

National Taiwan Normal University (NTNU) Academic Regulations for the English Taught Doctoral Program in the Department of Special Education

Amended and approved in the fourth Department Meeting of the 2019–2020 academic year on January 7,
2020

Approved in the 2nd Curriculum Committee of the College of Education of the 2019–2020 academic year
on April 1, 2020

Amended and approved in the 2nd Meetings of Academic affairs of the 2019–2020 academic year on
April 22, 2020

Amended and approved in the Third Department Meeting of the 2020–2021 academic year on November
24, 2020 and April 22, 2021

Approved in the 2nd Curriculum Committee of the College of Education of the 2020–2021 academic year
on March 31, 2021

Amended and approved in the 2nd Meetings of Academic affairs of the 2020–2021 academic year on
April 28, 2021

Amended and approved in the 1st Department Meeting of the 2020–2021 academic year on
October 19, 2021

Amended and approved in the 3rd Department Meeting of the 2020–2021 academic year on
January 4, 2022

1. The regulations have been established in accordance with the NTNU Degree Conferral and Graduate Degree Exam Regulations.
2. Graduates of the doctoral program in the Department of Special Education (hereafter “the Department”) are conferred the degree of Doctor of Philosophy (Ph. D.).
3. Length of Study:
Each doctoral student must study for a minimum of 2 years and a maximum of 7 years.
4. Credit system and course requirements
 - 4.1. The program requires a minimum of 30 credits for graduation. Please refer to the Department’s instructions for course requirements for doctoral students of English Taught programs for more information.
 - 4.2. Maximum credits per semester
 - (1) Full-time students: 18 credits (for students enrolled in courses whose credits do not count toward graduation, their combined total credits must not exceed 19).
 - (2) In-service students: 13 credits.
 - 4.3. Students who have not yet to select dissertation advisors must consult with their

mentor's instructions of their study plans on taking courses before selecting courses online.

- 4.4. Based on the needs of conducting research, students may enroll in relevant courses offered by other departments or universities with the guidance of their advisors.
- 4.5. Ph.D. students shall take the doctoral or master-doctoral course during the doctoral semesters, but the master-level courses (including the on-the-job master classes) will not be counted as the doctoral graduation credits.
- 4.6. A student may apply for credit transfer in accordance with the NTNU Student Credit Transfer Guidelines and the Directions for Credit Transfer for Graduate Students in the Department of Special Education and the Graduate Institute of Rehabilitation Counseling.
- 4.7. The credits for digital courses which are counted as graduation credits shall not exceed one-third of the minimum required graduation credits.
5. Dissertation advisor
 - 5.1. Application period: The application is recommended to be submitted before the end of the semester in which the student earns a cumulative number of 10 credits.
 - 5.2. Application procedure: Students must complete the application form and submit it to the Department office.
 - 5.3. When selecting and applying for an advisor from the faculty, students must prioritize full-time faculty member of the Department at associate rank or higher.
 - 5.4. Each full-time faculty member of the Department is allowed to supervise at the most five new students each academic year (from August 1st of the current year to July 31st of the following year). This number is increased to seven if the faculty member also supervises students from the Graduate Institute of Rehabilitation Counseling.
6. Regulations for qualifying examination
 - 6.1. Qualification for application: Students must apply for qualifying examination during the semester in which they have earned a cumulative total of 30 credits, as specified in the criteria for graduation.
 - 6.2. Application period: The application only opens during the second week of each semester.

6.3. Examination dates: Examinations are held during the 12th week of each semester; each subject lasts for 4–6 hours over the course of 3 mornings.

6.4. Examination subjects: a total of three subjects

Compulsory (one subject): Issues on Special Education; closed-book exam; lasts for 4 hours.

Elective (two subjects): Suggested by the advisor; open-book exam (internet not allowed); last for 6 hours. Answers must be uploaded to Turnitin, an academic originality checking system. The originality report must be submitted to the examination question setter for reference.

★A student may publish papers as an alternative to taking the

subject examinations (one paper publication is equivalent to one subject examination). Students must decide whether to take the examinations or publish papers at the time of application. Changes to the decision are not allowed. Students who have elected to publish papers must obtain proof of paper publication or acceptance by the end of the examinations. To apply to replace compulsory subjects with the publication in journals, you must first pass 2 selected subjects.

Criteria for paper publication: (1)The student must publish papers after enrolled as a doctoral student of the Department (2)The alternative of compulsory subject can be published in journals in the Science Citation Index(SCI), Q1 or Q2 of Social Sciences Citation Index (SSCI), and first level in the Taiwan Social Sciences Citation Index (TSSCI). The elective subject can be replaced by the publication in journals in the Science Citation Index (SCI), Social Sciences Citation Index (SSCI), Arts and Humanities Citation Index (A&HCI), Engineering Index (EI), Taiwan Social Sciences Citation Index (TSSCI), Taiwan Humanities Citation Index (THCI), EconLit, or Scopus. (3) The student must be the first or corresponding author of the paper(s). (4) The paper(s) must not be a rewritten version of the student's master's thesis. (5) The paper(s) must not fulfill as part of the student's application for dissertation proposal defense. If the paper(s) turns out to be unpublished, rejected, or is published but under investigation for potential noncompliance for some reasons, the Department reserves the right to cancel the student's right by

using paper publication as an alternative to taking the elective subject examinations, and the student must take the examinations in the subsequent semester.

6.5. Examination frequency: Examinations are held once per semester. A student may take the three examinations in the same semester or in different semesters. Those who choose to take the examinations in different semesters must apply for each examination in the semester they wish to take them. Students who received a failing mark may apply for a make-up examination for the failed subjects in the subsequent semester or academic year. The make-up examination must be taken before the student reaches the maximum length of study and can be taken once unless otherwise specified. Those who receive a failing mark on the make-up examination may provide proof of their academic potential and performance within 2 weeks of receiving examination results for review by the examination review panel, who will decide whether the student is eligible to take a second make-up examination. Those who fail the second make-up examination shall be expelled from the program.

6.6. Examination procedures: The examination questions for each subject are set by two faculty members, who are also responsible for examination scoring. Each faculty member's score accounts for 50% of a student's total examination score, and the passing mark is a score of 70. For scores above 68 but under 70, the faculty members may negotiate on the final result. In the event that the student received a pass score but one of the two faculty members provided a failing mark, and the two have a 15-point difference or larger, they must negotiate the final result. The negotiation procedure is applicable to both regular and make-up examinations.

★All examination question setters must be anonymous and provide a reading reference list of at least three books or journal articles.

7. Application for dissertation proposal oral defense

7.1. A qualified student for application must

- (1) have completed the Research Ethics Education Course and passed its examination;
- (2) have earned a total of 30 credits as specified in the criteria for graduation;
- (3) have passed all qualifying examinations;

- (4) have presented papers orally; a student applying for an oral presentation through method A or B as follows must submit their application to the Department office 1 month before the presentation date:
 - A. Organize a topic-based discussion session open to faculty and students of the Department; the topic of presentation shall be determined by the student's advisor, and the session shall be hosted by the advisor or a professor in a related field.
 - B. Present the paper in the Department's Seminar on Special Education course; the presentation session shall be hosted by the course instructor.
 - C. Submit the paper after enrollment in the doctoral program and present the paper in domestic or international peer-reviewed academic conference (one published paper is sufficient if the applicant is the first author, and two published papers are required if the applicant is the second author; the applicant must submit the paper abstract and proof of acceptance).
- (5) Conduct and published papers in journals after enrollment in the doctoral program. Students must accumulate 2 points and above. Please refer to the NTNU Department of Special Education "Table of Paper Publication Methods and Corresponding Points Granted for Doctoral Students" for details.

7.2. Application period: The application must be submitted 1.5 months before the desired defense date.

7.3. Oral defense committee: An oral defense committee shall comprise five to seven members and include the dissertation advisor as an ex officio member. The advisor shall propose a list of committee member candidates before the oral defense; the list must comprise one-third or more members from outside the NTNU.

7.4. A doctoral student must participate as an audit member in at least three oral defenses of the Department before applying for their own dissertation proposal oral defense and in at least five oral defenses before their own final defense. The oral defenses a student participates in must include at least three at doctoral level, of which at least one must be a PhD dissertation final defense (students who enrolled in the program before the 2005–2006 academic year shall comply

with the Guidelines for Graduate Students' Participation in Dissertation Final Defense).

- 7.5. Research projects involving human research shall be subjected to complete research ethics review before they are conducted.
8. Application for dissertation final defense
 - 8.1. Qualified students for application must have passed the dissertation proposal oral defense.
 - 8.2. Application period: The application must be submitted at least one semester after the student passes the dissertation proposal oral defense.
 - 8.3. Oral defense committee: The committee shall be the same as that in the dissertation proposal oral defense; the replacement of committee members is necessary must adhere to the appointment procedures for dissertation proposal oral defense committee members.
 - 8.4. A student receiving a failing mark in their dissertation defense may take a make-up defense 3 months after the date and if the 3-month extension is within the maximum length of study. A student is eligible to take only one make-up defense; those who fail their make-up defense shall be expelled.
9. Please refer to Article 10 of the Degree Conferral Act for the appointment criteria for oral defense committee members.
10. For matters that have not yet been included in the above regulations, please refer to the NTNU Degree Conferral and Graduate Degree Exam Regulations and other relevant regulations.
11. The regulations concerning graduation conditions such as degree awards shall be sent to the Academic Affairs Meeting for deliberation after being approved by the Department Meeting and college related meetings; other regulations shall be sent to the Academic Affairs Office for review after being approved by the Department Meeting, and the same applies when amended.

Notes:

★ Excerpt from Article 10, Degree Conferral Act (amended on November 28, 2018):
The committee members (doctoral degree committee members) shall each have done specialized research in the same research field as the doctoral candidate and have one of the following qualifications:

1. Be currently serving or have served as a professor, or associate professor;

2. Be an academician at Academia Sinica, or currently work or have worked at Academia Sinica as a research fellow or associate research fellow;
 3. Have a doctoral degree and have significant academic accomplishments;
 4. Have expertise in an unusual or highly specialized academic area and have achieved significant results in their respective academic or professional field(s).
- Whether a committee member meets criteria 3 or 4 is determined by the regulations established by the program, department, or college affairs meeting or the degree program affairs committee.

The Department determines whether a committee member meets the criterion of “has significant academic achievement” specified in Articles 8 and 10 of the Degree Conferral Act in accordance with the following criteria: the committee member (1) has served as a principal investigator of a research project in a field related to the dissertation’s research area and funded by the Ministry of Science and Technology or other government agencies in the past 5 years; (2) has published a paper in a field related to the dissertation’s research area in SCI, SSCI, A&HCI, EI, TSSCI, THCI, EconLit, or Scopus journals in the past 5 years (a degree dissertation submitted in the past 3 years can be counted as equivalent for members of a master’s degree examination committee). Achievements that do not fulfill the aforementioned criteria shall be reviewed by a panel of at least three faculty members specialized in related fields who were convened by the Department Chair for further determination.

Amended and approved in the fourth Department Meeting of the 2019–2020 academic year on January 7, 2020

Process of Study for the Doctoral Program in the Department of Special Education

