

**Institute of Environmental Engineering, National Sun Yat-sen University**  
**Regulations on PhD Students' Qualifying and Degree Exams**  
**Applicable to newly admitted students in the 2020 academic year**

Amended and passed by 2019 1<sup>ST</sup> Colledge Affairs Committee Meeting on Oct 29, 2019

**I. Basis for the Regulations:**

The Regulations are enacted in accordance with the Degree Conferral Law and its Enforcement Rules promulgated by the Ministry of Education, as well as the University's Academic Regulations Policies, and Implementation Bylaws for Ph. D. and Master Examination.

**II. Matters Related to PhD Studies:**

**(I) Study time per week:**

Students who have not completed the minimum credit hour requirements for the doctoral degree should spend at least three days a week (at least 4 hours a day) at the University, during which they should engage in research or classroom activities.

**(II) Study period:**

Two to seven years as per the regulations of the Ministry of Education (excluding the periods of status retention and suspension)

**(III) Credits and requirements:**

1. To graduate, PhD students should complete at least 18 credits during the specified study period, in addition to participating in seminars, taking pre-requisite courses, meeting the English proficiency requirement, passing the qualifying exam, and completing their doctoral dissertation. Master's students who are qualified for direct admission to the PhD program can graduate after completing at least 24 credits (please refer to the course syllabi for the Master's and PhD programs). The 18 and 24 credits required for graduation include at most two courses on Independent Studies that count for a total of 6 credits. Courses completed should be recorded on the Master's degree transcript, and 6 credits may be waived upon review and approval. However, credits earned for the PhD program will not be counted towards those required for graduation if they are the same as those for the Master's program (excluding courses on Independent Studies). Courses completed should include at least one course on Analysis (Experiment) (excluding courses completed for the Master's program).
2. Apart from completing the credits as described in Section 1, students will need to take 6 elective credits not offered by the Institute (with the approval of the advisor).
3. A seminar refers to a speech delivered by a scholar or an expert from the University, from outside the University, or in the engineering industry every week. One credit will be earned from participating in seminars per semester; students need to participate in seminars for at least six semesters. However, this rule is not applicable to those whose study period is less than three years, but who have met graduation requirements upon approval.
4. Pre-requisite courses refer to two of the courses listed in 'Institute of Environmental Engineering Doctoral Student Declaration Form for Prerequisite Courses'. If students have

not taken pre-requisite courses, they must make up for such courses with a passing score, which is 70.

5. To graduate, PhD students must earn credits from Professional English courses (offered by the graduate school, and they must take at least two credits with passing scores), or their English proficiency must meet any of the following conditions and be approved by the Institute's Teaching and Curriculum Committee:

- (1) GEPT High-Intermediate Preliminary Test;
- (2) TOEFL score of 533;
- (3) TOEFL CBT score of 200;
- (4) TOEFL iBT score of 72-73;
- (5) TOEIC score of 750;
- (6) Level 3 (or Level 2) English offered by the University;
- (7) Having completed a Master's thesis in an English-speaking country;
- (8) Having obtained a High School English Teacher Certificate;
- (9) Other supporting documents equivalent to the aforementioned English proficiency certificates.

International students or overseas Chinese students whose mother tongue is English may provide identification documents and apply for course exemption.

6. PhD students must inform their advisors in writing about the courses they take every semester.
7. Students have to apply for attending the Laboratory Safety and Sanitation Workshop commissioned by the Ministry of Education or relevant workshops held by the University before the first semester of their second year starts, and obtain a certificate. This rule is not applicable to those who have obtained a certificate.

#### **(IV) Selection and change of an advisor**

A graduate student needs to select his or her advisor within one week after the 1st Institute Affairs Committee meeting in the academic year in which he or she is admitted. If he or she has to change his or her chosen advisor for some reason, he or she must obtain the consent of his or her original advisor and new advisor in writing before such change can be made (please refer to the Guidelines on the Selection of a Thesis or Dissertation Advisor).

#### **(V) Selection of, and application for, joint advisors**

If a graduate student needs an advisor from outside the Institute to co-advise him or her, he or she should make an application one month before submitting his or her research proposal for review or taking the degree exam. With the consent of his or her advisor, a preliminary review of his or her application will be conducted by the Institute's Teaching and Curriculum Committee and approved by the Director of the Institute.

### **III. Doctoral Qualifying Exam**

Definition of semester: The first semester starts on August 1<sup>st</sup> of each year and ends on January 31<sup>st</sup> of the following year. The second semester starts on February 1<sup>st</sup> and ends on July 31<sup>st</sup> of each year.

**(I) Application for, and completion of, the qualifying exam:** A graduate student may, with the consent of his or her advisor, apply to take the qualifying exam for the PhD degree after

studying for one year (excluding the period of suspension), and completing one half (or more) of the minimum credits required for graduation. The qualifying exam should be completed within two years after admission to the University. The time limit of completing the qualifying exam should not exceed three years. The above specified periods of time don't include that of suspension. The Institute will inform the Office of Academic Affairs to expel those who fail to complete the qualifying exam within the specified periods of time.

**(II) Qualifying exam procedure:** There will be one qualifying exam every semester. An application for the qualifying exam should be made within two weeks after registration for graduate students every semester, and the exam should be held within eight weeks after the registration. The exam time and place should be announced one week before the exam is held.

**(III) Qualifying Exam Committee:** The Institute should form a Doctoral Qualifying Exam Committee (hereinafter referred to as the Committee) after receiving an application for a qualifying exam. The applicant's advisor should act as the convener of the Committee, and take charge of matters related to the qualifying exam. The Committee will consist of five to seven members recommended by the convener. They will be scholars and experts from the University, from outside the University, or in the applicant's research field, and be appointed by the Director of the Institute. The proportion of the Committee members from the University and from outside the University should meet relevant regulations of the Ministry of Education or the University.

**(IV) Written qualifying exam:** A written qualifying exam will include three subjects selected by the Committee, and the passing score for each subject is 70. The exam questions of each subject will be drafted, and the exam marked by one to two members elected by the Committee.

**(V) Approval of qualifying exam scores:** When taking the qualifying exam for the first time, a student will take it in all three subjects. He or she may retake the exam in the subject(s) he or she has failed, and will be expelled if he or she still fails the exam in the subject(s). The qualifying exam transcript should include scores of all subjects (including those on the makeup exam) and signature(s) of the Committee member(s) who draft(s) the exam questions. It will become effective after being submitted to the Institute to be filed for reference.

#### **IV. Doctoral Degree Exam:**

**(I) Report of research results:** The PhD student must comprehensively explain the research results and dissertation progress to at least three professionals (including the advisor) in a public meeting. With the written comments and suggestions provided by the professionals as the reference for the advisor, the student is eligible to apply for the dissertation rehearsal with the approval of this meeting committee.

**(II) Dissertation rehearsal:** The PhD student must have a rehearsal of the doctoral dissertation in "seminars" held by the Institute before applying for the degree exam.

**(III) Regulations on the publication of papers:** PhD students may apply to take the degree

exam (see Annex 1 for Eligibility Review Form) after satisfying the doctoral degree candidate qualification and meeting any of the following conditions on the publication of their papers:

1. To satisfy the minimum requirements, doctoral degree candidates can choose any of the following four ways to publish their papers:

(1) two papers accepted by SCI journals;

(2) one paper accepted by an SCI journal and the other by an EI journal;

(3) one paper accepted by an SCI journal and two by domestic journals related to Environmental Science/Engineering;

(4) one paper accepted by an SCI journal and two presented at international conferences on topics related to their doctoral dissertations, of which they should give oral presentations in person. This rule can only be adopted after PhD students apply for approval of their employment status and their applications have been reviewed and approved (see Annex 2 for the Application and Review Form).

PhD students who wish to be considered for their eligibility concerning the above rule should apply for approval of their employment status within three weeks of the first semester after their admission to the University. The Teaching and Curriculum Committee will review their labor insurance and employment certificates.

2. Papers published before PhD studies or research findings published during PhD studies that are not related to doctoral dissertations will not be taken into consideration.

3. Papers mentioned above (including those accepted without further review or modification) should be published in the name of the Institute of Environmental Engineering, National Sun Yat-sen University, and by the first author (or the second author, if the first author is a PhD advisor). Complete information (including those certifying that papers have been accepted by an SCI or EI journal) needs to be provided to the Evaluation Committee for review.

**(IV) Eligibility review:** The Institute's Teaching and Curriculum Committee will review applicants' eligibility to take the degree exam. Those who are eligible will be announced after being reviewed and submitted to the Director of the Institute for approval.

**(V) Application for taking the degree exam:** Doctoral degree candidates may, with the consent of their advisors, apply to take the degree exam after passing the eligibility review.

**(VI) Degree Exam Committee:** The Degree Exam Committee will consist of five to nine members nominated by graduate advisors as per the University's Implementation Bylaws for Ph. D. and Master Examination. They are approved and appointed by the President upon the consent of the Director of the Institute. The convener of the Committee is appointed by graduate advisors. None of the graduate advisors can act as the convener.

**(VII) Approval of degree exam scores:** The Institute will notify the University of candidates who have passed the degree exam and submitted their doctoral dissertations for conferral of the PhD degree. Those who fail their degree exam may retake the exam in the following semester or academic year; they can only retake the exam once. If they fail the exam for the

second time, they shall be expelled as per the University's Academic Policies.

**V. Graduation:**

Students who meet all of the above conditions may apply for graduation.

**VI. Supplementary Provisions:**

The Guidelines shall become effective after being approved at the Institute Affairs Committee and the College Affairs Committee meetings and ratified by the President. Amendments to the Guidelines must follow the same procedure.

**Institute of Environmental Engineering, National Sun Yat-sen University**  
**Eligibility Review of Graduate Students' Application for Taking the Degree Exam (20191029)**

Student No.: \_\_\_\_\_ Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Title of PhD Dissertation:

In Chinese:

In English:

Advisor:

**I. Courses Taken**

Review item	Review result	Note
1. Seminars	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	Taken for three academic years
2. Professional English	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
3. Pre-requisite courses	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	
4. Credits earned from courses taken in the Institute: _____ outside the Institute: _____	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	At least earning ____ credits from courses offered by the Institute
5. Including one course on Analysis (Experiment)	<input type="checkbox"/> Passed <input type="checkbox"/> Failed	

Reviewer: \_\_\_\_\_

**II. Dissertation rehearsal**     Yes, Date: \_\_\_\_\_  
 No

**III. Publication of Papers:**

**Passed**

(1) two papers accepted by SCI journals

(2) one paper accepted by an SCI journal and the other accepted by an EI journal

(3) one paper accepted by an SCI journal and two accepted by domestic journals related to Environmental Science/Engineering

(4) one paper accepted by an SCI journal and two presented at international conferences on topics related to PhD students' dissertations, of which they shall give oral presentations in person (the following documents must be attached: application for approval of employment status with evidence that the application has been reviewed and approved; two conference papers; photos of presentations of papers at the conferences; photocopies of immigration entry/exit records)

**Failed for the following reasons:**

**Teaching and Curriculum Committee:** \_\_\_\_\_

\_\_\_\_\_

**Director of the Institute:** \_\_\_\_\_

**Institute of Environmental Engineering, National Sun Yat-sen University**  
**Application for Approval of Employment Status and Review Form (20150317)**

Applicant:

Time of admission:      Academic year    (mm/yyyy)

Name of company or organization:

Job title:

Documents to be attached: labor insurance certificate    and/or    employment certificate

Applicant (signature): \_\_\_\_\_; Submission date: \_\_\_\_\_

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**Teaching and Curriculum Committee (dd/mm/yyyy)**

**Review results:**  **Passed**       **Failed**

**Teaching and Curriculum Committee:** \_\_\_\_\_

\_\_\_\_\_

**Director of the Institute:** \_\_\_\_\_

**Note:** PhD students who wish to be considered for their eligibility should apply for approval of their employment status within three weeks of the first semester after their admission to the University. The Teaching and Curriculum Committee will review their labor insurance and employment certificates. Each PhD student can only apply for approval of their employment status once during his or her studies. Late applications will not be accepted.