

National Taiwan University of Science and Technology

Graduate Institute of Automation and Control

Graduate Study Regulations

Approved by the Institute Affairs Meeting on December 2, 2005
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I. Academic Regulations and Research Ethics Course Requirements

In accordance with the university's academic regulations and graduate study policies, this institute has established key guidelines for graduate study requirements, including compliance with the university's "**Implementation Guidelines for Academic Research Ethics Courses.**"

Starting from the 2016 academic year, all master's and doctoral students (including international and part-time students) must complete a zero-credit academic research ethics course before the end of their first academic year. Passing this course is a prerequisite for applying for the degree examination. The course format and completion requirements shall follow the university's regulations.

II. Advisor Selection

- A. Graduate students must select an advisor within one week of the start of the semester. If an advisor is not selected, the student's academic advisor or the department chair will handle related matters.
- B. The selection of an advisor should be based on mutual agreement between the professor and the student. A **Thesis Advisor Agreement Form** must be submitted to the office within the specified deadline to formalize the advisor selection. The regulations are as follows:
 1. Ph.D. students and master's students admitted via recommendation must be recruited by full-time faculty members of the department.
 2. According to the department's co-appointed faculty regulations, co-appointed faculty members may supervise only one master's student and must co-advise with a department faculty member.
 3. Graduate students may change their advisor once during their studies. The application must be submitted to the office before the semester ends, as specified in the academic calendar, along with the **Advisor Change Application Form.**

III. Course Credit Waiver (Credit Transfer)

- A. Students applying for **Course Credit Waiver** must submit their application within the first week of their first semester, with guidance from their advisor. Late applications will not be accepted. The application process and review criteria are detailed in the "**National Taiwan University of Science and Technology Course Credit Waiver Regulations**" and the "**Supplementary Guidelines for Course Credit Waiver Review in the Department of Automation and Control.**" Required documents must be submitted within the designated timeframe.

- B.** The Course Credit Waiver review process will be completed before the course add/drop period ends. Once approved and filed with the Academic Affairs Office, the results will be announced via email, the department website, and bulletin boards. If students transfer **six** or more credits, they may apply for a tuition fee waiver for basic credits, which must be done in the first semester and only once. Late applications will not be accepted.
- C.** Students eligible for a full tuition fee waiver must complete the refund process between December 1 and December 31 of the approved academic year by presenting the original tuition payment receipt to the Academic Affairs Office and the Cashier Division of the General Affairs Office. Details on fee reduction criteria and processing offices can be found on the university website under the tuition and fees section.

IV. Requirement for Master's and Phd's degree

A. Master's Program: Master's Students, International Master's Students, and In-Service Master's Students (part time)

The study period for master's students is limited to one to four years (excluding leave of absence). Students who complete the following requirements will be awarded a master's degree.

1. Course Requirements

a. Master's Students including International Students

- To graduate, students must complete at least 24 credits, with at least 12 credits from courses offered by this institute (courses with the AC course code).
- Students must also pass the thesis examination to be eligible for graduation.

b. Master's In-Service Students Admitted Before the 2017 Academic Year

- To graduate, students must complete at least **24 credits**, with at least **12 credits** from courses offered by this institute (courses with the AC course code).
- Students must also pass the thesis examination to be eligible for graduation.

c. Master's In-Service Students Admitted in or After the 2018 Academic Year

- To graduate, students must complete at least 30 credits, with at least 15 credits from courses offered by this institute (courses with the AC course code).
- Students must also pass the practical thesis examination to be eligible for graduation.

d. Courses from Other Departments Not Counted Toward Graduation Credits

- General education courses or English courses (e.g., Technical English, Spoken English, English Writing, etc.)
- Required courses from other departments (e.g., Research Projects, Seminar Discussions, Journal Clubs, etc.)

2. Required Courses and Credits for Master's Students

a. Master's Students including International Students

- Seminar (I) – 0 credits
- Seminar (II) – 0 credits
- Academic Research Ethics – 0 credits
- **English Course Requirement for Graduate Students in the Institute of Automatic Control**

b. In-Service Master's Program

- Special Topics in Automation and Control (I) – 3 credits
- Special Topics in Automation and Control (II) – 3 credits
- Academic Research Ethics – 0 credits

3. Thesis Defense (Oral Examination)

- a. At the early stage of thesis writing, master's students must confirm with their advisor whether the thesis topic and content align with the institute's specialized field.
- b. Students who have completed the required credits for the semester and whose thesis meets the oral examination requirements may apply for the oral examination. Detailed procedures and regulations can be found on the institute's website under the Degree Examination section and related announcements. Regarding the submission of the thesis examination, required documents (including the "**Master's Thesis Oral Examination Committee Recommendation Form and Thesis Defense Schedule Form**" and the "**Master's Oral Examination Application Form**"), as well as the thesis draft, please refer to the institute's "**Graduate Degree Examination Guidelines.**"

B. Ph.D. Program: Ph.D. Students and International Ph.D. Students

Ph.D. students must complete their studies within **two to seven years** (excluding periods of leave). The Ph.D. degree is conferred upon meeting the following requirements:

1. Course Requirements

- Students must complete at least 18 credits, with at least 9 credits from courses offered by this institute (courses with the AC course code).

2. Required Courses and Credits

a. Required Courses:

- Special Topics Seminar (I) – (IV) – 0 credits
- Academic Research Ethics – 0 credits
- English Course Requirement for Graduate Students in the Institute of Automatic Control

b. Courses from Other Departments Not Counted Toward Graduation Credits

- General education courses or English courses (e.g., Technical English, Spoken English, English Writing, etc.)
- Required courses from other departments (e.g., Research Projects, Seminar Discussions, Journal Clubs, etc.)

3. Qualification Assessment

Doctoral students should pass the qualification assessment within two years of enrollment (excluding the period of leave of absence). Those who fail to pass the qualification assessment within the prescribed period shall be expelled. For the relevant regulations on doctoral qualification assessment, please refer to the Institute's "**Implementation Rules for Doctoral Candidate Qualification Assessment**" and the University's "**Implementation Measures for Doctoral Candidate Qualification Assessment**".

4. Dissertation Examination (Oral Examination)

a. At the beginning of writing a dissertation, doctoral students must confirm with their supervisor whether the topic and content of the dissertation are consistent with their professional field.

b. Applicants who have completed the required credits and thesis in the semester must pass the review of the Institute's Degree Qualification Review Committee before they may apply for the degree oral examination. For relevant regulations, please refer to our "**Doctoral Degree Study Regulations**", our "**Doctoral Degree Examination Qualification Review Points**" and our "Selected Regulations on Graduate Studies".

V. Professional Field Compliance Review for Student Theses (Applicable to students admitted from the 2023 academic year onward)

Students must submit their thesis title and research objectives to the institute office from the first day of the semester in which they plan to defend until the course add/drop deadline. The institute office will forward the submission to the institute's Academic Committee for review of alignment with the institute's specialized field. If the review finds the submission does not align, the student will be required to revise and improve it. Students who fail to submit for review within the prescribed deadline will not be permitted to apply for the degree examination in that semester.

VI. The advisor and degree examination committee members must rigorously assess the professionalism of the thesis submitted by the student. If the thesis does not meet the required standards, the case shall be handled in accordance with the university's graduate degree examination regulations. The degree examination will be suspended until the institute affairs meeting determines its academic validity.

VII. If the university determines that the submitted thesis does not align with the student's academic field, the advisor will not be permitted to supervise new graduate students in the following academic year.

VIII. Regulations regarding the deferred public access of theses shall be handled in accordance with the university library's "Digital Collection of Theses and Dissertations" policy.

IX. Degree Examination Process

The degree examination application period is from October 1 to January 31 for the first semester and from April 1 to July 31 for the second semester. Graduate students who wish to apply for the degree examination must first enter their thesis title, advisor information, and other required details into the "Student Information System." After completing the input, they should print the application form and relevant attachments from the system and submit them to the institute office for processing. (Revised on June 15, 2007, in accordance with the university's official document No. 960104.)

X. Procedures for Completing School Leaving Formalities

Graduate students can proceed with school leaving formalities and receive their diploma only after passing the degree examination, completing all required registrations, and submitting the final version of their thesis as per regulations. **Starting from the 2014 academic year, the deadline for submitting the finalized thesis after passing the degree examination is the registration deadline of the following semester.** For details regarding the school leaving procedure (order of processing), required forms, number of thesis copies to be submitted, and the locations of relevant

offices, please refer to the "**Guidelines and Procedures for Graduate Students' School Leaving Formalities**" issued by the institute.

XI. Any matters not covered herein shall be handled in accordance with the university's academic regulations and relevant regulations for graduate studies.

XII. These academic regulations shall take effect upon approval by the institute affairs meeting. The same procedure applies to any amendments.