

NATIONAL SUN YAT-SEN UNIVERSITY

Institute of Education Regulations of Degree Examinations for Master's Degree Students

Applicable for Students Starting in School Year 103

Approved by the Institute General Meeting on December 30, 2002.

Approved by the 2nd College General Meeting on February 19, 2003.

Authorized by the President on April 17, 2003.

Amended and approved by the Institute General Meeting on December 14, 2006.

Amended and approved by the 8th Institute and Center Joint Meeting on March 1, 2007, School Year 95.

Amended and approved by the 4th College General Meeting on March 14, 2007, School Year 95.

Authorized by the President on April 10, 2007.

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

Amended and approved by the 2nd College General Meeting on October 30, 2008, School Year 97.

Authorized by the President on November 19, 2008.

Approved by the 8th Institute General Meeting on April 26, 2012, School Year 100.

Approved by the 5th College General Meeting on May 24, 2012, School Year 100.

Authorized by the President on June 12, 2012.

Approved by the 1st Institute General Meeting on September 18, 2014, School Year 103.

Approved by the 1st College General Meeting on December 31, 2014, School Year 103.

Authorized by the President on January 19, 2015.

- I. This set of regulations is issued based on the Ministry of the Education Degree Conferral Law and its enforcement rules, "Academic Regulations," and "Enforcement Rules of Postgraduate Students Degree Examinations" of National Sun Yat-sen University (NSYSU).
- II. Relevant items during study periods:
 - A. Degree studying periods: one to four years in accordance with regulations of the Ministry of Education and regulations for master's program of the university (periods of retainment of student status and suspensions are not included).
 - B. Crediting and course criteria:
 1. All selections of courses by students must be approved by supervisors and the director of the institute.
 2. Compulsory courses and minimal graduating credits shall be processed in accordance with the Table of Compulsory Courses for New Students of each school year authorized by the Academic Affairs Committee. Students who are unable to complete the minimal credits and "Individual Research" course before the end of the same semester may not apply for master's degree examinations.
 3. Prior to completing the minimal graduating credits of master's degree courses of the institute, students shall participate in research or academic activities in accordance with regulations of the institute.
 4. Master's students' applications for credit transfer/waiver of the program shall be processed in accordance with NSYSU's "Regulations of Credit Waiver and Transference for Students" and "Regulations for Credit Waiver and Transference Process."
 5. Courses are categorized into fields of Education Psychology (EP), Science Education (SE), and Education Administration and Management (EAM). At least three courses shall be completed in a major field.
 - C. Assignments of supervisors:

1. Graduate students of the program shall finalize their choices of supervisors before April 30 in the spring semester of their first school year after entrance. Supervisors shall principally be full-time or adjunct faculty members of the university. A student who intends to change his/her supervisor due to certain reasons may only do so when supervisor variation is agreed by both the original and new supervisors in writing. In cases of a supervisor being on a long-term sick leave or in other situations that a student applies for supervisor variation, the director of the institute may be authorized to bring the case of supervisor variation to an institute general meeting for discussions. Each faculty member may supervise at most **four** students every school year.
2. In cases of requiring faculty members from other institutes to be co-supervisors, co-supervision shall be agreed by original supervisors and co-supervision applications shall be submitted to the institute prior to thesis proposal reviews.

D. Others:

1. At least one conference paper shall be published during study.
2. Matters with respect to living advisory of graduate students of the program shall be processed in accordance with the institute's "Enforcement Rules of Mentor System."
3. Graduate students of the program may apply for academic research grants in accordance with the institute's "Regulations of Graduate Student Academic Research Grants."

E. Regulations for course selection:

1. The maximum amount of credits that may be obtained every semester shall be processed in accordance with relevant regulations of the university. An independent application for studying **three** additional credits may be submitted for approval.
2. For a student who studies additional undergraduate courses (including the teachers program), a maximum of **twelve** additional credits may be applied as an independent case each semester, but the total credits of undergraduate courses (including the teachers program) studied by the student shall be processed in compliance with regulations of each program.
3. Inter-university course selections shall be processed in accordance with NSYSU's "Regulations for Inter-University Course Selections." Compulsory courses shall be studied in "the institute" and shall not be inter-university, college, or department/institute courses.
4. In principle, the maximum amount of inter-university courses elected during study shall not exceed one-third of the minimal graduating credits specified by the institute. A maximum of ten inter-college or department/institute courses may be selected, however a maximum of fifteen credits of "inter-university" and "inter-college, department/institute" courses shall apply.

III. Master's degree examination: It is processed in accordance with "Enforcement Rules of Postgraduate Students Degree Examinations."

Degree examination may be applied on "the first day of the semester." Degree examinations shall be commenced before the last day of the semester as stated in the university calendar during which the graduate students apply for degree examinations.

Definitions of semesters: The fall semester starts on August 1 of each year and ends on January 31 of the next year, and the spring semester starts on February 1 of each year and ends on July 31 of the same year.

- A. Thesis proposal reviews: Completed theses shall be submitted to the institute office and sent to oral examiners for preview two weeks before degree examinations. The oral examinations will not be arranged if the theses are not submitted in time.
- B. Regulations for thesis/article publication: Graduate students of the program shall each proposes a "Thesis proposal publication" three months before master's degree examinations. Thesis proposal publications shall be processed in accordance with regulations of the institute. Students who do not pass thesis proposal publications may not apply for master's degree examinations.
- C. There are three to five thesis oral examiners for each oral examination, with the supervisors being ex officio members. There shall be at least one member from outside the institute. A list of oral examiners is recommended by a thesis supervisor. One examiner shall be appointed by the institute as the convener; the supervisor shall not be the convener. In regards of degree examination performances, a grade B (scored 70 out of 100) indicates a pass, and a grade A+ (scored 100 out of 100) is a full mark. Attending examines shall determine a single result as a resolution, and may only give one mark each (marks may not be re-assessed or re-evaluated).
- D. Others:
 - 1. A graduate student may only participate in a degree examination by the recommendation of his/her supervisor after meeting thesis/article publication regulations.
 - 2. Students who fail the degree examinations and have not yet completed extended study periods may re-sit the exams in the next semester or the next school year. A student may only re-sit the exams once. Students who fail the re-sits will face withdrawals in accordance with regulations of the university.
 - 3. Master's theses shall be composed in accordance with "Regulations of Thesis Format for Master's Degree" and examined by the institute.

- IV. Graduations: students who meet all requirements described above may apply for graduations.
- V. The present regulations shall be implemented following approvals of institute and college general meetings as well as the authorization of the president. The same procedure shall be carried out when amendments are to be made.