

# **National Cheng Kung University Department of Environmental Engineering Guidelines for the Appointment of Graduate Thesis Examination Committee Members**

Approved at the 165th Department Affairs Meeting on October 2, 1999  
Amended at the 236th Department Affairs Meeting on November 2, 2005

## **Article 1**

To advance academic research and improve the quality of master's and doctoral theses, the Department hereby establishes these Guidelines for the Appointment of Graduate Thesis Examination Committee Members, in accordance with the *Degree Conferral Act*, its *Enforcement Rules of Degree Conferral Law*, *NCKU Rules and Regulations of Graduate Examinations for Graduate Students*, and the Department's *Regulations for Doctoral Degree Examinations*.

## **Article 2**

The "Thesis Examination Committee Members" referred to in these Guidelines are scholars and experts in various research fields, appointed annually by the Department in accordance with relevant regulations of the Ministry of Education. These committee members are responsible for reviewing the graduation qualifications and theses of the Department's master's and doctoral students, as well as serving as members of the oral examination committee for degree examinations.

## **Article 3**

Graduate students of the Department, upon completion of the required period of study, fulfillment of graduation requirements, and completion of their thesis, may apply for the degree examination with the consent of their advisor, in accordance with the NCKU graduate Student Policies and Rules, NCKU Rules and Regulations of Graduate Examinations for Graduate Students, and the Department's Guidelines for Doctoral Degree Examinations.

The Department Academic Committee shall review the submitted materials regarding the degree examination plan. Based on the thesis research field, the advisor may recommend internal and external committee members for the thesis examination. Upon approval, the list shall be submitted to the University for official appointment in accordance with relevant regulations.

## **Article 4**

Suppose there are questions regarding the written review of Article 3. In that case, the Department Chair may convene an Academic Committee review meeting, which requires the attendance of at least two-thirds of the committee members. The advisor shall submit written information on the proposed committee members' qualifications and present an oral report. Upon approval, the

recommendations shall be forwarded to the University for official appointment in accordance with relevant regulations.

#### **Article 5**

Thesis examination committee members shall personally attend the scheduled examination meeting arranged by the Department. If unable to participate due to exceptional circumstances, the Department may appoint a replacement member following the same procedure outlined above.

#### **Article 6**

Thesis examination committee members may be entitled to receive thesis review fees, attendance (transportation) fees, and accommodation fees, in accordance with the NCKU Rules and Regulations for Graduate Examinations. Such expenses shall be paid from University funds.

#### **Article 7**

Matters not covered in these Guidelines shall be handled in accordance with the University's Regulations for Graduate Degree Examinations.

#### **Article 8**

These Guidelines shall be implemented after approval by the Department Affairs Meeting and submission to the Office of Academic Affairs for record. The same procedure shall apply to any amendments.