

NCTU Institute of Applied Arts: PhD Student Policy

Approved by the Council on IAA Affairs, April 2001

Revised by the First Council on IAA Courses, April 2009

Revised by the First Council on IAA Courses, March 2011

Revised by the Second Council on IAA Courses, March 2012

Revised by the Sixth Council on IAA Courses, December 6 2012

Revised by the Eighth Council on IAA Courses, January 16 2013

Revised by the First Council on IAA Courses, March 21 2013

Revised by the First Council on IAA Courses, February 26 2014

Revised by the Second Council on IAA Courses, March 26 2014

1. This policy is formulated in accordance with the University Policy and related rules for education of PhD students.
2. Admission of enrollment:
 - 1) Enrollment exams for PhD school are separated by three majors: Industrial Design Major, Visual Communication Design Major and Communication Art and Technology Major, and three types of exams - Written Examination, Oral Defense and General Examination - are held in accordance with the policy from Ministry of Education.
 - 2) Graduated MA students in NCTU who studied for at least one year and all courses are in top 1/3 of the class (excluding waived courses) or have outstanding recognitions (e.g. published research papers) are allowed to enter the school in the next semester after recommendation from three professors of original or related department, admission from Enrollment Committee of IAA and approval from the President.
 - 3) Normally PhD students are not allowed to transfer to other majors except special conditions and have to be deliberated by IAA for admission and additional criteria for the transfer.
 - 4) Students who cannot register on time due to reasons of serious accidents or call of military duty have to submit proofs before registration for reservation of the enrollment.
3. Time limit on study:
 - 1) PhD students normally have a time limit on study of three years and can be extended to at most seven years. Time limit of students in on-the-job school can be extended to at most eight years.
 - 2) PhD students can apply for the qualifying exam in the second year with approval from the Council on Institute Affairs.
 - 3) Students apply for suspension of schooling has to acquire approvals from their advisors and the chair of the institute. The suspension is applied by a semester or a year for a maximum of four semesters (two years). Students who cannot resume their study on time due to rehabilitation for serious injury or illness can apply for extension with approval from the Council on Education Affairs. Students who already applied for a suspension of one or two years can apply for early resumption if they are not on call of military duty. Students who cannot finish their military duty within the period of suspension can apply for extension of the suspension with proofs from their military units. After military duty, students can apply

for resumption with their military discharge papers.

4. Course Requirements:

1) Required courses for PhD school:

Seminars for Design and Fine Arts (requires 6 credits).

2) Students require 24 credits within time limit for graduate (including 6 credits for Seminars for Design and Fine Arts) and have to obtain at least 9 credits from courses held by IAA. Students entered PhD school without taking enrollment exam require 50 credits (including credits from MA courses), and have to obtain at least 30 credits from courses held by IAA (excluding Seminars of Design and Fine Arts). Refer to announces on homepage of IAA for prerequisite, required and optional courses of Communication Art and Technology Major.

3) Students finish PhD courses held by IAA before entering the school can apply for waiving if their get scores of the courses above 75.

4) Waiving credits: Students can apply for waiving only less than $\frac{1}{3}$ (8 credits) of the requirement for graduation. Students who re-enter the school by application or taking exams can waive less than $\frac{1}{2}$ (12 credits). Students who apply for waiving credits have to submit test scores and admission by their advisors and will send to IAA for approval.

5) PhD students require 80 scores of all courses for graduation.

5. Deciding advisors:

1) Invitation to advisors: PhD students have to submit the admission of invitation for advisory to IAA signed by the advisor before the beginning of the second semester. Students cannot get the admission will be assigned for advisors in Council on Institute Affairs.

2) Changing advisors: Any of student or advisor who wants to cancel advisory for the dissertation have to reach an agreement with each other so the student can find replacement for the original advisor, otherwise the case will be sent to the Council on Institute Affairs for resolution.

6. Qualifying Examination, Qualifying Tests, PhD Candidacy Examination and Oral Defenses:

1) Qualifying Examination:

A. PhD students apply for Qualifying Examination have to pass courses of at least 6 credits with at least 75 scores, otherwise recommendation from advisors are required.

B. Students have to finish at least one semester of Seminars of Design and Fine Art.

2) Qualifying Tests:

A. Qualifying Tests of all majors are held once in every Winter and Summer vacation.

Examinees have to apply for the test four weeks before the vacation. IAA will then schedule the date and announce the exam committee members one month prior to the test which will not be changed or cancelled without special situations.

B. PhD Students have to pass Qualifying Tests of three courses within two years or four semesters (excluding period of suspension of schooling), and can choose multiple courses in an exam. Students have up to three times to put a course in an test if he/she failed to pass it. Students in Communication Art and Technology Major do not require tests for professional courses. The time limit of passing three Qualifying Tests is not applied to international students.

- C. PhD students are allowed to apply for the Qualifying Test after suspension of schooling in Winter and Summer vacations, but have to resume their study in the next semester or the result of tests will not be admitted.
- D. PhD students failed to pass Qualifying Tests within time limit will be dismissed from the school.
- E. PhD students who are beyond the limit of study and re-enter the school by enrollment exam are allowed to waive their Qualifying Tests with recommendations from their original advisors and approvals from the Council on Institute Affairs.
- F. PhD students from other departments are not allowed to waive their passed Qualifying Tests held by other departments.

3) PhD Candidacy Examination:

- A. PhD students meet following standards are allowed be apply for becoming a PhD candidate:
 - a. Students who obtained all credits from optional courses excluding credits from Seminars of Design and Fine Arts.
 - b. Students who passed three courses of Qualifying Tests.

7. Dissertation:

The PhD Degree Exam includes two parts: Dissertation Test and Dissertation Examination.

1) PhD candidates have to propose a Dissertation Plan and start writing the dissertation after the approval by the Dissertation Guiding Committee (DGC). Rules for the Dissertation Plan are as below:

- A. Time: PhD candidates have to submit a proposal for the Dissertation Plan within four years after enrollment.
- B. Dissertation Plan, preliminary achievement and other written materials:
 - a. PhD candidates have to submit the written proposal for the Dissertation Plan to the DGC two weeks before the exam. The DGC is organized by at least five members (including at least two members outside of NCTU). The requirement of being a DGC member is the same as a member of Oral Defense Committee (ODC).
 - b. Contents of the proposal: Purpose, Introduction, Methods, Preliminary Achievement and Expected Result.
- C. PhD candidates have to make an oral presentation of the proposal publicly. The DGC will not grade the presentation but gives advises for revisions, evaluates if the dissertation is possible to finish within the time limit, or rejects the plan while necessary.

2) PhD candidates have to finish their dissertations within time limit on study along with the Oral Defense held by the ODC publicly, and a Written Test maybe be held while necessary. The ODC is responsible to announce the date, place and topic of the Oral Defense one week prior to the exam.

3) The advisor of the PhD candidate is responsible for recommending ODC members four weeks before the Oral Defense then get the approval from the Council on Institute Affairs. The ODC is organized by five to nine members. The chairman of the ODC is assigned by the President while the advisor of the candidate is not acceptable to be the chairman.

4) ODC member requirement:

Experts inside or outside NCTU who have professional knowledge about the dissertation of the PhD candidate and meet one of the requirement below can be recommended by the President. The ODC must organized by at least 1/3 inside and 1/3 outside NCTU members.

A. Expert who is or has been a professor.

B. Expert who is or has been a academician or researcher in Academia Sinica.

C. Expert who is or has been a associate professor or associate academician in Academia Sinica and has outstanding achievements in academic fields.

D. Expert who has PhD degree and has profound achievements in academic fields.

E. Expert who is professional in rare or special domains and has profound achievements in academic or practical fields.

5) The PhD Dissertation Test is passed for 70 scores and at most 100 scores. The score is only graded once by the average score from present committee members. The test is considered to be failed if 1/3 or more committee members agree and no average score is taken then.

8. Granting of PhD degree:

PhD students who meet standards below and acquire the recommendation from advisors and approvals from authorities will then be granted PhD degrees.

1) Obtain all required credits.

2) Meet at least one language ability certificate below and acquire admission from Council on Institute Affairs: TOFEL ibt 80/ILES 6.0/TOEIC 750/GEPT High-Intermediate Second Stage.

3) Pass the Qualifying Exam.

4) Pass the PhD Dissertation Oral Exam.

5) Publish at least one research paper on any international journal (admitted by the acceptance) and student have to be the first author (excluding the advisor), or equal points from two research papers on domestic international journals (refer to IAA website for points calculation) (applied to PhD students enrolled after school year 101).

6) Regarding to the IAA's fair respect to academic research and artistic creation, PhD students can replace part of the research paper requirement by award of design competition, public performance or exhibitions, curating of artistic exhibitions, and profound presentation in international or domestic seminars. PhD students still have to publish at least one research paper on any international journals and have to be the first author excluding the advisor.

7) Creation activities such as public performance or exhibitions meet below standards are considered as the same credit as a research paper on domestic journals: Works in public exhibitions must be made during the education of the student. Written description about the student's involvement and a signed proof from all authors are needed if the work is made cooperatively. A preservable and viewable multimedia publication is needed for the works not limited to printed but also digital versions, "Folk Artist Digital Museum" for example. These works have to include complete description about the conceptual system of the creation, review papers or printed publication. Contents of the works include the purpose of the creation or research, academic foundations, formats, methods and techniques, technical invocations and artistic values and contributions. The actual admission is made by Council on

Institute Affairs after reviewing the works.

- 8) Curating of artistic exhibitions are capable for application for credits as a research paper on domestic journals with the approval from the student's advisor and complete written materials, video/audio recordings and a full description for the purpose of the curating. The actual admission is made by Council on Institute Affairs after reviewing the works.
- 9) Awards of design competition meet below standards are capable for application for credits as a research paper on domestic journals: Awarded from famous international design competitions (ICSID officially certificated or competitions of Osaka, Braun, Sony, IF) and considered as Excellent or above; or from significant domestic competition getting rank of top three and admitted by the Council on Institute Affairs.
- 10) Academic monographs are graded by Council on Institute Affairs after reviewing the works.
9. PhD students failed to pass the PhD Degree Qualifying Examination and required courses are dismissed from school.
10. PhD students who passed the Dissertation Exam on January 31 or July 31 but failed to submit The Authorization of Oral Defense Committee for Dissertation within two weeks in the beginning of the next semester will have to register the semester. If the student still failed to submit the authorization within the limit on study will be dismissed from school due to failure of the PhD Degree Qualifying Examination.
11. The PhD Dissertation (including Abstract) have to be written in Chinese normally and have to obey the NCTU Dissertation Format Regulations. The digital copy of the dissertation have to be archived by the regulations from National Central Library (also regulated by the NCTU Library: Digital Copy of Dissertation Digital Copy Archiving Regulations) and submit three copies (one for NCTU Library and two are collected by NCTU Office of Academic Affairs and transferred to archive units specified by Ministry of Education) and another three copies for IAA.
12. This policy is put into effect by approvals and revisions from the Council on Institute Affairs.