**Graduation Procedure and Application Forms for Ph.D. Students in Cultural Industries and Cultural Policy at the College of Humanities and Social Sciences, Yuan Ze University**

Completion of Ph.D. degree

Ph.D. dissertation defense

Dissertation proposal examination

New admission

Advisor selection in the first year

Preliminary Ph.D. qualifying examination

Yes

No

Yes

No

Yes

No

Yes

Yes

**◎Application for Selecting Ph.D. Dissertation Advisor (Appendix 1)**

(Students should select their dissertation advisor two weeks before the end of their first academic year and no later than two weeks before the end of their second academic year. They are also required to complete the Application for Selecting Ph.D. Dissertation Advisor in triplicate, submitting a copy to the Department for filing and a copy to the advisor, whilst keeping a copy themselves.)

**◎Application for Change of Advisor (Appendix 2)**

**◎Application for Preliminary Ph.D. Qualifying Examination (Appendix 3)**

**◎Application for Review of Ph.D. Dissertation Proposal (Appendix 4)**

**◎Evaluation Form of Ph.D. Dissertation Proposal (Appendix 5)**

**◎ Verification Letter for Ph.D. Dissertation Proposal (Appendix 6)**

(Please submit your Ph.D. Dissertation Proposal and Evaluation Form of Ph.D. Dissertation Proposal to your advisor and the Review Panel for review and evaluation. The completed evaluation form and certificate of approval are to be submitted by your advisor to the Program Office for archiving.)

**◎Confirmation Letter of Published Papers and Art Exhibitions and Performances (Appendix 7)**

**◎Application for the Ph.D. Dissertation Defense (Appendix 8)**

**◎Evaluation Form of the Ph.D. Dissertation Defense (Appendix 9)**

(This form will be collected by the person in charge from the defense committee immediately after the oral defense for archiving.)

**◎Verification Letter for Ph.D. Dissertation Defense (Appendix 10)**

(This form will be collected by the person in charge from the defense committee immediately after the oral defense for archiving.)

**◎Application for Withdrawal from Degree Examination for Graduate Students (Appendix 11)**

**Requirements for the Cultural Industries and Cultural Policy Ph.D. Program, Yuan Ze University for Postgraduate Study**

（Applicable to freshmen in the 108th academic year）

107.09.19 The first academic meeting of the school year was held

107.11.14 The first session of the Cultural Industries and Cultural Policy was concluded

107.12.26 The 3rd session of the school year was revised and approved

108.02.25 The third session of the Cultural Industries and Cultural Policy was concluded

108.06.25 The 6th session of the school year was revised and approved

Section 1

The postgraduate degree of the Ph.D. program takes two to seven years to complete. In addition to the doctoral thesis and related regulations, graduate students should acquire a minimum of 21 credits for graduation, 9 of which are required and 12 are optional.

Section 2

Postgraduate courses include compulsory and elective subjects, with at least 3 credits per semester, to obtain the minimum graduation score.

Section 3

For graduate students who receive awards and bursaries, the relevant regulations are as follows:

1. Graduate students who also receive postgraduate bursaries shall be responsible for school work consisting of teaching work or research assistance.
2. Graduate students who have received scholarships must sign a cut-off book to receive a full-time job during the bursary period. Once they have been found, they will be able to recover all the bursaries they received during their employment and send them to the relevant units for discussion.

Section 4

Graduate students are selected to guide the professor for two weeks before the end of the first year of enrollment. They should select a guidance professor latest within two weeks before the end of the second year of enrollment, and complete the application form for the postgraduate thesis professor (Schedule).

Section 5

The postgraduate thesis professor should be a full-time professor or associate professor at the hospital. If the paper is jointly instructed by two professors, the first instructor must be a full-time professor or associate professor at the hospital, while the second instructor must be a special and concurrent teacher (professor or associate professor).

Section 6

Graduate students must apply for changing their thesis guidance professor before the doctoral thesis plan review. These applications should be approved by the original and new guidance professors and sent to the dean for verification (Schedule 2).

Section 7

Graduate students should receive the “Preliminary Evaluation of PhD Students’ Learning Performance” before the end of the first or second year. Graduate students should attach an application form (Schedule 3), transcripts, related works, and a plan for the title of the doctoral thesis and submit an application to the hospital. If the initial evaluation is not approved, they must consult the professor, reduce the relevant regulations, or cancel the tuition fee or scholarship. If the graduate student is not allowed to perform poorly during the tuition period (or there are other factors), the “Preliminary Evaluation of Ph.D. Students’ Performance” will not be approved by the Council. After the bursary committee has approved it, the right to waive tuition fees may be terminated.

Section 8

Graduate students should meet the following criteria during the period of study. First, they must participate in more than two digital creations and digital cross-domain theme workshops or keynote speeches. Second, they must publish at least three papers in academic seminars, at home and abroad, one of which should be published in an academic journal or a special book with a censorship system. Third, the provisions of the preceding paragraph can be used to hold a public art exhibition in or outside the school, or become a host at the performing arts. The works exhibited or performed shall not be repeated and shall have a systematic creative ideology and specific research themes. The exhibition shall notify the college one month before the exhibition. The person who intends to submit the paper plan review within the two-year period of attendance shall meet the requirements. They shall earn 785 points, a high-level foreign language threshold for national inspection, or complete a seminar paper or journal paper written in a foreign language. (Special circumstances were passed by the Academic Committee (Schedule 4). A postgraduate examination with relevant records or certificates must be submitted for review.) Finally, after the examination and approval by the instructor, they must submit an oral examination application.

Section 9

After completing the compulsory credits, the graduate student shall submit an application for the doctoral thesis plan (Schedule 5) and pass the examination before the end of the semester. Otherwise, they will not be allowed to apply for the oral examination in the next semester. Before a graduate student submits a doctoral dissertation plan, a public meeting should be held; those who have not published it may not be sent to the committee for review. Those who have passed the examination of the doctoral thesis plan (Schedules 6 and 7) shall be qualified by the court in accordance with the provisions of Article 7. If you fail to pass the review of your doctoral thesis plan, you must apply for a retrial at least one semester in length. In the event of uncontrollable reasons, students may apply for an extension of the review paper plan, with the consent of the dean, within one month.

Section 10

Postgraduates should fulfill their obligations and responsibilities. After the doctoral thesis has been approved by the professor, they must apply for a doctoral thesis oral examination (Schedule 8).

Section 11

The oral examination of the graduate students’ doctoral thesis shall be subject to the participation of all oral examination committee members, and the consent of more than two-thirds (inclusive) of the members shall be considered (Schedule 9 and Schedule 10). In the meeting, the members had proposed amendments. The graduate students should submit the finalized thesis after they have been revised and reviewed by the instructor. Those who have not passed the oral examination may apply for another test in the next semester, and those who do not pass the second attempt will be withdrawn (Schedule 11).

Section 12

Other unsubscribed matters are subject to relevant regulations of the school and the Ministry of Education.

Section 13

This practice will hold true and be implemented after the conference has been held.

**(Appendix 1)**

**Application Form for Selecting Ph.D. Dissertation Advisor for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

|  |  |  |  |
| --- | --- | --- | --- |
| StudentName |  | Student No. |  |
| I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_, earnestly invite Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be my doctoral advisors. I will comply with the following regulations: I shall not change my doctoral advisors unless under special circumstances. Written consent shall be obtained from the original and new advisors and approved by the college if doctoral advisors are to be changed.  Applicant：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Advisor agreement | I agree to guide the student to conduct the dissertation.Advisor：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature) Date：\_\_\_\_\_\_\_\_\_\_\_\_\_Co-advisor：\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) Date：\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dean(Signature) |  |
| Note | 1. Please copy two copies of this form, the original copy to the office, another is a photocopy of the copy to the applicants.
2. One of advisors should be a full-time faculty at the school and also serve as a major advisor.
 |

**(Appendix 2)**

**Application for Change of Advisor for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | Student No. | Student Name | Number of Requested Change | Reason for Requested Change |
|   |  |  |  |  |
| For the reasons mentioned above, I apply to change advisor.  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dean of College | Registration Office | Requested New Advisor | Current Advisor | Student |
| Approved by |  |  |  |  |  |

**(Appendix 3)**

**Application Form for the Preliminary Qualifying Examination for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

School Year\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_

Student No.：

Student Name：

Dissertation Topic：

Advisor(s)： 、

Please attach the following documents for review:

1. Transcript

2. Relevant works

3. Preliminary concept paper for dissertation.

Evaluation Results： □Approval □Conditional approval □ Denial

＊Reasons for conditional approval or denial will be stated.

Committee chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Appendix 4)**

**Application for Dissertation Proposal Review the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

Received Date:

Oral Defense Date:

Student No.:

Student Name: Phone Number:

Dissertation Title:

Advisor (s): 、 (Signature)

Recommended Members for the Committee

|  |  |  |
| --- | --- | --- |
| Name | Institutional Affiliation and Position | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. Please recommend four committee members which must contain two committee members from outside the school.
2. If there are two advisors, please recommend five committee members which must contain three committee members from outside the school.

Dean: (Signature)

**(Appendix 5)**

**Evaluation Form of Dissertation Proposal of**

**the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

1. Oral Defense Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Student name:

3. Committee member: (Signature)

4. Decision (please check one of the options):

 Pass

 Conditional Pass

(a. Resubmit for review after revision

b. Directly pass after revision)

 Fail

(Please write the specific reasons in an attachment to this form)

5. Reviewers’ comments (as relevant):

**(Appendix 6)**

**Verification Letter of Dissertation Proposal of the**

 **“Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

School Year\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_

Student Name: 　 Student No.:

Dissertation Proposal

After reviewed and verified by this committee, the student will complete the dissertation under the guidance of advisor (s).

Committee Chair：

Committee member：

Advisor(s)：

Dean：

Date： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Appendix 7)**

**Approval Form for Published Papers, Art Exhibitions, and Performances for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

According to Article 9 of the Academic Regulations Governing Postgraduate Studies for the “Cultural Industries and Cultural Policy Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University,” postgraduate students should meet the following requirements during their study, and receive approval to apply for the oral defense of their dissertation from their advisors: (1) Publish at least three papers at domestic or international academic seminars, one of which should also be published in a peer-reviewed scholarly journal or book; (2) One of the papers stipulated in (1) may be substituted by holding a public solo art exhibition or hosting an art performance on or off campus. The works exhibited or performed should not be repetitive and should demonstrate a systematic creative ideology as well as a specific research theme. The college should be notified one month prior to the exhibition. (3) Applications may be approved by the Academic Committee under special circumstances (Appendix Table 7). Relevant records or proof (as listed below) shall be provided by the postgraduate student and submitted for review.

|  |  |  |
| --- | --- | --- |
| Number  | Name and Relevant Information of Papers, Art Exhibitions, or Performances | Qualified or Not |
| **1** |  |  |
| **2** |  |  |
| **3** |  |  |
| **4** |  |  |
| **5** |  |  |

Note: Please submit the relevant records or proof on a separate sheet of paper.

Committee Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Committee member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Appendix 8)**

**Application for Dissertation Review for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

Received Date:

Student No.:

Student Name: Phone Number:

Dissertation Title:

Advisor(s): 、 　　　　　　　　 （signature）

Recommended Members for the Committee

|  |  |  |
| --- | --- | --- |
| Name | Institutional Affiliation and Position | Phone Number |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Dean: (Signature)

**(Appendix 9)**

**Evaluation Form of Dissertation of the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

1. Oral Defense Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Student name:

3. Examination Committee Member: (Signature)

4. Rating:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Decision (please check one of the options):

 Pass

 Conditional Pass

(a. Resubmit for review after revision

b. Directly pass after revision)

 Fail

(Please write the specific reasons in an attachment to this form)

6. Reviewers’ comments (as relevant):

 **(Appendix 10)**

**YZU Master/Doctorate Program**

**Verification Letter from the Oral Examination Committee**

School Year\_\_\_\_\_\_\_\_\_\_Semester\_\_\_\_\_\_\_\_\_

Cultural Industries and Cultural Policy Ph.D. Program College of Humanities and Social Sciences

Name: 　 Student No.:

Dissertation

Fulfill the Doctorate Degree’s Requirement; reviewed and verified by this committee.

Oral Examination Committee Members：

Advisor(s)：

Dean：

Date： \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Appendix 11)**

**Application for Withdrawal from Doctoral Degree Examination for the “Cultural Industries and Cultural Policy” Ph.D. Program, College of Humanities and Social Sciences, Yuan Ze University**

 (MM) (DD) (YYYY)

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Student No. | Student Name | Reasons for Withdrawal |
|   |  |  |  |
| For the reasons mentioned above, I apply for withdrawal from the upcoming Doctoral degree examination. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Dean of Academic Affairs | Registration Office | Dean of College | Director | Advisor(s) |
| Approved by |  |  |  |  |  |