

Completion Guidelines for the Ph.D. in Austronesian Studies, College of Humanities, National Taitung University.

Article 1. This document is established according to the "National Taitung University Academic Regulations" and the "National Taitung University Doctoral and Master's Degree Examination Guidelines."

Article 2. Expected Duration of Study

Complete research and writing within 2 to 7 years, excluding periods of retained admission and approved withdrawal.

Article 3. Courses and Credit Requirements

(1) Courses and credits are categorized into two types: **Core Courses** and **Elective Courses**.

Students must complete a total of 24 credits, excluding credits for Dissertation Research and Academic Research Ethics Education. Students may take up to 6 credits from the Graduate Program in Austronesian Studies as elective courses.

(2) If deemed necessary by the Ph.D. program supervisor or advisory professor, students must complete at least 6 additional credits from the Master's or Doctoral Programs in Austronesian Studies. These credits do not count toward graduation requirements and must be completed within the expected duration of study.

(3) Fieldwork-related language courses do not count toward the graduation credit requirements.

Article 4. Advisory Professor

(1) Ph.D. students must identify their advisory professor by the end of the first semester of their second academic year. If a professor is not identified within this time, the Ph.D. supervising professor and the student will jointly select an acting or permanent advisory professor. Acting professors hold the same rights and responsibilities as permanent professors.

(2) Advisory professors are usually full-time or jointly-appointed professors from the program. If students choose an advisory professor outside the program or NTTU, they must also appoint a co-advisor from the program. The choice of external professor must receive approval from co-advisor and the program director.

(3) Students must submit the "Dissertation Advisor Approval Form" to the Ph.D. Program Office upon confirming their advisory professor.

(4) To change advisory professors, students must obtain written consent from both the original and intended professors and submit the "Change of Advisor Application Form."

(5) The "Dissertation Advisor Approval Form" must be submitted at least two months before applying for the Ph.D. Qualifying Exam.

Article 5. Ph.D. Qualifying Exam

Students who have completed Articles 3 and 4 may apply for the Qualifying Exam.

(1) Students must complete the exam by the end of the second semester of their fourth academic year. Each student has two opportunities to pass the exam. If necessary, students may apply for extension with the approval of the Program Affairs Committee. The extension cannot exceed one year; otherwise, it results in termination of studies. Applications are due by December 1 (first semester) or May 1 (second semester). When applying, applicants must complete and submit one copy each of the "Doctoral Program Qualification Examiantion Application Form," the course credit summary, and the transcript of academic records for all semesters. Additionally, proof of compliance with Article 3 and 4 mentioned above must be provided.

(2) Exam Component includes transcript and three literature reviews written in English. Literature reviews must be submitted simultaneously, each ranging from 8,000 to 12,000 words. These reviews cover two selected theoretical fields (two reviews) and one cultural or area study (one review). The Program Affairs Committee will evaluate these reviews by the end of the semester.

(3) Students must submit an originality report for their literature reviews, with a similarity score no higher than 20%. Exceptions require justification and faculty approval.

(4) The qualifying exam is graded as "Pass" or "Fail" and does not count toward graduation credits.

(5) The exam must be passed before scheduling the Dissertation Research Proposal Oral Examination.

(6) Students who pass the exam will achieve doctoral candidacy status.

Article 6. Dissertation Proposal Oral Examination

(1) Students may schedule their oral examination after completing all required credit courses and passing the Qualifying Exam. It must be completed by the end of the second semester of their fifth academic year. Students have two attempts to pass the exam. Students may reschedule the exam for the following semester. Failure to pass within the timeframe will result in termination of studies.

(2) Applications must be submitted by November 30 (first semester) or May 31 (second semester) and at least one month before the examination date.

(3) According to the National Taitung University's Academic Research Ethic Education Curriculum Rules of Conduct, students must complete an online Ethics course via the Taiwan Academic Ethics Education Resource Center before the oral exam and provide proof of completion. This course is required and carries 0 credits.

(4) Students must submit the following:

- Application Form for the Dissertation Proposal Oral Examination
- Committee Member List
- Ethics Course Completion Certificate
- Review Sheets for Dissertation Proposal
- At least six copies of the Dissertation Proposal in English (one copy for public display, five copies for committee members). Please submit the copies to the Program Office. Copies must be delivered to committee members by the program office no later than two weeks before the examination date.

(5) The oral exam is conducted publicly.

(6) Students wishing to change their dissertation topic must reapply for the oral examination.

Article 7. Degree Examination

(1) Applications must be submitted by November 30 (first semester) or May 31 (second semester) and at least one month before the examination date.

(2) Students must spend at least one year conducting research and writing their dissertation between the Dissertation Proposal Oral Examination and the Degree Examination.

(3) Students must submit the following:

- Application Form for Degree Examination
- Coursework Completion Form
- Academic Transcripts. Please obtain from the Registration in the Office of Academic Affairs
- Dissertation Abstract (Chinese and English)
- Originality Report with similarity score $\leq 20\%$ (exceptions require justification)
- Committee Member List
- At least six copies of the dissertation draft in English (one copy for public display, five copies for committee members). Please submit the copies to the Program Office. Copies must be delivered to committee members by the program office no later than four weeks before the examination date.

(4) The exam is conducted publicly.

(5) Students who pass the exam must revise their dissertation according to the committee members' feedback. After obtaining the advisory professor's signature, students must complete

their dissertation before the required date and proceed with the graduation procedures to obtain their Ph.D. in Austronesian Studies from the College of Humanities, National Taitung University.

(6) Students who fail to pass the exam on the first attempt may reschedule reexamination in the following semester. After passing the exam, the grade from the second examination will serve as the result for the dissertation evaluation. Students who pass the exam must revise their dissertation according to the committee members' feedback. After obtaining the advisory professor's signature, students must complete their dissertation before the required date and proceed with the graduation procedures to obtain their Ph.D. in Austronesian Studies from the College of Humanities, National Taitung University.

(7) Failing twice results in termination of studies.

Article 8. Withdrawal

Graduate students who have applied for the Degree Examination but are unable to complete it within the application period must submit a "Degree Examination Withdrawal Application Form" at least one week before the scheduled examination date. Failure to withdraw on time or complete the examination will result in a grade of "Fail" for that attempt.

Article 9. Graduation and School-Leaving Procedures

(1) After passing the examination, students must complete the following graduation procedures:

1. The Ph.D. Program Office will submit the original copies of the "Degree Examination Grade Report" and the "Degree Examination Committee Approval Form" to the Registration in the Office of Academic Affairs for the issuance of the degree certificate.
2. After completing the required revisions to the dissertation, Ph.D. candidates must have their advisory professor review and sign the "Ph.D. Program in Austronesian Studies Dissertation Approval Form." This form must then be submitted to the Ph.D. Program Office to exchange for the "Degree Examination Committee Approval Form."
3. According to rules of conduct, graduate thesis must be authorized for use by both the National Central Library and the NTTU university library. The "Authorization Form for Master's and Doctoral Thesis" must be signed by the advisory professor.
4. Online Submission: Students must upload their thesis to the university library's online system. After completing the submission, they should contact the Ph.D. Program Office for verification.

(2) Students must also complete the following school-leaving procedures

1. Student will submit the graduation credits through the university system and download a "Graduate School-Leaving Form" after approval.
2. Students will verify with the Ph.D. Program Office that the thesis has been successfully uploaded.

3. Ph.D. Program Office: Submit two printed copies of the dissertation and one CD-ROM to the Ph.D. Program Office. The originality report must also be reviewed by the advisory professor.
4. University Library: Submit three printed copies of the thesis, authorization form, and the CD-ROM containing the dissertation to the Technical Services Unit on the first floor. Additionally, visit the circulation desk to confirm that all borrowed books have been returned (bring your student ID).
5. Office of Student Affairs (Student Career Development Center): Complete the "Graduate Employment Survey" online.
6. Office of General Affairs (Cashier): Ensure that all tuition, miscellaneous fees, and credit fees have been paid.
7. Office of Academic Affairs (Registration): Submit your student ID (it will be returned with a graduation stamp) and the Graduate School-Leaving Form, along with a copy of the originality report. The school-leaving form will be stamped and filed by the Registration, and a copy will be provided to the graduate for submission to the Ph.D. Program Office. The original will remain with the Registration, and the degree certificate will be issued.
8. Return a copy of the stamped Graduate School-Leaving Form to the Ph.D. Program Office to complete all procedures.

Article 10. Any matters not covered in these guidelines shall be governed by the university's academic regulations or other applicable rules.

Article 11. This document shall come into effect following approval by the Program Affairs Committee, the College Affairs Committee, and the Office of Academic Affairs. Amendments shall follow the same approval process.