

National Sun Yat-sen University  
Institute of Environmental Engineering  
Regulations for the Doctoral Qualifying and Degree Exams

Applicable to students admitted as of the **2022** academic year

Approved at the 2<sup>nd</sup> Institute Affairs Meeting of the 2002 academic year on October 2, 2002  
Approved at the 1<sup>st</sup> College Affairs Meeting of the 2002 academic year on January 7, 2003  
Amended and approved at the 3<sup>rd</sup> Institute Affairs Meeting of the 2004 academic year on December 23, 2004  
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Amended and approved at the 8<sup>th</sup> Institute Affairs Meeting of the 2018 academic year on June 5, 2019  
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Approved at the 2<sup>nd</sup> College Affairs Meeting of the 2020 academic year on July 19, 2021  
**Amended and approved at the 4<sup>th</sup> Institute Affairs Meeting of the 2021 academic year on March 23, 2022**

**I. Basis:**

The Regulations have been enacted in accordance with the Degree Conferral Act promulgated by the Ministry of Education, as well as the Academic Regulations and Enforcement Rules for Doctoral and Master's Degree Exams of this University.

**II. Matters related to the period of study:**

**(i) Number of days per week students need to attend school:**

Students are required to spend at least three days (at least four hours per day) in school on research or in class before they complete the minimum number of credits required by this Institute to earn the doctoral degree.

**(ii) Period of study:**

Two to seven years (excluding the periods of retention of student status and suspension of studies, respectively) as per the regulations of the Ministry of

## Education

### (iii) **Credit system and course requirements:**

1. Doctoral students of this Institute are required to attend seminars, comply with the prerequisite course and English language proficiency requirements, pass the qualifying exam, and complete their doctoral dissertations. Moreover, they need to take courses worth at least 18 credits in order to graduate. Master's students of this Institute who have been directly admitted to the doctoral program need to take courses worth at least 24 credits in order to graduate (please refer to the class schedules of the master's and doctoral programs of this Institute). Among the aforesaid 18 and 24 credits to be taken in order to graduate, a maximum of two Project-based Research courses worth 6 credits can be taken. Six credits earned by completing courses listed in the master's transcript may be transferred upon approval. However, courses taken by doctoral students that are the same as master's courses they have taken (excluding the Project-based Research courses) will not be included in those required for graduation. At least one analysis (laboratory) course among those offered by this Institute (excluding those completed for the master's program) should be taken.
2. In addition to those specified in Paragraph 1, students need to take elective courses worth 6 credits (upon the approval of their advisors) not offered by this Institute in other graduate institutes (including external ones).
3. A seminar refers to inviting scholars and experts, both inside and outside the University or in the industry, to deliver keynote speeches every week. Students can take one credit per semester and should attend seminars for at least six semesters. However, those studying for less than three years but complying with graduation requirements are not subject to the above rule.
4. Prerequisite courses refer to any two courses listed in the Doctoral Student Declaration Form for Prerequisite Courses Already Taken and Guidelines for Declaration Review. If students haven't taken said courses, they must take and pass the courses. The passing grade is 70.
5. Only after they have taken professional English courses (offered by graduate institutes and worth at least 2 credits while passing the courses) or when their proficiency in English meets any of the following criteria and has been approved by the teaching committee of this Institute can doctoral students of this Institute graduate:

- (1) The first stage of the high-intermediate level of the General English Proficiency Test (GEPT);
- (2) A TOEFL score of 533;
- (3) A TOEFL CBT score of 200;
- (4) A TOEFL iBT score of 72-73;
- (5) A TOEIC score of 750;
- (6) Level 3 (2) English offered by this University;
- (7) Already completed their master's theses in English speaking countries;
- (8) A Certificate in English language teaching at the secondary school level;
- (9) Other supporting documents stating a level of proficiency in English equivalent to that specified in any of the above criteria.

Foreign or overseas Chinese students whose native language is English may apply for exemption from English courses by submitting their identity documents.

6. Doctoral students of this Institute must notify their advisors in writing of the courses they have taken every semester.
7. Students should register for participation in the Laboratory Safety and Health Workshop commissioned by the Ministry of Education or relevant workshops held by this University prior to the start of the second academic year after admission. They should also obtain a certificate of qualification. However, those who have obtained a certificate of qualification are not subject to this rule.

**(iv) Selection and change of advisor:**

A doctoral student should select his/her advisor within one week (inclusive) after the first Institute Affairs Meeting of the academic year in which he/she has been admitted. If he/she must change his/her advisor for some reason, he/she must obtain written consent from both his/her original and new advisors before such change can be made (please refer to the Guidelines for Selection of a Thesis or Dissertation Advisor of this Institute).

**(v) Selection of, and application for a co-advisor:**

If a doctoral student needs a co-advisor from another institute, he/she should make an application one month before he/she submits his/her dissertation proposal or applies for the degree exam. After his/her advisor gives consent to his/her application, members of this Institute's teaching committee will conduct a preliminary review of said application and the Director of this

Institute will determine whether or not it should be approved.

### III. Doctoral qualifying exam:

Definition of the semester: The fall semester lasts from August 1 to January 31 of the following year; the spring semester lasts from February 1 to July 31.

- (i) **Application for the qualifying exam and time given to complete it:** A doctoral student may apply to take the doctoral qualifying exam one year after being admitted to the program (excluding the period of suspension of studies), completing at least more than 1/2 (inclusive) of credits required for graduation, and obtaining consent from his/her advisor. In principle, the qualifying exam should be completed within two years or no more than three years after admission. Said duration excludes the period of suspension of studies. This Institute will notify the Office of Academic Affairs of those failing to complete the qualifying exam within the specified period of time, who will be subject to expulsion.
- (ii) **Holding the qualifying exam:** The qualifying exam should be held once a semester. An application for holding the qualifying exam should be made within two weeks, and the qualifying exam should be held within eight weeks, following the registration date for doctoral students every semester. The time and place of the exam should be announced one week before it is held.
- (iii) **Qualifying Exam Committee:** This Institute shall form the Doctoral Qualifying Exam Committee (hereinafter referred to as “this Committee”) after receiving the application for holding the qualifying exam. The advisor of the applicant shall serve as the convener and hold the qualifying exam. This Committee consists of five to seven members, who are scholars and experts, both inside and outside the University, in the applicant’s field of study recommended by the convener and appointed by the Director of this Institute. The ratio of internal committee members to external ones shall comply with that specified in the regulations of the Ministry of Education or this University.
- (iv) **About the qualifying exam:** The qualifying exam is conducted in writing. The applicant will be tested on three subjects chosen by the Committee. The passing grade for each subject is 70 and above. The exam questions of each subject will be set and marking done by one to two members elected by this Committee.

- (v) **Determination of grades of the qualifying exam:** The applicant shall be simultaneously tested on all three subjects when taking the qualifying exam for the first time. He/she may retake a test on a failed subject once. If he/she still fails to achieve the passing grade on said subject, he/she will be subject to expulsion. The grade of each subject (including that of a retake on a subject) shall be recorded on the grade sheet of the qualifying exam with the signatures of committee members setting the exam questions. Only when the grade sheet of the qualifying exam has been submitted to the office of this Institute can it become effective.

#### IV. Doctoral degree exam:

- (i) **Preliminary Exam:** A doctoral student must publicly report to at least three experts and scholars (including his/her advisor) on his/her research results in detail, as well as progress made with the publication of papers, one year prior to the doctoral oral exam. Said experts and scholars shall provide the advisor with their assessment results and suggestions in writing for reference purposes. Only after the student's report has been approved can he/she apply for the dissertation rehearsal.
- (ii) **Dissertation rehearsal:** A doctoral student must have a dissertation rehearsal at the seminar before applying for the degree exam.
- (iii) **Regulations on publishing papers:** After a student advances to doctoral candidacy and complies with the following rules for publishing papers, he/she can apply to this Institute for the doctoral degree exam. He/she must fill out the Doctoral Degree Exam Applicant Qualification Review Form when making the application. Said rules are as follows:
1. Minimum requirements for publishing papers are as follows. Doctoral candidates of this Institute can choose one out of the four given options:
    - (1) Two papers in SCI journals;
    - (2) One paper in an SCI journal and one paper in an EI journal;
    - (3) One paper in an SCI journal and two papers in domestic environmental science/engineering-related journals.
    - (4) One paper in an SCI journal and two international conference papers related to their doctoral dissertations that they must present in person. This option can only be adopted after their applications for verification of their employment status have been reviewed and approved.  
Those who wish to apply for verification of their employment status

must do so within the first three weeks of the first semester after they have been admitted. The teaching and curriculum committee of this Institute will review their labor insurance coverage and employment certificates. They must fill out the Doctoral Student Employment Status Verification Application and Review Form.

2. Papers published before being admitted to the doctoral program or research results published when studying for the doctoral degree, which is not related to students' doctoral dissertations, will not be included.
3. Doctoral candidates should publish the aforesaid papers (including those that have been accepted, do not need to be reviewed again, or do not need to be modified) on behalf of the Institute of Environmental Engineering of National Sun Yat-sen University. They should also publish them as the first authors (or second authors if their advisors are the first authors). Moreover, they should provide reviewers with sufficient information (including documents stating that their papers have been accepted by SCI or EI journals) to help them conduct a review.

(iv) **Rules for attending exchange activities abroad:** In principle, doctoral students of Taiwanese nationality can apply for the degree exam when they comply with any of the following rules for attending exchange activities abroad.

1. They have applied for an exchange/training program (that lasts for more than three months) at a foreign academic institution or enterprise.
2. They have completed a semester-based/summer overseas training course or program (that lasts for more than three months) required for the degree program of this Institute.
3. They have obtained a joint degree conferred by this University and its overseas partner university.
4. If they cannot attend exchange activities abroad in a long-term manner for some reason, they must attend two international conferences and present papers at the conferences in person (these papers should differ from those specified in Subparagraph 1, Paragraph iii, Article IV of these Regulations). This rule can only be adopted after it has been specially approved.

(v) **Eligibility review:** The teaching and curriculum committee of this Institute shall review applicants' eligibility to take the doctoral degree

exam. An announcement of the list of eligible applicants will be made after it has been submitted to the Director of this Institute for approval.

- (vi) **Application for the degree exam:** After a doctoral candidate's eligibility to take the degree exam has been approved, he/she can apply for the degree exam with the consent of his/her advisor.
- (vii) **Doctoral Degree Exam Committee:** The Doctoral Degree Exam Committee consists of five to nine members nominated by the applicant's advisor in accordance with the Enforcement Rules for Doctoral and Master's Degree Exams of this University. They will be appointed after being approved by the Director of this Institute and ratified by the President. The advisor shall designate but not serve as the committee convener.
- (viii) **Determination of the grade of the degree exam:** This Institute will submit the list of those who have passed the degree exam and submitted their dissertations to the school for conferral of the doctoral degree. Those who fail the degree exam may retake the exam once in the following semester or academic year. If they still fail the retake, they will be subject to expulsion as per the Academic Regulations of this University.
- (ix) **Originality of doctoral dissertations:** Shall comply with the regulations of the Enforcement Rules for Doctoral and Master's Degree Exams of this University.

#### **V. Graduation:**

Those who comply with all the aforesaid rules may apply for graduation.

#### **VI. Supplementary provision:**

The Regulations shall become effective after being approved at the Institute Affairs Meeting and College Affairs Meeting, as well as submitted to the President for ratification. Any amendment to the Regulations shall follow the same procedure.