**National Taiwan Normal University Department of Industrial Education
Coursework and Degree Examination Regulations for the Online MA Program in Technical and Vocational Education**

2022.3.9 Reviewed and passed during the 4th Department Affairs Meeting, Academic Year 2021–22

2022.3.9 Reviewed and passed during the 2nd College Affairs Meeting, Academic Year 2021–22

2022.4.13 Reviewed and passed during the 2nd Academic Affairs Meeting, Academic Year 2021–22

Article 1 The following regulations have been formulated for students in the NTNU Department of Industrial Education’s Online MA Program in Technical and Vocational Education (“the Program”) in accordance with the Ministry of Education’s *Guidelines Governing Applications for and Approval of Online Education Programs* and *Degree Conferral Act*, the University’s *School Regulations*, *Degree Conferral and Graduate Degree Exam Regulations*, and *Academic Ethics and Integrity Education Implementation Guidelines*, and other applicable regulations.

Article 2 The Program’s period of study shall be between one and four years; however, students who are unable to complete the coursework requirements and master’s degree thesis/technical report within the aforementioned time frame may apply for an extension of up to two years.

Article 3 In principle, students may apply for a suspension of studies on a semesterly basis for up to two academic years, but an extension may be granted to students under extraordinary circumstances. Matters related to suspensions of studies shall be subject to the University’s *School Regulations*.

Article 4 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 topics fall outside of the fields 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 thesis defense.

8. Thesis advisor selections shall be based on faculty members’ fields 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 5 Course selection and coursework regulations:

1. Graduate students shall complete 28 course credits, including 4 compulsory credits and 24 elective credits. Please refer to the Appendix for details.

2. Graduate students are required to return to Taiwan and take part in at least one physical course in person at the University.

3. Pursuant to the Ministry of Education’s *Guidelines Governing Applications for and Approval of Online Education Programs* and *Degree Conferral Act*, at least half of a student’s total graduation credits shall be from distance learning courses in order for the student to receive a degree.

4. Students may only graduate following the completion of a master’s degree thesis/technical report and passing of the degree examination.

Article 6 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. Credits for compulsory courses 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 the student’s field of specialization.

5. Courses to be transferred must meet any one of the following criteria:

1) Students may transfer credits for Ministry of Education-certified digital courses with the same titles as courses of the Program in accordance with the applicable regulations.

2) Students may transfer credits for graduate level courses offered by public or registered private universities, Academia Sinica, Ministry of Education-recognized foreign higher education institutions, or continuing education programs, provided that they pass the course and receive approval from the Department.

Article 7 Degree examination and thesis regulations:

1. Master’s degree theses or technical reports shall be written in either Chinese or English.

2. Graduate students in the 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. To be accepted, a technical report must meet one of the following criteria:

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

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

3) Technology transfer targets 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 analyses and unique insights.

6) Industry-academia collaboration projects must have resulted in material improvements or R&D results with exemplary contributions.

3. 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*.

4. Thesis proposal defense:

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

2) Application deadline: The request for a thesis proposal defense may be made 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 the 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 with the rank of assistant professor or above recommended by the thesis advisor.

6) The result of a 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.

5. Oral thesis defense:

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 co-authors who are faculty members of the Department) in an international or domestic scholarly journal or at a scholarly conference
3. Meeting the course selection and coursework requirements set forth under Article 5 herein

2) Application deadline: A request for an oral thesis defense may be made 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 the oral thesis defense to be held in the same semester.

3) Application procedures:

1. Submission of an oral thesis defense application
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 8 A Master of Education degree (M.Ed.) shall be conferred upon students who pass the degree examination. The method of teaching (distance learning) and number of distance learning credits shall be indicated on their diploma.

Article 9 Students shall submit their master’s degree thesis/technical report to the Department Office at least 14 calendar days in advance of the graduate thesis finalization and submission deadline in the semester of their expected graduation (as indicated on the University’s academic calendar) for signing and approval by the Department Chair.

Article 10 Matters unaddressed herein shall be subject to the Ministry of Education’s *Guidelines Governing Applications for and Approval of Online Education Programs* and *Degree Conferral Act*, the University’s *School Regulations*, *Degree Conferral and Graduate Degree Exam Regulations*, and *Academic Ethics and Integrity Education Implementation Guidelines*, and other applicable regulations.

Article 11 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: National Taiwan Normal University Department of Industrial Education Online MA Program in Technical and Vocational Education

**Coursework Requirements**

|  |  |  |
| --- | --- | --- |
| Compulsory credits | Elective credits | Minimum graduation credits |
| 4 | 24 | 28 |

## Compulsory courses (4 credits)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course code | Course title | Credits | Hours | Remarks |
| IEP5002 | Research Methods for Technical and Vocational Education | 2 | 2 |  |
| IEP5001 | Educational Statistics | 2 | 2 |  |

**2. Elective courses (24 credits)**

1) Students shall select courses totaling at least 24 credits from the following list of elective courses offered each semester based on their research needs.

2) Graduate students are required to return to Taiwan and take part in at least one physical course in person at the University.

3) The provisions pertaining to credit transfers set forth under Article 6 herein shall apply to students admitted in or after Academic Year 2022–23.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course code | Course title | Credits | Hours | Remarks |
| IEP5015 | Organizational Behavior | 3 | 3 |  |
| IEP5042 | Research Topics in the Management of Technical and Vocational Education Institutions | 3 | 3 |  |
| IEP5034 | Organizational Development for Technical and Vocational Education Institutions | 3 | 3 |  |
| IEP5148 | Advanced Educational Statistics | 3 | 3 |  |
| IEP5036 | Research Topics in the Operation and Management of Internship Workshops | 3 | 3 |  |
| IEP5151 | Qualitative Research | 3 | 3 | Physical course |
| IEP5017 | Current Topics in Technical and Vocational Education Research | 2 | 2 | Physical course |
| IEP5040 | Technical and Vocational Education Policy and Regulation Research | 3 | 3 |  |
| IEP5013 | Theory and Practice in School Leadership | 3 | 3 |  |
| IEP5033 | Special Topics in Technical and Vocational Education Administration | 2 | 2 | Physical course |
| IEP5003 | Theory and Practice in Technical and Vocational Education | 3 | 3 | Physical course |
| IEP5087 | Technical and Vocational Education Curriculum Development | 3 | 3 | Physical course |