Feng Chia University Enforcement Standards for Transfer from Master’s to Doctoral Program without Completing Master’s Requirements

September 13, 2002 Passed during university administrative meeting
August 19, 2006 Ratified by the University president

Article 1: These enforcement standards were formulated based on Article 22 of the University Act and measures for transfer of Master’s degree students to doctoral degree programs without completing Master’s degree requirements of the Ministry of Education.

Article 2: Master’s degree students who meet the following criteria may apply to transfer to doctoral degree program without completing Master’s degree requirements:
   A. Completed at least one year of study with outstanding academic performance as defined by the department (graduate institute) of enrollment in all Master’s degree required courses.
   B. Show clear evidence of research ability. Students shall have published an academic work in a domestic or international academic journal or have submitted thesis proposal. In addition, students must be considered suited to transfer to doctoral program by the department (graduate institute) in which they are enrolled.

Article 3: The number of students allowed to transfer to doctoral degree program without completing Master’s requirements shall be one-third the quota for the academic year for the department (graduate institute) as determined by the Ministry of Education for general doctoral student admissions (not including working professionals). If this number ends in a decimal point it will be rounded up. However, if the doctoral student recruitment quota is less than five, only two students will be allowed to transfer to doctoral program without completing Master’s requirements.

   Each academic year, each department (graduate institute) shall include the quota for students transferring to doctoral program without completing Master’s requirements, in addition to number of spaces available through recruitment and entrance exam channels, in its recruitment announcement. If the quota for students transferring to doctoral program without completing Master’s requirement is not reached, the vacancies shall be filled by students on the recruitment or entrance exam admissions waiting lists.

   If a student receives approval to transfer to doctoral program without completing Master’s requirements but decides not to pursue doctoral degree, the vacancy shall be filled by another eligible graduate student that has submitted application.

Article 4: Master’s degree students desiring to transfer to a doctoral degree program without completing Master’s requirements shall submit application to the department (graduate institute) in which they are enrolled before the end of their second semester or before the end of the semester in which there is a vacancy. The following documents are required:
   A. Completed application form for transfer to a doctoral degree program without completing Master’s requirements.
   B. Transcript for the period of enrollment in the Master’s degree program.
   C. Recommendation letters from two professors from the department (graduate institute)
in which the student is enrolled or related department (graduate institute).

Article 5: Applications for transfer to doctoral degree program without completing Master’s requirements shall be reviewed by the department (graduate institute) to ensure that the candidate meets the required criteria or standards for transfer. If the student is considered eligible to transfer to doctoral degree program, the application will be sent to the student recruitment committee of the college for approval. Following approval by this committee, the application shall be submitted to the Office of Academic Affairs and the University president for final approval.

Article 6: In the semester following approval of transfer to doctoral program, students must enroll in courses required of first-year doctoral students of the department (graduate institute) and are subject to term of study and assessment regulations.

Article 7: Following transfer to a doctoral program, if students decide to discontinue their enrollment in the doctoral degree program or do not pass qualifying examination, following approval during departmental (graduate institute) administrative meeting and by the University president, they may re-enter Master’s degree program. They must complete required Master’s degree courses and a thesis and pass Master’s degree examination to be conferred a Master’s degree. However, the time enrolled in the doctoral program will not be included in the Master’s degree term of study.

Article 8: If following transfer to a doctoral degree program, the stipulated term of study has expired and the student has passed the qualifying examination but has not yet passed the doctoral degree examination, if the doctoral degree examination committee, based on the doctoral dissertation, decides that the standards for the Master’s degree have been met the student shall be conferred a Master’s degree.

Article 9: The application form for transfer to doctoral program without completing Master’s requirements was produced by the Office of Academic Affairs. Each department (graduate institute) shall decide the format to be used for recommendation letters.

Article 10: These standards were passed during University administrative meeting, ratified by the University president and promulgated. Revisions shall be handled in the same manner.