

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Education Guidelines for Study in Master Program

Applicable for Students Starting since School Year 98

Approved by the Institute General Meeting on May 15, 2002.

Approved by the University Faculty Evaluation Committee Meeting on May 21, 2002.

Approved by the Academic Affairs Meeting on June 14, 2002.

Approved by the 3rd Institute General Meeting on September 11, 2008, School Year 97.

Approved by the 7th Institute General Meeting on December 9, 2008, School Year 97.

Approved by the 10th Institute General Meeting on February 26, 2009, School Year 97.

Approved by the 12th Institute General Meeting on May 4, 2009, School Year 97.

- I. This set of guidelines is specified in accordance with resolutions of the 90th Academic Affairs Meeting of the university.
- II. All graduate students of the master's program of the institute (hereinafter referred to as "the Program") shall comply with relevant regulations of the university as well as the present guidelines and complete their study accordingly while studying in the institute.
- III. The limit on study duration for the Program is in accordance with the regulations set by the Ministry of Education.
- IV. The Program's compulsory courses and the minimum credits requirement for graduation are in accordance with the relevant regulations set by the Academic Affairs Meeting each semester for the in-coming students of that semester.
- V. Students in the Program applying for credit transfer must follow "NSYSU Regulations for Credit Transfers" and the institute's "Regulations for Credit Transfers."
- VI. Regulations for course selection of graduate students of the program are as following:
 - A. For course selection, students must comply with the regulations set by the Institute for incoming students of the school year. Students who fail to complete the required courses and the "Individual Research" course may not apply for master's degree examinations.
 - B. General students are permitted to take a maximum of 12 credits every semester except for specific courses announced by the Institute each semester. An additional 6 credits may be approved for special cases.
 - C. For students taking additional undergraduate courses (including the teachers program): A general student may receive an approval for additional 6 credits each semester, and a student of an in-service master's program may receive an approval for additional 4 credits each semester. The total number of undergraduate credits (including the teachers program) must comply with the relevant regulations of those courses.
 - D. Students selecting inter-university courses must follow "NSYSU Regulations on Inter-University Course Selection."
 - E. Compulsory courses must be taken in the institute and not from other universities, colleges, or departments.
 - F. The number of courses taken outside of the Institute may not exceed one-third of the Institute's minimum graduating requirement. Courses from other colleges and

departments/institutes are limited to 10 credits. Courses from other universities (including other colleges and departments/institutes) are limited to 15 credits.

G. At least one conference paper shall be published while studying the program.

H. Courses are categorized into the following disciplines: Educational Psychology (EP), Scientific Education (SE), and Education Administration and Management (EAM). Students must complete 3 courses in their main discipline.

- VII. Graduate students of the program shall finalize their choices of supervisors before April 30 in the spring semester of the first school year after entrance. Supervisors shall be full-time or adjunct faculty members of the university. Each faculty member may supervise at most 10 student theses each school year. A co-supervised thesis is counted as half of a thesis. Supervision limits are applied to second-year master's students as well as second-year and third-year doctoral students. First-year students, students with delayed graduation, and students on suspension are not included in the aforementioned provision.
- VIII. Graduate students of the Program shall each complete a "thesis proposal publication" three months before their master's degree examinations. Thesis proposal publications shall be processed in accordance with regulations of the institute. Students who fail their thesis proposal publications may not apply for master's degree examinations.
- IX. Degree examinations for students in the Program must follow NSYSU's "Enforcement Rules for Postgraduate Student Degree Examination".
- X. After completing all courses and credits required by the institute and passing the degree examinations, students in the Program must report their approved degree titles to the Office of Academic Affairs to receive their master's degrees.
- XI. Matters with respect to living advisory of graduate students of the program shall be processed in accordance with "Regulations for Mentor System of the Institute".
- XII. Students in the Program may apply for academic research grants in accordance with the Institute's "Regulations for Graduate Students Academic Research Grants."
- XIII. Matters unaddressed in the present guidelines shall be handled in accordance with NSYSU's relevant regulations.