

**NATIONAL DONG HWA UNIVERSITY**  
**COLLEGE of INDIGENOUS STUDIES**  
**General Guidelines for Dissertation Advising and Degree Examinations for the**  
**International Ph.D. Program in Indigenous Studies**

Approved at the Program Affairs Meeting on March 1, 2023

- Article 1 These guidelines are issued to effectively implement the dissertation advisory system and improve the quality of dissertations written by students from the International Ph.D. Program in Indigenous Studies (the Program), College of Indigenous Studies, National Dong Hwa University (hereinafter referred to as NDHU or “the University”).
- Article 2 The “dissertation advisor” (the Advisor) herein shall be responsible for guiding their students in dissertation writing, reviewing their eligibility for the degree examination, serving on their degree examination committee, and other tasks associated therewith.
- Article 3 Dissertation Advising
1. By the enrollment deadline of their 3<sup>rd</sup> semester, students must submit a “dissertation advisor application form” to the Program Office, through which they shall select a dissertation advisor and propose the title of their dissertation.
  2. With the approval of the Advisor, students may have a collaborative advisor from other departments of the University or another university.
  3. With the approval of the Program Director, students are permitted to change their dissertation advisor only **once** throughout their study.
  4. Changes to the dissertation title shall be signed and approved by the Advisor and reported to the Program Office for reference.
  5. Once the title is determined, students shall periodically update the progress of their dissertation to their Advisor.
- Article 4 Qualifications of Doctoral Candidate
- In addition to obtaining the required and elective credit, students in the Program must also meet the following academic requirements:
1. Students must publish at least one full-text research paper under the auspices of the “International Ph.D. Program in Indigenous Studies” in a blind peer-reviewed academic journal during their study period.
  2. Students shall provide the full-text peer review feedback, proof of publication, and the publication catalog for degree examination eligibility.
- Article 5 Qualification of Degree Examination Application
1. Students must submit their doctoral dissertation proposal for review at least 3

months prior to the degree examination. Students must revise their proposals based on feedback from the review before applying for the degree examination.

2. Matters related to doctoral dissertation proposal reviews shall be processed following *Academic Guidelines for the Dissertation Review for International Ph.D. Program in Indigenous Studies*.
3. Students in the Program must present evidence for taking and passing the Academic Research Ethics Education Course before applying for the degree examination. Students who have taken the course in their master's program do not need to take the course again. Matters related to the doctoral dissertation proposal shall be processed following the NDHU *Guidelines for Academic Research Ethics Education Course*.

#### Article 6 Degree examination

1. The degree examination shall take the form of an oral defense.
2. Students may apply for the examination by filling out and submitting a "doctoral degree examination application form" by the end of May or November of each year.
3. The exam shall take place at least three weeks before the end of each semester. Students shall submit their dissertation to the Program Office at least three weeks prior to the degree examination.
4. The doctoral degree examination committee shall consist of five to seven scholars specializing in a field related to the topic of the dissertation, at least one-third of which shall be unaffiliated with NDHU. The Advisor shall be an *ex officio* member, while the remaining members shall meet at least one of the following requirements and be appointed by the Program Director with the recommendation of the Advisor:
  - 1) Having served as a professor, associate professor, or assistant professor.
  - 2) Holding a doctoral degree and having significant academic accomplishments.
  - 3) Having expertise in an unusual or highly specialized academic field and having significant accomplishments in their respective academic or professional field(s).
5. Scholars who are the examinee's spouse or are within the examinee's third degree of kinship, whether by blood or by marriage, shall not serve on his/her degree examination committee.
6. All members of the degree examination committee shall attend the degree examination in person.
7. The passing score for the degree examination shall be 70 (letter grade B-), and the full score is 100 (A+). Each examination may only be scored once.
8. Examinees failing the degree examination who have not yet reached the maximum period of study shall retake the examination within the next two semesters. Each student may only retake the examination once. Students who fail thereisit shall be ordered to withdraw

from the Program. Students who are unable to attend the degree examination after applying for it must, by the last day of the semester as designated on the academic calendar, notify the University to rescind their examination before the end of the semester. Students who fail to rescind their examination by the deadline will be considered failing the examination.

9. Before obtaining the doctoral degree, students who passed the degree examination shall, within the study period, revise their dissertation based on the reviews of committee members, obtain the approval of their Advisor, and complete the school-leaving procedure.
10. Diplomas are issued in bulk twice a year. Graduating students must complete the school-leaving process by the end of the dated semester to receive a diploma.
11. Before leaving the University, students must create and upload electronic files for the abstract and full text of their dissertation (relevant matters shall be handled following the *Guidelines for the Electronic File Processing of Thesis Abstracts and Full Texts* issued by the NDHU Library). They must submit the following items: two paper copies of their dissertation along with a release form to the library, one copy to the Registration along with the dissertation file authorization slip stamped by the library, one copy to each degree examination committee member, and three copies to the Program Office.

Article 7 The University shall revoke a student's degree and demand the return of the associated diploma if, following an investigation, there is evidence that the student has plagiarized their dissertation or otherwise committed fraud in the acquisition of the degree.

Article 8 Matters not addressed in these guidelines shall be processed following NDHU Academic Regulations and other regulations issued by the University and the Ministry of Education.

Article 9 These guidelines shall become effective following the approval of the Program Affairs. The same procedure shall be carried out when amendments are made.

Note: This document has been translated from the original Taiwanese Mandarin version. In the event of any discrepancy between the two, the Taiwanese Mandarin version shall prevail.