# National Taiwan Normal University Department of Industrial Education

**In-service Master’s Program Coursework and Degree Examination Regulations**

Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2004–05

Amendment passed during the 5th Department Affairs Meeting, Academic Year 2004–05

Amendment passed during the 2nd Department Affairs Meeting, Academic Year 2005–06

Amendment passed during the 1st Department Affairs Meeting, Academic Year 2007–08

2010.4.29 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2009–10

2013.6.19 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2012–13

2014.5.14 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2013–14

2015.1.7 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2014–15

2016.2.24 Amendment passed during the 4th Department Affairs Meeting, Academic Year 2015–16

2017.1.4 Amendment passed during the 5th Department Affairs Meeting, Academic Year 2016–17

2017.11.27 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2017–18

2020.3.18 Amendment passed during the 4th Department Affairs Meeting, Academic Year 2019–20

2021.5.19 Amendment passed during the 5th Department Affairs Meeting, Academic Year 2020–21

2022.1.5 Amendment passed during the 3rd Department Affairs Meeting, Academic Year 2021–22

Article 1 The following regulations have been formulated in accordance with the University’s *Degree Conferral and Graduate Degree Exam Regulations*.

Article 2 The title of degrees conferred to students in the Department’s In-service Master’s Program for Technical and Vocational Education shall be “Master of Education” (M.Ed.). The title of degrees conferred to students in the Department’s In-service Master’s Program for Technology Application and Management shall be “Master of Engineering” (M.Eng.).

Article 3 Appointment of thesis advisor:

1. Upon admission, new students shall have a temporary supervisor assigned to them by the Department Chair based on their area of specialization and interests.

2. Graduate students shall select a thesis advisor by the end of June of the second semester of their first year of study.

3. The Department Chair shall provide assistance and recommendations for graduate students who are unable to select a thesis advisor.

4. In principle, a thesis advisor shall be a full-time faculty member in the Department with a rank of assistant professor or higher.

5. Graduate students whose thesis topic is outside of the area of expertise of faculty members in the Department may seek the approval of the Department Chair to appoint an external thesis advisor with the required expertise, with a full-time faculty member in the Department serving as co-advisor.

6. In the event that a thesis advisor is unable to perform their duties for any reason, their students may apply for a replacement with the approval of the Department Chair.

7. Graduate students who wish to change their thesis advisor shall obtain the approval of the original advisor, the new advisor, and the Department Chair, and they may only do so once. In principle, a change of thesis advisor may be requested in the semester prior to the oral defense.

8. Thesis advisors shall be selected based on their area of expertise. In principle, each faculty member may advise up to five graduate students per academic year (including up to two students in other graduate programs of the Department and co-advising duties).

Article 4 Course selection and coursework regulations:

1. Graduate students who have yet to select a thesis advisor shall obtain the approval of their temporary supervisor before selecting any courses.

2. Graduate students shall complete 28 course credits prior to graduation. Please refer to the Department’s *In-Service Master’s Program Curriculum Framework* (Appendix I) for details.

3. Graduate students may take a maximum of 16 course credits and must take at least 2 course credits per semester.

4. Pursuant to the Ministry of Education’s *Implementation Regulations Regarding Distance Learning by Universities*, the number of recognized digital course credits may not exceed one third of the minimum number of credits required for graduation.

Article 5 Credit transfer regulations:

1. Matters related to credit transfers shall be subject to the University’s *Student Credit Transfer Guidelines*.

2. Each student may transfer up to 14 credits.

3. Compulsory course credits may not be transferred (except for up to two course credits obtained from other departments in the University).

4. The titles of courses to be transferred shall be similar to the course titles in students’ field of specialization.

Article 6 Degree examination and thesis regulations:

1. Graduate students in the Department’s In-service Master’s Program may submit a technical report detailing technical achievements for consideration in lieu of a master’s degree thesis with the approval of their thesis advisor. A technical report must meet one of the following recognition criteria:

1) The topic or contents of the technical report must be of an innovative nature.

2) The technical report must describe tangible achievements such as patents, creations, inventions, and R&D results that have received recognition.

3) Targets of technology transfers shall preferably be major companies.

4) Competition achievements must be from international invention exhibitions and skills competitions.

5) Case studies for professional technologies and management must contain holistic analysis and unique insights.

6) Industry-academia collaboration project reports must detail exemplary contributions that have resulted in material improvements or R&D results.

2. For technical achievements, a comprehensive technical report shall be submitted, the contents of which shall be written in accordance with Article 10 of the *Regulations Governing the Conferral of Degrees and Alternatives to Submission of a Master’s Degree Thesis or Doctoral Dissertation*.

3. Thesis proposal defense:

1) Eligibility: Master’s program students in their second year of study or above are eligible to apply.

2) Application deadline: A thesis proposal defense may be requested in any month of any semester during a student’s period of study. However, the request must be submitted by the end of April or November for a thesis proposal defense to be held in the same semester.

3) Application procedures:

1. Submission of a thesis proposal defense application
2. Submission of a recommendation letter signed by the thesis advisor

4) Time: The thesis proposal defense shall be held by the end of July or January each year.

5) A thesis proposal defense committee shall be composed of three to five members selected by the Department Chair from among a list of five candidates of assistant professor rank or above recommended by the thesis advisor.

6) The result of the thesis proposal defense may be either of the following:

1. Pass: Students who pass the thesis proposal defense may begin writing their thesis.
2. Revision required: Students who are required to revise their thesis proposal shall submit their revision to their thesis advisor for review and approval before they may begin writing their thesis.

4. Oral defense of the thesis:

1) Eligibility:

1. Having passed the thesis proposal defense at least four months prior
2. Having published at least one article as the first or corresponding author (not counting a co-author who is a faculty member of the Department) in an international or domestic scholarly journal or at a scholarly conference
3. Meeting the course selection and coursework regulations set forth under Article 4 herein

2) Application deadline: The oral thesis defense may be requested in any month of any semester during a student’s period of study. However, requests must be submitted by the end of April or November for an oral thesis defense to be held in the same semester.

3) Application procedures:

1. Submission of an application for oral thesis defense
2. Submission of a recommendation letter signed by the thesis advisor
3. Submission of a transcript of the student’s cumulative academic record
4. Submission of a typewritten copy of the thesis

4) Time: The oral thesis defense shall be held by the end of July or January each year.

Article 7 Matters unaddressed herein shall be subject to the University’s *Degree Conferral and Graduate Degree Exam Regulations*, *School Regulations*, and other applicable regulations.

Article 8 Provisions herein involving graduation eligibility and the conferral of degrees shall require the passage of the Department Affairs Meeting and the competent college-level meeting before submission to the Academic Affairs Meeting for review. All other provisions shall require the passage of the Department Affairs Meeting before submission to the Office of Academic Affairs for recordation. The same shall apply to any amendments hereto.

Appendix I

**National Taiwan Normal University
Department of Industrial Education (Graduate Institute)**In-Service Master’s Program Curriculum Framework
(Technical and Vocational Education)

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| **Compulsory Courses** |
| Course title | Credits | Hours | Year of study |
| Research Methods for Technical and Vocational Education | 2 | 2 | 1st year |
| Educational Statistics | 2 | 2 | 1st year |

* Students shall select at least 24 additional course credits from among the elective courses available each semester based on their research needs.

**National Taiwan Normal University
Department of Industrial Education (Graduate Institute)**In-service Master’s Program Curriculum Framework
(Technical and Vocational Education)

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| **Compulsory Courses** |
| Course title | Credits | Hours | Year of study |
| Research Methodology | 2 | 2 | 1st year |
| Statistics | 2 | 2 | 1st year |
| Technology Management | 2 | 2 | 1st year |

* Students shall select at least 24 additional course credits from among the elective courses available each semester based on their research needs.