potentiality in Article 2, the required application materials in Article 4, and other relevant matters. Such requirements shall be approved by the department/institute affairs committee, and submitted to the Office of Academic Affairs before the acceptance of any application.

Article 14 This Policy and any amendment thereof shall become effective upon the resolution of the Academic Affairs Council and the approval of the Principal.