

# **Fu Jen Catholic University**

## **Department of Sociology**

### **Graduate Program Regulations**

Amended by the Departmental Affairs Council on October 11, 2017  
Amended by the Departmental Affairs Council on September 21, 2016  
Amended by the Departmental Affairs Council on January 7, 2015  
Amended by the Departmental Affairs Council on November 5, 2014  
Amended by the Departmental Affairs Council September 25, 2013  
Amended by the Departmental Affairs Council on September 14, 2011  
Amended by the Departmental Affairs Council on September 15, 2010  
Amended by the Departmental Affairs Council on October 21, 2009  
Amended by the Departmental Affairs Council on November 5, 2008  
Amended by the Departmental Affairs Council on December 27, 2006  
Amended by the Departmental Affairs Council on September 13, 2004  
Proposed at the Departmental Affairs Council on September 13, 2004

#### Article 1

The Graduate Program in Sociology (hereinafter ‘the Program’) confers a Master of Arts in Sociology (MA) degree<sup>1</sup>.

#### Article 2: Academic Regulations and Credits:

(1) Article 65 of Fu Jen Catholic University Academic policies stipulates that “The time limit to complete a master’s degree is one to four years. The time limit to complete a doctoral degree is two to seven years. An in-service student may extend this time limit for an additional two years. If a student becomes pregnant, delivers a child, or takes parental leave to take care of a child less than three years of age, they may apply to extend the time limit to complete their degree as long as they did not previously apply to defer enrollment or take a leave of absence for similar reasons. Based on need, the student may be granted an extension of up to two years after required documents have been submitted. (In-service students may be granted a two-year extension for reasons of pregnancy, delivery, or parental leave in

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<sup>1</sup> The name of the conferred degree was initially ‘Master of Sociology’ (MS). On March 28, 2005, the Ministry of Education’s document Taigao(er)zi No. 0940025956V stipulated that it would henceforth be called ‘Master of Arts in Sociology’ (MA), a change effective from the 2004-2005 academic year.

addition to the two-year extension mentioned above, combining for a total of four extra years)<sup>2</sup>.”

(2) Article 65 of Fu Jen Catholic University Academic Policies stipulates that “A master’s or doctoral student will be expelled from the University under any of the following conditions: (1) The student fails to meet the graduation requirements described in Article 40 of the Policies by the deadline for degree completion; (2) The student is a PhD candidate who fails the qualifying examination a second time; (3) The student fails to pass the degree examination a second time; (4) The student is absent from all examinations or fails to pass all courses in either semester of their first year of study.”

(3) Students must complete at least 28 credits in order to graduate from the Program (including the 4 credits for the thesis).

### Article 3

Required courses must be taken through the Program; they may not be taken at another college, department, or university. The Program may recognize up to four elective credits earned from another college, department, or university within Taiwan after they have been approved by the Director and the student’s advisor. Credits and grades earned at an institution overseas through an exchange program with the Program will be recognized and count towards graduation requirements.

### Article 4

Students should refer to Fu Jen Catholic University Academic Policies for regulations on leaves of absence.

### Article 5: Academic Consultation

New students will be assigned a professor at the Program to help them with course registration and matters related to daily life.

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<sup>2</sup> Article 19 of Fu Jen Catholic University Academic Policies stipulates that “Academic grades will be calculated as a percentage, with 100 being the highest possible grade. A grade of 60 is considered a pass for undergraduates; a grade of 70 is considered a pass for graduate students in a master’s or Ph. D. programs. A grade of 60 is considered a pass for courses in the Teacher Education Program.”

## Article 6

The following matters are handled in accordance with Fu Jen Catholic University Department of Sociology Graduate Program Guidelines Governing the Selection of Thesis Advisors and the Writing of the Thesis: choosing a thesis advisor, applying for the oral defense, and writing the thesis.

## Article 7

Graduate students may apply for scholarships and bursaries in accordance with University regulations.

## Article 8

Any matters not covered in the Regulations will be handled in accordance with related University regulations.

# **Graduate Program Guidelines Governing the Selection of Thesis Advisors and the Writing of the Thesis**

Amended by the Departmental Affairs Council on October 11, 2017  
Amended by the Departmental Affairs Council on September 21, 2016  
Amended by the Departmental Affairs Council on May 20, 2015  
Amended by the Departmental Affairs Council on October 27, 2010  
Amended by the Department Affairs Council on January 6, 2010  
Amended by the Departmental Affairs Council on September 13, 2004  
Proposed at the Departmental Affairs Council on September 13, 2004

The Guidelines were formulated in order that graduate students understand their individual academic progress as well as how to write their thesis and apply for the oral defense.

## **Article 1: Selecting a Thesis Advisor**

- (1) Article 66 of Fu Jen Catholic University Academic Policies stipulates that “Graduate students must choose their thesis/dissertation advisor by the deadline set by the University or individual programs. After approved by the program, the advisor will assist the student throughout the writing of the thesis.”
- (2) During their first year of study, graduate students may meet with a full-time instructor in order to discuss their thesis based on the research areas of the Program, and submit the Thesis Advisor Request Form.
- (3) After the Thesis Advisor Request Form has been signed by the thesis advisor and approved by the Director, the office of the Program will announce the decision and send an invitation to the instructor to serve as advisor.
- (4) Once appointed, the adviser is responsible for approving the thesis proposal.
- (5) If a student must change thesis advisors because of unique circumstances, they must complete the Request Form to Change Thesis Advisors, and then obtain the signatures of the original thesis advisor, the new thesis advisor, and the Director of the Program.

## **Article 2: Review Process for Thesis Proposals**

Before the end of the first semester of their second year of study, graduate students must submit the Thesis Proposal Advisor Agreement Form and include two copies of the Thesis Proposal Advisor Statement Form to the office of the Program.

## **Article 3: Oral Defense**

(1) Oral defenses must be conducted by the following deadlines:

First semester: before January 31

Second semester: before July 31.

(2) Students who enroll in the program beginning from the 2017-2018 Academic Year must take the online Academic Ethics Course hosted by the Center for Taiwan Academic Research Ethics Education<sup>1</sup>. Students must pass the final examination and submit proof both of their examination grade and that they took the course in order to apply for the oral defense.

(3) Oral Examination Committee

1. An Oral Examination Committee for a master's degree is composed of three to five members, of which at least one-third must be external examiners. A part-time instructor who has signed a contract at the University which is still in effect is considered an internal examiner. The student's thesis adviser is an ex officio committee member, but may not hold the position of Convener.
2. In addition to having professional expertise related to the subject of the thesis, production, performance, or technical report, examiners must also meet one of the conditions below. An examiner must:

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<sup>1</sup> Academic Ethics is an online course. The University has already set up accounts for students (students should not create their own account). When logging in, students should select "Mandatory Student" under "Category". A student's account number is their student ID. Their password is the final five digits of their Student ID. Students must also check "I'm not a robot" in order to log in.

- (i) Be professor or associate professor (or have previously held such a position);
- (ii) Be a member, researcher, or associate researcher at Academia Sinica (or have previously held such a position);
- (iii) Hold a PhD, be a certified assistant professor, and have published academic works;
- (iv) Possess unique or specialized skills, have held the position of researcher or assistant researcher at a public or private institution, and have academic or professional accomplishments.

The thesis advisor must submit the Confirmation of Eligibility Form in the cases of (iii) and (iv) above.

- 3. Examiners must recuse themselves under the following conditions: they are the spouse of the examinee, they are related to the examinee by kinship to the third degree either through blood or through marriage, they were previously related to the examinee in any of the ways described above, or they are a stakeholder.
  - 4. The highest degree held by each committee member must not have been awarded by the same program of the same institution.
- (4) Any matters not covered in the Guidelines will be handled in accordance with Fu Jen Catholic University Regulations Governing the Degree Examinations for Master's and Doctoral Students.

#### **Article 4: Thesis**

- (1) Format of cover: based on University regulations.
- (2) Content of thesis: based on APA standards of the Program.
- (3) Color of cover: must be light blue.
- (4) Pages one to three must be arranged in this order: cover page, approval page, and authorization form for library use. After these pages come the following in the order shown: acknowledgements, abstract, table of contents, and the complete thesis.

## **Article 5: Leaving the University Procedure After the Thesis Defense**

- (1) The grade for the oral defense must be submitted by the following deadlines:  
First semester: January 31  
Second semester: July 31
- (2) Students must complete the Leaving the University Procedure online in accordance with University regulations (using the online system). Students must submit two hard copies of the revised thesis as well as a digital copy to the office of the Program. (If the online system is not available, students must download the Leaving the University Form for Day Division Students from the Office of Academic Affairs website.)
- (3) Students must also submit two hard copies of the final thesis as well as the authorization form to the library and one hard copy to the Registrar, then complete the Leaving the University Procedure.