

# Da-Yeh University Guidelines for Graduate Students Applying for Degree Examinations

Amended and approved at the 42nd Academic Affairs Council Meeting on December 29, 2014

Amended and approved at the 60th Academic Affairs Council Meeting on June 14, 2017

Amended and approved at the 106th Academic Affairs Council Meeting on December 4, 2025

- Article 1 These Guidelines are established in accordance with Article 10 of the Da-Yeh University Regulations for Graduate Degree Examinations.
- Article 2 The application procedures, deadlines, and required documents are set forth in Appendix 1, “Da-Yeh University Graduate Degree Examination Application Schedule.”  
The standards for disbursement of graduate degree examination fees are provided in Appendix 2, “Da-Yeh University Graduate Degree Examination Fee Disbursement Standards.”
- Article 3 Graduate students who wish to change their thesis advisor must submit an application for the change. The change shall take effect only after obtaining approval from both the former and new advisors as well as the department chair (or institute director). Upon approval, the student’s previously approved thesis advisor application and any examinations passed or applications submitted based on the original thesis topic shall all be rendered void. The student must retake the examinations or resubmit applications in accordance with the prescribed timelines.  
If the addition or removal of a co-advisor does not involve a change of thesis topic or only requires a modification thereof, the degree examination procedures do not need to be recommenced.
- Article 4 Any change of thesis topic requires submission of an application for modification of the thesis topic, which shall take effect only upon approval by the thesis advisor and the department chair (or institute director). If the change is determined to constitute a replacement of the thesis theme, all degree examination procedures must be repeated. If the change involves only a modification of the topic, recommencing the examination procedures is not required.
- Article 5 Master’s students may begin enrolling in Master’s Thesis courses starting from the first semester of enrollment, at three credits per semester for a total of six credits. Doctoral students shall take Doctoral Dissertation courses in accordance with the credit requirements stipulated by their respective departments or institutes.  
When enrolling in a thesis course for the first time, graduate students must submit an application for approval of their thesis advisor before the end of that semester. Failure to submit the application will result in the thesis course credits not being counted toward the required thesis credits for graduation.
- Article 6 Graduate students must pass their degree examination and submit the thesis along with all required documents to the department or institute before they may receive the diploma.
- Article 7 Master’s students may apply for the degree examination only after completing more than one semester of study and earning all required course credits stipulated by their department (institute or degree program). Doctoral students must pass the qualifying examination before applying for the degree examination.
- Article 8 All relevant applications and forms shall be submitted or printed through the Graduate Degree Examination System.
- Article 9 These Guidelines shall be implemented upon approval by the Academic Affairs Council and ratification by the President. The same procedure shall apply to any amendments.

Amended and approved at the Academic Affairs Council Meeting on April 13, 1995  
Amended and approved at the Academic Affairs Council Meeting on February 29, 1996  
Amended and approved at the Academic Affairs Council Meeting on April 25, 1996  
Amended and approved at the Academic Affairs Council Meeting on June 24, 1998  
Amended and approved at the Academic Affairs Council Meeting on June 15, 2000  
Amended and approved at the Academic Affairs Council Meeting on October 16, 2003  
Amended and approved at the Academic Affairs Council Meeting on October 12, 2005  
Amended and approved at the Academic Affairs Council Meeting on March 28, 2007  
Amended and approved at the Academic Affairs Council Meeting on March 5, 2008  
Amended and approved at the Academic Affairs Council Meeting on September 23, 2009  
Amended and approved at the Academic Affairs Council Meeting on March 10, 2010  
Amended and approved at the Academic Affairs Council Meeting on December 1, 2010  
Amended and approved at the 40th Academic Affairs Council Meeting on October 16, 2014

Appendix 1

**Da-Yeh University Graduate Degree Examination Application Schedule**

Procedures	Required Documents	Processing Timeline and Important Notes
Submission for Remedial Basic Courses	Transcripts or Certificates of Completion for All Relevant Academic Backgrounds	<ol style="list-style-type: none"> <li>1. Before the end of the add/drop period in the first semester of enrollment, students shall submit the required supporting documents to their respective departments (institute/degree program). Upon receiving an e-mail notification from the department (institute/degree program) confirming completion of the review, students shall log in to the system to verify the required remedial courses.</li> <li>2. Students may apply for the degree examination only after completing and passing the required remedial courses.</li> </ol>
Declaration of Thesis Advisor	Submit Application via the Graduate Degree Examination System	<ol style="list-style-type: none"> <li>1. Students must register for the Master's Thesis or Doctoral Dissertation course in the semester in which they apply.</li> <li>2. Students shall submit their applications through the Graduate Degree Examination System before the end of the semester.</li> </ol>
Application for and Administration of the Degree Examination	<ol style="list-style-type: none"> <li>1. Degree Examination Evaluation Form</li> <li>2. Comprehensive Evaluation Form for the Degree Examination</li> </ol>	<ol style="list-style-type: none"> <li>1. Students may apply after completion of advisor declaration procedures.</li> <li>2. Master's students must enroll in the Master's Thesis course in the application semester and must have completed at least 6 thesis credits; doctoral students shall follow the regulations of their respective departments (institute/degree programs).</li> <li>3. Master's students must complete all required coursework credits stipulated by their department (institute/degree program), excluding thesis credits, before applying. Doctoral students must pass the qualifying examination.</li> <li>4. Graduate students admitted in Academic Year 2017 and thereafter must complete the "Academic Research Ethics Education" course, pass the assessment, obtain the certificate of completion, and submit it to the department (institute/degree program) staff for record before applying.</li> <li>5. The degree examination shall be conducted on campus.</li> <li>6. The degree examination must be conducted before the end of the semester. Students who complete early registration between the end of the semester and the first day of the following semester may take the degree examination.</li> <li>7. Students shall print multiple copies of the Degree Examination Evaluation Form and one copy of the Final Evaluation Summary from the system. After the examination, the committee chair shall seal the results (evaluation forms and summary) on the same day and return them to the respective department (institute/degree program).</li> </ol>
Completion of Exit Procedures	<ol style="list-style-type: none"> <li>1. Student Clearance Form</li> <li>2. Thesis Format Compliance Checklist</li> </ol>	<ol style="list-style-type: none"> <li>1. Graduate students must complete online thesis abstract registration by themselves. The required account and password may be obtained from departmental (institute) staff.</li> <li>2. The cover page, title page, spine, signature page,</li> </ol>

	<p>3.Hardbound and Softbound Copies of the Thesis</p> <p>4.Authorization Form for Online Submission of Electronic Thesis/Dissertation</p>	<p>authorization form, and Chinese/English abstracts of master's and doctoral theses/dissertations shall comply with the University's formatting requirements. All other formatting items shall be determined and reviewed by each college and department (institute/degree program).</p> <p>3. (Hardbound cover colors: dark green for master's theses; dark blue for doctoral dissertations.)</p> <p>4. Theses/dissertations must pass the formatting review by each college and department (institute/degree program) before students may proceed with the clearance procedures. Submissions will not be accepted if the thesis formatting fails to meet the standards.</p> <p>Each graduate student must submit the following before the first day of the next semester:</p> <p>To the department (institute/degree program):</p> <p>1 hardbound copy of the thesis/dissertation, Thesis Format Review Form, Electronic Thesis/Dissertation Authorization Form, Originality Report Explanation Form, Student Declaration of Thesis Responsibility, additional copies required by the department (institute/degree program), and other required documents. (The first three items shall be forwarded to the Office of Academic Affairs by the department.)</p> <p>To the Office of Library and Information Services:2 hardbound copies of the thesis/dissertation and the full-text electronic file on CD.</p>
--	---	---

Appendix 2

**Da-Yeh University Graduate Degree Examination Fee Schedule**

Item	Eligibility Criteria		Amount
Honorarium for Thesis Advisor	Academic Program	Master's Program (including Executive Master's Program)	NTD 4,000 (Limited to one application per graduate student)
		Doctoral Program	NTD 6,000 (Limited to one application per graduate student)
Honorarium for Thesis Advisor		Master's Program (including Executive Master's Program)	NTD 1,000 per member (Examination committee consisting of 3–5 members; one member counted as a co-supervisor)
		Doctoral Program	NTD 1,500 per member (Examination committee consisting of 5–9 members; one member counted as a co-supervisor)
Transportation Allowance for Off-Campus Examination Committee Members	Disbursement by Region	Central Taiwan Region (Taichung, Changhua, Nantou, and Yunlin)	NTD 500 per member
		Other Regions	NTD 1,200 per member