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2021 Student Handbook

國立臺灣師範大學
國際人力資源發展研究所

Global Thinking
Local Touch

<https://www.ihrd.ntnu.edu.tw/>

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目 錄

本所簡介	2
Introduction of IHRD	3
師 資	4
Faculty.....	6
課程架構 Curriculum Structure.....	9
國立臺灣師範大學國際人力資源發展研究所修業暨學位考試規定	13
IHRD Regulations on Study and Degree Qualification Examination.....	16
空間及設備	20
IHRD Regulations on Facilities	21
重要行事曆	23
Timetable for Critical Events	24
IHRD Internship for Credit Policy	26

本所簡介

沿革與特色

在全球化潮流下，國際人力資源的發展更趨重要。相對地，國際人力資源專業工作者的培育需求也必然更顯迫切。在此背景下，國立臺灣師範大學「國際人力教育與發展研究所」(Graduate Institute of International Workforce Education and Development, IWED)於民國 92 年成立，民國 98 年更名為「國際人力資源發展研究所」(Graduate Institute of International Human Resource Development, IHRD)，隸屬於國際與社會科學院。

本所為全國第一個採用全英語授課，並同時招收本國籍與國際學生的人資專業研究所。以培育國際企業、各國政府機構及國際性非營利組織人力資源管理與發展之專業人才為目標，提供學生國際化人力資源的基礎和專業課程，培養其具備進入全球化職場的素養和關鍵職能，學生在畢業後授予管理學碩士學位(MBA Degree)。本所除了臺灣學生，亦招收國際生。國際生來自美洲、亞洲、非洲、歐洲等地，在多元文化的環境中，學習人力資源專業技能。

任務與願景

本所主要任務為達到以下兩項教育目標：

- 一、培育人力資源發展與管理之專業人才。
- 二、培育國際化與跨文化管理之專業人才。

本所的成立和發展，反映全球化潮流和國際人力資源的發展趨勢，提供有意發展成為國際化人力資源專業人才的國際菁英一個真正國際化的學習場域，培養其具備進入全球化職場的人力資源素養和關鍵職能。爰此，本所的教育宗旨係在於為各國企業、非營利組織及政府機構，培育具備國際視野和多元文化包容力的優質國際人力資源專業人才。



Introduction of IHRD

History and Focus

This graduate program was established in 2003 in the College of Technology under the name of the Graduate Institute of International Workforce Education and Development (IWED), to respond to the growing need for international workforce development brought forth by rapid globalization. In 2009, the program changed its name to Graduate Institute of International Human Resource Development (IHRD) and moved under the College of International Studies and Education for Oversea Chinese (now College of International Studies and Social Science).

The MBA degree program enrolls both domestic and international students and is taught in English. The goal of the program is to cultivate human resource professionals and scholars with an international perspective. Students from over 30 nations are taught by a diverse faculty team of academic and industry experts. Students can expect an intellectual, stimulating and insightful learning experience. All courses emphasize the connection between theory and practice. Through working closely with businesses, the government, and non-profit organizations, this institute provides students with opportunities and competencies for becoming accomplished human resource professionals in the following expertise:

1. Human resource development and management.
2. International and cross-cultural management.

師 資

目前本所的師資係結合了五位本所專任教師以及三位兼任教師共同投入及組成本所堅強優秀的教學陣容，每一位教師皆擁有國內外著名大學博士學位，不但能以英語授課，學術與實務涵養亦十分深厚。

茲將本所師資分別呈現如後：

一、本所專任教師

姓名	最高學歷	研究領域	主要授課課程
張煒雯 教授	美國威斯康辛大學 繼續及職業教育博士	成人學習、人力資源 發展	<ul style="list-style-type: none"> • 跨文化溝通研究 • 書報討論 • 公部門人力資源專題研究 • 國際性非營利組織人力專題研究
賴志樑 教授	國立臺灣師範大學 工業教育博士	人力資源發展、科技 教育、技術與職業教 育、課程與教學	<ul style="list-style-type: none"> • 人力資源發展專業實習 • 人力資源需求評估研究 • 企業訓練實務研究 • 國際組織專業技術人力發展專 題研究 • 國際組織管理人才發展專題
葉俶禎 副教授	國立中山大學 人力資源管理博士	人力資源管理、組織 行為、科技應用	<ul style="list-style-type: none"> • 組織行為研究 • 統計與資料分析 • 薪酬管理研究 • 電子化人力資源研究 • 高科技人力資源專題研究
林怡君 副教授 兼所長	美國俄亥俄州立大學 人力資源發展博士	人力資源發展、企業 員工訓練、跨文化管 理	<ul style="list-style-type: none"> • 人力資源發展研究 • 績效管理研究 • 訓練課程設計研究 • 職涯管理與諮詢研究 • 員工心理與職涯發展專題研究 • 中小企業人力資源專題
盧承杰 助理教授	美國華盛頓州立大學 餐旅管理博士	人力資源發展、跨文 化管理	<ul style="list-style-type: none"> • 人力資源發展研究方法 • 論文寫作 • 社會科學研究法 • 人力資源招募與甄選研究 • 國際企業管理研究 • 國際服務業人力資源專題研究 • 亞太地區人力資源專題研究



二、本所兼任教師

姓名	最高學歷	現職單位	研究領域	本所授課課程
李栢淳 教授	中國文化大學農學博士 美國西北大學高階主管 人員企業管理研習	財團法人國際 合作發展基金 會副秘書長	國際農業合作、 人力資源發展、 國際合作發展、 第三部門-國際 NGO 與 NPO	<ul style="list-style-type: none">•國際性非營利組織 人力資源發展研究•國際教育與發展
鄭道有 副教授	國立中央大學 企業管理博士	長庚大學產業 顧問	組織發展與變革 管理、創新與企 業競爭力、策略 管理	<ul style="list-style-type: none">•國際人力資源管理 研究•組織發展與變革研 究
張詠晴 助理教授	輔仁大學商學研究所博 士	輔仁大學企業 管理學系助理 教授	企業社會責任、 社會創業與社會 企業、時尚產業	<ul style="list-style-type: none">•企業治理與社會責 任研究



Faculty

IHRD faculty is composed of five full-time and 3 part-time professors in different fields who collaborate and support the program to build an excellent curriculum. All professors of IHRD have solid academic training and a Ph.D. degree, and are able to give lectures in English.

1. Full-time Faculty Background & Courses Taught

Name	Educational Background	Position/Research Areas	Courses Taught
Dr. Vera Chang	Ph.D., University of Wisconsin-Madison, USA	Professor/Adult Learning, Human Resource Development	<ul style="list-style-type: none">• Intercultural Communication• Studies in Human Resource Development• Seminar
Dr. Steven Lai	Ph.D., National Taiwan Normal University, Taiwan	Associate Professor/ Human Resource Development, Technological Education	<ul style="list-style-type: none">• Studies in Needs Assessment of Human Resource• Studies in Training in Business and Industry• Practicum in Human Resource Development• Seminar
Dr. Rosa Yeh	Ph.D., National Sun Yat-Sen University, Taiwan	Associate Professor & Director/ Human Resource Management, Organizational Behavior, Technology in Learning & Management	<ul style="list-style-type: none">• Statistics and Data Analysis• Studies in Human Resource Recruiting and Selection• Studies in Compensation• Studies in E-Human Resource• Studies in Organizational Behavior• Seminar
Dr. Jane Lin	Ph.D., The Ohio State University, USA	Associate Professor & Director/ Human Resource Development, Corporate Employee Training, Cross-cultural Management	<ul style="list-style-type: none">• Research Methods in Human Resource Development• Studies in Performance Management• Studies in Training Program Design• Studies in Professional Academic Presentation and Communication (Advanced course of “Studies in Training Program Design”)• Studies in Career Management and Consultation



Name	Educational Background	Position/Research Areas	Courses Taught
Dr. Allan Lu	Ph.D., Washington State University, USA	Assistant Professor/ Human Resource Management, Cross-cultural Management	<ul style="list-style-type: none">• International Management• Research Methods in Human Resource Development• Thesis Writing



2. Part-time Faculty Background & Courses Taught

Name	Educational Background	Position/Research Areas	Curriculum
Dr. Pai-Po Lee	Ph.D., Chinese Culture University, Taiwan	Deputy Secretary General, International Cooperation and Development Fund (TaiwanICDF)/ International Agricultural Cooperation, Human Resource Development, International Cooperation Development, The Third Sector- International NGO & NPO	<ul style="list-style-type: none">• Studies in Human Resource Development for International Nonprofit Organization• Studies in International Education and Development
Dr. Tao-Yu Cheng	Ph.D., National Central University, Taiwan	Organizational Development and Change Management, Innovation and Business Competitiveness, Strategic Management	<ul style="list-style-type: none">• Studies in International Human Resource Management• Studies in Organization Development & Change
Dr. Ariana Chang	Ph.D., Fu Jen Catholic University, Taiwan	Assistant Professor of College of Management, Fu Jen Catholic University	<ul style="list-style-type: none">• Studies in Corporate Governance & Social Responsibility



課程架構 Curriculum Structure

一、修習總學分數 (備註：跨域管理領域課須為外系或外校之全英語授課之碩士級或博士級管理領域相關課程。)

Graduation Credits (Note: Interdisciplinary business management curriculum has to be non-IHRD courses which are Master level or Doctor level English taught courses.)

適用入學年度 Academic Year	共同必修 Core	組別 Track	本所選修 Elective	跨域管理領域課程 Corss-disciplinary management course	畢業最低 總學分 Graduation credits
110 2021	9 學分 9 credits	A 制 (學術論文制) Academic thesis track (A)	18 學分 18 Credits	6 學分 6Credits	33 學分
		P 制 (專業實務報告制) Practical thesis track (P)	27 學分 27 Credits		42 學分

二、必修課程 Core Courses:

授課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學 分 數 Credits
一 1st year	上學期 1	IWM0074	人力資源發展研究方法 Research Methods in Human Resource Development	3
		IWM0072	書報討論 (一) Seminar on Human Resource Development (I)	2
	下學期 2	IWM0073	書報討論 (二) Seminar on Human Resource Development (II)	2
二 2nd year	上學期 1	IWM0085	書報討論 (三) Seminar on Human Resource Development (III)	2

備註：依本校教務會議決議：全學年課程及「碩、博士論文」已全面停開，但碩士論文仍為本所畢業條件。

*Master Thesis is required for graduation.



三、選修課程 Enrichment elective courses

授課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學 分 數 Credits
一 1st year	上學期 1	IMW0030	國際企業管理研究 International Management	3
		IWM0040	組織行為研究 Studies in Organizational Behavior	3
		IWM0018	人力資源發展研究 Human Resource Development	3
		IWM0043	企業訓練實務研究 Studies in Training in Business and Industry	3
		IWM0055	國際人力資源管理研究 Studies in International Human Resource Management	3
		IWM0080	企業治理與社會責任 Studies in Corporate Governance & Social Responsibility	3
	下學期 2	IWM0075	統計與資料分析 Statistics and Data Analysis	3
		IWM0076	論文寫作 Thesis Writing	3
		IWM0044	人力資源招募與甄選研究 Studies in Human Resource Recruiting and Selection	3
		IWM0047	薪酬管理研究 Studies in Compensation	3
		IWM0077	組織發展與變革研究 Studies in Organization Change and Development	3
		IWM0034	跨文化溝通研究 Intercultural Communication	3
		IWM0057	國際教育與發展研究 Studies in International Education and Development	3



授課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學 分 數 Credits	
		IWM0066	人力資源需求評估研究 Studies in Needs Assessment of Human Resource	3	
		IWM0048	職涯管理與諮詢研究 Studies in Career Management and Consultation	3	
二 2nd year	上學期 1	IWM0070	績效管理研究 Studies in Performance Management	3	
		IWM0071	訓練課程設計研究 Studies in Training Program Design	3	
		IWM0056	國際性非營利組織人力資源發展研究 Studies in Human Resources Development for International Nonprofit Organizations	3	
		IWM0060	公部門人力資源專題研究 Special Topics on Human Resource of Public Department	3	
		IWM0062	國際服務業人力資源專題研究 Special Topics on Human Resource for International Service Industries	3	
		IWM0065	人力資源發展專業實習 Practicum in Human Resource Development	3	
			IWM0068	電子化人力資源研究 Studies in E-HR (E-human Resource)	3
	下學期 2		IWM0058	高科技人力資源專題研究 Special Topics on HR of High-Tech Industry	3
			IWM0059	中小企業人力資源專題研究 Special Topics on HR for Small Business	3
			IWM0061	國際性非營利組織人力資源專題研究 Special Topics on Human Resources in International Nonprofit Organizations	3
			IWM0063	國際組織管理人才發展專題研究 Special Topics on the Issues of Human Resource Management on International Organization	3



授課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學 分 數 Credits
		IWM0064	國際組織專業技術人力發展專題研究 Special Topics on Workforce Development for Technological Professionals in International Organization	3
		IWM0069	亞太地區人力資源專題研究 Special Topics on Human Resources in Asia Pacific	3
		IWM0079	員工心理與職涯發展專題研究 Special Topics on Employee Psychology and Career Development	3

國立臺灣師範大學國際人力資源發展研究所修業暨學位考試規定

(110學年度起入學碩士班新生適用)

民國 109 年 1 月 14 日 108 學年度第 1 學期第 3 次所務會議修正通過

民國 109 年 4 月 22 日 108 學年度第 2 次教務會議修正通過

民國 110 年 6 月 24 日 109 學年度第 2 學期第 4 次所務會議修正通過

民國 110 年 8 月 24 日教務處同意備查

- 第一條 依據本校「學位授予暨研究生學位考試辦法」、「學則」，以及教育部訂頒「各類學位名稱訂定程序授予要件及代替碩士博士論文認定準則」訂定本規定。
- 第二條 本所修業暨學位考試之有關事項，依本規定及相關辦法辦理。
本所研究生修業期滿並符合本規定第六條所列之畢業要件後，送請本校授予管理學碩士學位 (Master of Business Administration, M.B.A.)。
- 第三條 學位論文指導教授之選定
(一) 應於第一學年結束前，就本所專任或兼任之教授、副教授、助理教授中選定學位論文指導教授。若有需要並經所長同意後，得由其他校內外人員共同指導。
(二) 研究生得更換學位論文指導教授，但須經前後指導教授及所長同意。更換以一次為限。若更換前已通過學位論文提案者，須在新指導教授指導下重新提審。
- 第四條 修業類別之選定
(一) 依修業類別，區分為「學術」(A) 和「專業實務」(P) 兩制。
(二) 研究生須於申請學位論文計畫審查之三個月前，提交經指導教授簽署之修業類別確認書 (單)。
- 第五條 選課及修課 (詳附表一)
(一) 選定學位論文指導教授之前，由學業指導教授及導師輔導學生修業事宜。
(二) 選課須經學業或學位論文指導教授及所長同意。
(三) 每學期修課上限為十八學分，下限為三學分，但修課總學分數已達畢業學分數者，可不受下限之限制。
(四) 畢業學分中，須含外系或外校選修之跨域管理領域課程六學分。
(五) 修習數位教學課程，若欲採計為畢業學分數，以九學分為上限。
(六) 修習數位教學課程、外系或外校跨域管理領域課程，皆須為全英語授課之碩士級或博士級課程。至外系或外校修課須在選課前填寫申請書，經指導教授及所長同意，始得採計為畢業學分。
(七) 抵免學分之規定：抵免學分須依照本校「學生抵免學分辦法」辦理，並於本校規定之抵免期間辦理完成。

第六條

畢業要件

(一) 畢業學分

1. 學術(A)制：最低總學分33學分(必修9學分、選修24學分以上)。
2. 專業實務(P)制：最低總學分42學分(必修9學分、選修33學分以上)。

(二) 除畢業學分外，至少須於書報討論課程中，發表個人研究內容一次，並且須參與聆聽本所學生的論文計畫審查及學位論文考試至少各一場。

(三) 論文投稿要求

1. A制：至少已在國內外相關學術研討會以英文全文論文投稿，獲得接受且口頭發表，或在公開發行之與人資／管理領域相關學術性刊物發表英文全文論文一篇。

(1) 上述論文在投稿前，須先獲得指導教授認可，發表結果本所才予以採認。

(2) 與他人共同發表者(不含本所專兼任教師)，依發表人數折算，例如二人共同發表(不含本所專兼任教師)，則視為1/2篇，三人共同發表(不含本所專兼任教師)，則視為1/3篇。

2. P制：須參與本所舉辦之實務發表會。

(四) 英語能力門檻

學生入學後須於參加學位考試前取得下列其中一項資格：

托福(TOEFL-iBT) 80分以上；

托福(TOEFL-CBT) 220分以上；

多益測驗(TOEIC) 800分以上；

國際英語測驗(IELTS) 6.5分以上。

國籍為英語系國家者或已於英語系國家取得學士學位以上者不受此限。

(五) 通過學位論文考試

其形式依「學術」(A)和「專業實務」(P)兩制，分採「學術論文」和「專業實務報告」兩類。其中專業實務報告之主題與內容，應與實務應用相關，依其所屬類別撰寫規範，完成論文並通過考試。

第七條

學位論文計畫審查

(一) 申請資格：須取得至少三分之二畢業學分以上，即可提出申請。

(二) 申請程序：繳交學位論文計畫審查申請書。

(三) 學位論文計畫審查會議由所長召集，審查委員由本所、校內外專任或兼任教師擔任之。

(四) 學位論文計畫書應以英文撰寫，其審查標準為(1)通過；(2)再修正；

(3)不通過。通過者，可繼續撰寫；再修正者，由審查委員審查同意通過後，方可繼續撰寫；不通過者，須於次一學期始得再申請審查。

第八條

學位論文考試

(一) 申請資格

1. 至少已在國內外相關學術研討會或公開發行之學術性刊物發表論文一篇，並經指導教授及所長認可。



2. 具備第六條第四項所列英語能力證明。
- (二) 申請時間：依本校行事曆規定時間辦理。
- (三) 申請時需備文件：
1. 論文口試申請書。
 2. 學位論文學術倫理聲明書。
 3. 線上剽竊系統之論文原創性報告。
 4. 歷年修課檢視表。
 5. 投稿論文、接受函或發表證明文件之檔案。
 6. 英語能力證明。
- (四) 辦理時間：依本校行事曆規定辦理，且須於學位論文計畫審查通過三個月後始得舉行。
- (五) 學位論文考試委員會之組成，悉依本校「學位授予暨研究生學位考試辦法」第九條之規定辦理。
- (六) 論文須以英文撰寫。
- (七) 學位論文考試以實體口試方式進行，若因不可抗力之因素，得申請以視訊方式進行口試，並應全程錄影存檔。

第九條 本規定未盡事宜，悉依本校學位授予暨研究生學位考試辦法及學則等相關規定辦理。

第十條 本修業規定涉學位授予等畢業條件之規定，經本所所務會議及國際與社會科學學院相關會議通過後，送教務會議審議；其餘各項規定經本所所務會議通過後，送教務處備查，修正時亦同。



IHRD Regulations on Study and Degree Qualification Examination

1. This regulation is based on the MOE's Enforcement Rules of Degree Conferral Law and NTNU's Guidelines for Qualification Examination of Doctoral and Master's Degrees.
2. Students who successfully complete their study and meet all graduation requirements receive a degree in Master of Business Administration (M.B.A.).
3. Thesis Advisor Selection
 - (1) Students shall complete the thesis advisor selection by the end of the first year of study, from among the faculty members of IHRD, including full-time or part-time professors, associate professors, or assistant professors. If needed, and upon the approval of the Director, students may seek an advisor from outside of the institute, however, one faculty member from IHRD must act as a co-advisor.
 - (2) Students are allowed to change the thesis advisor upon the approval of both the former and the new advisors as well as the Director, however, this can only be done once during their study. If a student who requests a change in advisor has passed the thesis proposal, a new proposal under the guidance of the new advisor must be submitted for review and approval before proceeding with the thesis research.
4. Track Selection
 - (1) IHRD program offers two tracks for students to choose from, academic track (A) and practical track (P).
 - (2) Three months prior to applying for thesis proposal defense, students need to submit the Track Selection Confirmation Form signed by their advisor.
5. Course Selection and Completion of Courses
 - (1) An academic advisor or the class tutor is available for consultation on course selection matters if the thesis advisor is not decided yet.
 - (2) All course selections must be approved by either the academic advisor or thesis advisor, and signed off by the Director.
 - (3) A student can register for a maximum of 18 credit hours and a minimum of 3 credit hours per semester. Those whose total credit hours earned have reached the required credit hours for graduation are not subject to the lower limit.
 - (4) Students are required to take a minimum of 6 credit hours of cross-disciplinary management courses from outside of IHRD.
 - (5) If students have taken online courses, only 9 credit hours of such courses are eligible as part of the required graduation credits.
 - (6) All courses taken, including online and cross-disciplinary management courses outside of IHRD, must be English-taught and offered at the master or doctoral level to be



counted as graduation credits. For courses outside of IHRD, to be eligible as graduation credits, an approval form must be signed by the academic or thesis advisor and the Director prior to taking the courses.

- (7) Course Waiver Policy: Please follow the course waiver policy of NTNU and complete the application within the school's specified timeline.

6. Graduation Requirements

(1) Graduation credit hour requirement

A) Academic track: A minimum of 33 credit hours, including 9 core credit hours and 24 enrichment elective credit hours.

B) Practical track: A minimum of 42 credit hours, including 9 core credit hours and 33 enrichment elective credit hours.

- (2) Students are required to share their thesis research in the Seminar course at least once, and attend at least one each of other students' proposal and thesis defense meetings.

(3) Research paper requirement

A) Academic track: At least one full paper is accepted and presented orally in a local/international academic conference, or published in an academic journal in human resource or organization management fields. The paper submission must be approved by the thesis advisor. If you have co-authors in a paper, the credit for this paper is divided among the co-authors who are not a professor. For example, a paper accepted for a conference has listed you and another student as co-authors, so this paper only counts as half of a paper toward your research paper requirement. Similarly, if the paper is co-authored by you and two other students, each of you gets 1/3 of the credit toward one paper. Note that co-authoring professors are not included in this calculation.

B) Practical track: At least one practice report is accepted and orally presented in a professional practice conference organized by IHRD. The report must be approved by the thesis advisor.

(4) English language proficiency requirement

Before applying for final defense, students who have not obtained a college degree from an English-speaking country will need to certify their English proficiency in one of the following English ability tests with their minimum scores noted as follows:

A) TOEFL-iBT at 80 or above;

B) TOEFL-CBT at 220 or above;

C) TOEIC at 800 or above, or

D) IELTS, at 6.5 or above.

(5) Master's thesis requirement

All students are required to complete a master's thesis in accordance with their track guidelines and pass the final oral defense. The format of the master's thesis for the



academic track is an academic thesis and for the practical track is a professional practice report. The topic of a professional practice report shall be related to practitioner applications.

7. The Master's Thesis Proposal Meeting

- (1) Eligibility: Students who have acquired 2/3 of the required course credits are allowed to apply for the proposal defense.
- (2) Application procedure: Submit the application form for thesis proposal defense.
- (3) Thesis proposal defense committees are organized by the Director of IHRD and composed of faculty members of our institute as well as professors from outside of our institute.
- (4) The proposal must be written in English. The evaluation outcomes are as follows: A) Pass, B) Revision Required, and C) Fail. Students who receive a "Pass" decision are allowed to continue the proposed research; those who receive a "Revision Required" decision need to revise the proposal until the committees approve it; those who receive a "Fail" decision must re-apply for another proposal defense in the next semester.

8. Master's Degree Qualification Examination (Thesis Oral Defense)

- (1) Eligibility:
 - A) Students who have fulfilled the research paper requirement specified above.
 - B) Students who hold an English ability test certificate that meets or exceeds the English language proficiency requirement specified above.
- (2) Application deadline: Students shall apply for the masters' degree qualification examination according to the deadline specified in the NTNU Academic Calendar.
- (3) Documents to be submitted during application include:
 - A) Thesis oral defense application form
 - B) Declaration of academic integrity
 - C) "Turnitin" originality report of the thesis
 - D) The official course enrollment and completion record from the school system
 - E) The paper submitted to a conference or a journal, and the acceptance letter or certificate of presentation.
 - F) The proof of English language proficiency requirement
- (4) Time for the defense: Students shall hold the final defense before the deadline specified in the NTNU Academic Calendar. Additionally, the final defense meeting can only be held three months after passing the proposal defense.
- (5) The formation of Committee for Thesis Oral Defense shall be in accordance with NTNU's Guidelines for Qualification Examination of Doctoral and Master Degree.
- (6) The thesis must be written in English.
- (7) The qualification examination is conducted in the form of a physical oral defense meeting, except in the event of force majeure in which case the student can apply to



hold the oral defense online. An online defense shall be video recorded and archived according to NTNU regulation.

9. Matters not covered in the above will be handled in accordance with NTNU's Guidelines for Qualification Examination of Doctoral and Master Degree and the decision of the institute's faculty committee.
10. The regulations specified above are executed after being concurred by the institute's faculty committee and approved by NTNU. The same procedure shall apply should changes occur.

空間及設備

一、空間

本所辦公室位於校本部樂智樓 3 樓（師大郵局上方），其他本所目前使用的專屬空間及主要設施包括：

- （一）辦公室旁邊有專屬研討會議室。
- （二）專任教師研究室：教師研究室位於樂智樓 3 樓所辦附近以及師大路研究室。
- （三）師大路研究室：位於臺北市大安區師大路 68 巷 3 號一樓。設有教室、討論區及電腦區。

二、設備

本所設有已載入統計軟體的電腦、雷射印表機、教學用手提電腦以及單槍投影機。辦公室也提供外借已載入統計軟體的手提電腦。

三、空間及設備使用規則

師大路研究室及辦公室旁會議室可供學生使用，學生亦可使用其中的設備，但須負責環境清潔及設備維護，並遵守以下使用規則：

- 一：師大路研究室門禁卡不可轉交非本所人士使用，研究室僅提供做為本所課程相關之教學、研究，以及學生討論、自習，且不得於研究室內從事個人營利行為。
 - 二：電腦及周邊設備，離開不使用時請依照正常程序關機。
 - 三：請保持研究室的整齊清潔，隨手帶走個人物品及垃圾，並將挪動過的桌椅及使用過的周邊設備整理歸位。
 - 四：請愛護所有設施設備。如有不正常現象，請向辦公室舉報。若因個人疏忽而造成之財產損失，將追究賠償責任。
 - 五：最後離開研究室及會議室者，請檢查確定已關掉所有電源。並須鎖好門窗。（附註：冷氣、投影機等耗電量大設備如發現無人使用卻未關，將依門禁及監視系統紀錄究責最後離開空間者。）
 - 六：本所研究室管理員將定期檢視研究室監視系統，以確保研究室安全。
- *罰則：若有違反第一點規則屬實者，即取消進入研究室門禁卡權限6 個月，其他視情節輕重予以處分。

本所公共空間設施和設備，以優先提供教學使用為原則，如有需要，請依登記順序使用。辦公室旁邊專屬會議室除教學外，以公務會議及辦公室行政事務處理為主要使用目的，學生討論功課及自習請至師大路研究室或校內公共空間（如文薈廳、圖書館等）。



IHRD Regulations on Facilities

1. Space

IHRD office is located on the 3rd floor of Yaojih Building (the post office building). Other spaces include as follows :

- (1) Conference room: This conference room is next to the IHRD office.
- (2) Faculty office: The faculty office is located near around the IHRD office on the 3rd floor of Yaojih Building and also study room located on Shida road.
- (3) Shida road study room: This study room is located on the 1st floor of No. 3, Lane 68, Shida Road, Da'an District, Taipei City. Two main spaces are a small-size discussion room and a computer area.

2. Equipment

Shida road study room set up personal computers installed AMOS and Mplus, laser printers, and single-shot projectors. Several laptops installed AMOS and Mplus software can be borrowed from IHRD office if needed.

3. Rules for the use of space and equipment

The discussion room on Shida road study room and the conference room next to the office are available for students to use. Students should be responsible for environmental cleaning and equipment maintenance, and abide by the following rules of use:

- I:* The access card of the Shida Road room can not be transferred to people who are not in our institute. The discussion room is only used for IHRD courses delivery, student group meeting, and self-study. *It is not allowed to engage in personal profit-making activities in the research room.*
- II:* Please shut down computers and peripherals when they are not in use.
- III:* Please keep all rooms tidy and clean, take away personal belongings and rubbish, and put the tables and chairs that have been moved and used peripheral equipment in place.
- IV:* Please take good care of all facilities and equipment. If there is any abnormality, please report it to the office. If property losses are caused by personal negligence, the liability for compensation will be pursued.
- V:* Those who leave the study room and conference room last, please check to make sure that all power supplies are turned off. Doors and windows must be locked.

(Note: If air-conditioning, projectors and other power-intensive equipment are



found to be unused but not turned off, the last person who left the space will be accounted for according to the records of the access control and surveillance system).

VI: The study room administrator will regularly check the monitoring system of the study room to ensure the safety.

***Punishment:** If the violation of the first rule is true, the access card permission to enter the study room will be cancelled for 6 months, and other sanctions will be imposed depending on the severity of the circumstances.

The public space facilities and equipment of our institute are based on the principle of giving priority to teaching use. If necessary, please reserve the space first. In addition to teaching, the exclusive conference room next to the office is mainly used for official meetings and office administrative affairs. Group discussion and self-study are welcome to the Shida road study room or public spaces (i.e., Wenhui Hall, library).

重要行事曆

年級	時間 (第一學期)	事項	期限
一年級	9 月	確定學業指導教授 ¹	9 月 11 日
	10 月	IHRD 研討會 ²	10 月 22、23 日
	12 月	全校國際運動會 ³	12 月 10、11 日
	12 月	IHRD 年終晚會	12 月辦理
	11 月	決定論文指導教授	110 年 11 月 30 日 (111 年 1 月公告)
二年級 或更高 年級	12 月	全校國際運動會 ³	12 月 10、11 日
	5 月~9 月	論文分組申請 (A 制：學術論文制 P 制：專業實務報告制)	申請學位論文計畫審查之 3 個月前提出申請
	9 月~次年 1 月	論文計畫審查申請	計畫書審查日前 2 星期
	9 月~次年 1 月	論文計畫審查	1 月 31 日
	11 月底前申請	學位論文口試申請 (預計上學期畢業者)	11 月 30 日
	9 月~次年 1 月	學位論文口試	1 月 28 日
	1 月	離校手續	
年級	時間 (第二學期)	事項	期限
一年級	6 月	實習申請 ⁴	7 月 31 日
二年級 及更高 年級	2 月~6 月	論文計畫審查申請	計畫書審查前 2 星期
	2 月~6 月	論文計畫審查	6 月 30 日
	5 月	學位論文口試申請 (預計下學期畢業者)	5 月 31 日
	2 月~6 月	學位論文口試 (論文計畫審查通過 3 個月後方可提出申請)	7 月 30 日
	5 月	畢業典禮 (本所自辦)	5 月 21 日 (與校方畢業典禮同一天)
	6 月~8 月	離校手續	8 月 30 日

Remarks:

¹ 選課、報告寫作及生活適應等事項，皆可諮詢學業指導教授。學業指導教授不必然是論文指導教授。

² IHRD Conference 是本所一年一度的重要學術活動，所有的學生皆需參與此一會議的籌備和辦理。細節將另行通知。

³ 全體碩一生皆需著班服參加，需事先設計及製作班服。碩二生請著原有班服。

⁴ 有意選修「人力資源發展專業實習」者才需申請實習。



Timetable for Critical Events

Grade	Time (1 st semester)	Events	Deadline
First-year Student	Sept.	Announcing Academic Advisors ¹	Sept. 11
	Oct.	IHRD Conference ²	Oct. 22-23
	Dec.	University Sports Festival ³	Dec. 10-11
	Dec.	Holding IHRD year-end party	Dec.
	Nov.	Deciding Thesis Advisors ⁴	Apply before Nov. 30 / Result announced on Jan.
Second-year Student	Nov.	University Sports Festival ³	Nov. 20-21
	May - Sep.	Select Thesis Track (A: Academic; P: Practical)	3 months before proposal application
	Sept. - Jan.	Apply for Thesis Proposal Defense	2 weeks before proposal defense date
	Sept.- Jan.	Thesis Proposal Defense	Jan. 31
	Late Nov.	Applying for Thesis Defense (Expected graduation in fall semester)	Nov. 30
	Sept. - Jan.	Thesis Defense	Jan. 28
	Jan.	Departure Process	
Grade	Time (2 nd semester)	Events	Deadline
First-year Student	June	Applying Internship ⁴	July 31
Second-year Student	Feb. - June	Applying for Thesis Proposal Defense	2 weeks before proposal defense date
	Feb.- June	Thesis Proposal Defense	June 30
	May	Applying for Thesis Defense (Expected graduation in spring)	May 31



		semester.)	
	Feb. - June	Thesis Defense	July 30
	June	IHRD Graduation Commencement	May 21
	June	Departure Process	

Remarks:

- ¹ You can consult with your academic advisors on a wide range of academic questions such as course selection, life adaptation, and thesis writing. Your academic advisor is not necessarily your thesis advisor. You may choose another professor as your thesis advisor depending on your research interests.
- ² IHRD Conference is a big event for all the members of IHRD. Each student will not only attend the conference but also help with the organizing related affairs. More details will be announced.
- ³ All first-year students need to attend this sports festival and also pay for the customized uniform to represent your class. The second-year students are also welcomed to attend in their own class uniform.
- ⁴ Only those who would like to take “Practicum in Human Resource” need to apply for internship.



IHRD Internship for Credit Policy

Student Requirements and Obligations:

1. Minimum of **240 work hours** during internship to register for the course “Practicum in Human Resource Development”, for 3 credit hours.
2. Only full-time students* may register for the course.
3. Students shall complete and submit to the Office the IHRD “Student Internship for Credit Application Form”. The Application Form includes job description, choice of company, name of employer, and work period. Students shall independently find an internship or the Office of IHRD may assist the process, however, IHRD does not guarantee placement.
4. Students who find internships independently must notify IHRD by submitting the Application Form.
5. Students must find a supervisor at the employer who will monitor the performance of students during their internship. Students are advised to maintain weekly contact with his/her supervisor during the course of the internship.
6. The supervisors shall assist students in their internship, review student’s reports, and grade student’s performance.
7. Upon completion of the internship, the student shall submit a 10-page, double-spaced final report to the supervisor within one month after completion of his/her internship. The report must include the student’s working experience, suggestions for future internships, and assessment of his/her performance. He/She must also provide a copy of the final report to IHRD (after assessment by supervisor).
8. The employers shall rate student’s performance and complete a student assessment form. Submit all documents to the IHRD office upon completion of the internship.



*For a student to be considered “full-time student” he / she must not have a full time job.

IHRD Internship Forms and Guidelines

In order to properly assess your performance on your internship assignment, the Office of IHRD has created this checklist and supplemental forms to be filled by both you and your supervisor / manager.

Please read and follow the instructions carefully:

- Have your **internship for credit application form** approved / confirmed by Office of Graduate Institute of International Human Resource Development (IHRD) promptly. Contact 866-2-77341621
- Have your manager / supervisor completed and signed the **student evaluation form** (form enclosed).
- Submit your **Internship Report** to the IHRD for review and assessment promptly. (Please have it signed by your manager / supervisor at your place of internship).

Upon completion of the above, please submit all documents in a sealed envelop to the IHRD office.

國立臺灣師範大學110學年度行事曆

經提本校110/6/17臨時教務會議(預定110/10/13第373次行政會議提案追認)

月份	週次	三	四	五	六	日	一	二	工作事項
110年 8月					1	2	3		9-12日 日間學制學生第1階段網路選課
		4	5	6	7	8	9	10	9-16日 在職進修學位班(週末夜間)網路初選
		11	12	13	14	15	16	17	13日 (1)暑期在職進修學位班課程結束
		18	19	20	21	22	23	24	(2)暑期在職進修學位班休學申請截止
		25	26	27	28	29	30	31	23-25日 日間學制學生第2階段網路選課
									27日 暑期在職進修學位班成績繳交截止
									31日 (1)研究生新生繳費註冊及保留入學資格申請截止
									(2)暑期在職進修學位班學位考試完畢
9月		1	2	3	4	5	6	7	6-8日 (1)新生家長座談(各學系辦理)
		8	9	10	11	12	13	14	(2)研究生新生座談(各系所辦理)
		15	16	17	18	19	20	21	10-13日 日間學制新生網路選課
	1	22	23	24	25	26	27	28	11日 補上班(補9月20日之調整放假)
	2	29	30						12日 (1)12日起學年度住宿生進住
									(2)全校新生家長座談會
									13-28日 學分抵免申請
									14-17日 新生定向輔導
									15日 僑生先修部秋季班住宿生進住
									9/15-10/6 (1)校際選課申請
									(2)社會人士旁聽選讀申請
									17日 (1)暑假結束
									(2)國家防災日
									18-19日 大學基礎課程免修認證考試
									20日 調整放假(配合中秋節調整放假，於9月11日補行上班)
									21日 中秋節(放假1日)
									22日 (1)上課開始
									(2)全校加退選開始
									(3)學生繳費註冊截止
									(4)學士班新生保留入學資格申請截止
									22-23日 僑生先修部新生註冊
									24日 僑生先修部新生入學輔導
									27日 僑生先修部上課開始
									28日 教師節頒獎典禮
									29日 導師會議
10月	2			1	2	3	4	5	5日 退選截止
	3	6	7	8	9	10	11	12	6日 (1)加選截止
	4	13	14	15	16	17	18	19	(2)校教評會
	5	20	21	22	23	24	25	26	6-19日 學士班提前畢業申請
	6	27	28	29	30	31			10日 國慶日
									11日 補假(國慶日遇例假日補假1日)
								13日 (1)第373次行政會議	
									(2)總務會議
									20日 (1)師資培育會議
									(2)學務會議
									27日 校務研究發展委員會會議
									30日 林口校區國際文化日

國立臺灣師範大學110學年度行事曆

經提本校110/6/17臨時教務會議(預定110/10/13第373次行政會議提案追認)

月份	週次	三	四	五	六	日	一	二	工作事項
11月	6						1	2	1日 (1)109-2日間學制研究生論文最後定稿繳交暨領取畢業證書截止
	7	3	4	5	6	7	8	9	(2)110暑期在職進修學位班研究生論文最後定稿繳交暨領取畢業證書截止
	8	10	11	12	13	14	15	16	2日 9/23-11/2辦理休退學，學雜費退三分之二
	9	17	18	19	20	21	22	23	3日 研究發展會議
	10	24	25	26	27	28	29	30	11/3-12/14 課程停修申請(密集課程辦理時間另行公告) 8-12日 僑生先修部期中考試 10日 (1)科學基礎科目微積分乙(一)期中集中考試 (2)校教評會 10-16日 期中考試(若教師另有訂定其他日期者，從其規定) 17日 (1)校課程委員會議 (2)教務會議 11/22-12/17 學士班延長修業年限申請 24日 校務會議 30日 (1)研究生學位考試申請截止 (2)逕讀博士學位審查截止
12月	11	1	2	3	4	5	6	7	1日 第374次行政會議
	12	8	9	10	11	12	13	14	8日 國際事務會議
	13	15	16	17	18	19	20	21	10-11日 全校運動會(日間停課)
	14	22	23	24	25	26	27	28	14日 11/3-12/14辦理休退學，學雜費退三分之一
	15	29	30	31					31日 補假(中華民國開國紀念日遇例假日補假1日)
111年 1月	15			1	2	3	4		1日 中華民國開國紀念日
	16	5	6	7	8	9	10	11	3-5日 僑生先修部期末考試
	17	12	13	14	15	16	17	18	4日 休學申請截止
	18	19	20	21	22	23	24	25	5日 (1)公告第2學期課程 (2)科學基礎科目微積分乙(一)期末集中考試 (3)校教評會
		26	27	28	29	30	31		5-11日 期末考試(若教師另有訂定其他日期者，從其規定) 6日 僑生先修部寒假開始 12日 僑生先修部春節祭祖
									12-18日 第17週教師彈性補充教學 14-17日 日間學制學生第1階段網路選課 19-25日 第18週教師彈性補充教學 22日 補上班(補2月4日之調整放假) 24-26日 日間學制學生第2階段網路選課 24-28日 在職進修學位班(週末夜間)網路初選 26日 寒假開始 28日 研究生學位考試完畢
									31日 (1)除夕(放假1日) (2)日間學制第1學期結束

- 附註：**
- (1) 本行事曆如遇特殊情形，得依法定程序調整之。
 - (2) 在職進修學位班週末班上課日期除招生簡章另有規定外，以淺灰色標示於本行事曆。
 - (3) 在職進修學位班週末班上課日期如逢國定假日、選舉投票日等當週停課一次，補課時間由授課教師與學生商定，不另予通知。
 - (4) 在職進修學位班週末班上課日期如逢補行上班日，上課時間由授課教師與學生商定，不另予通知。
 - (5) 工作事項：在職進修學位班以粗黑字標示、僑生先修部以深藍色標示。
 - (6) 天然災害停止上班上課依臺北市政府公告為準，是否補課由授課教師自行決定。

國立臺灣師範大學110學年度行事曆

經提本校110/6/17臨時教務會議(預定110/10/13第373次行政會議提案追認)

月份	週次	一	二	三	四	五	六	日	工作事項
111年 2月		1	2	3	4	5	6		1-3日 春節
		7	8	9	10	11	12	13	4日 調整放假(配合春節調整放假，於1月22日補行上班)
	1	14	15	16	17	18	19	20	7-18日 學分抵免申請
	2	21	22	23	24	25	26	27	7-28日 (1)校際選課申請 (2)社會人士旁聽選讀申請
	3	28							8日 學期成績送交截止 11日 寒假結束 14日 (1)上課開始 (2)全校加退選開始 (3)學生繳費註冊截止 (4)新生保留入學資格申請截止 (5)110學年度第1學期畢業研究生論文最後定稿繳交截止 (6)僑生先修部春季班住宿生進住
									21日 (1)學期成績補交截止 (2)僑生先修部上課開始 23日 導師會議 27日 退選截止 28日 (1)和平紀念日(放假1日) (2)加選截止 2/28-3/13 學士班提前畢業申請
3月	3	1	2	3	4	5	6		9日 第375次行政會議
	4	7	8	9	10	11	12	13	16日 校教評會
	5	14	15	16	17	18	19	20	23日 師資培育會議
	6	21	22	23	24	25	26	27	27日 2/15-3/27辦理休退學，學雜費退三分之二
	7	28	29	30	31				3/28-5/8 課程停修申請(密集課程辦理時間另行公告) 30日 (1)研究發展會議 (2)學務會議
4月	7				1	2	3		4日 兒童節(放假1日)
	8	4	5	6	7	8	9	10	5日 民族掃墓節(放假1日)
	9	11	12	13	14	15	16	17	6日 (1)四六事件日 (2)科學基礎科目微積分乙(二)期中集中考試
	10	18	19	20	21	22	23	24	6-12日 期中考試(若教師另有訂定其他日期者，從其規定)
	11	25	26	27	28	29	30		11-25日 學士班轉系、雙主修、輔系、學分學程申請 13日 (1)校課程委員會議 (2)教務會議 18-22日 僑生先修部期中考試 20日 校務研究發展委員會議 27日 校教評會 29日 (1)逕讀博士學位審查截止 (2)研究生學位考試申請截止

國立臺灣師範大學110學年度行事曆

經提本校110/6/17臨時教務會議(預定110/10/13第373次行政會議提案追認)

月份	週次	一	二	三	四	五	六	日	工作事項
5月	11							1	4日 國際事務會議
	12	2	3	4	5	6	7	8	6日 公告日間學制暑修課程
	13	9	10	11	12	13	14	15	8日 3/28-5/8辦理休退學，學雜費退三分之一
	14	16	17	18	19	20	21	22	11日 (1)校務會議 (2)總務會議
	15	23	24	25	26	27	28	29	16-27日 學士班延長修業年限申請
	16	30	31						18日 第376次行政會議 20日 公告暑期在職進修學位班課程 21日 畢業典禮 23-27日 僑生先修部期末考試 25日 校教評會 27日 水上運動會 29日 休學申請截止 30日 公告111學年度第1學期課程 5/30-6/3 期末考試(若教師另有訂定其他日期者，從其規定)
6月	16			1	2	3	4	5	1日 (1)科學基礎科目微積分乙(二)期末集中考試
	17	6	7	8	9	10	11	12	(2)100週年校慶慶祝大會
	18	13	14	15	16	17	18	19	3日 端午節(放假1日)
		20	21	22	23	24	25	26	5日 100週年校慶
		27	28	29	30				6-8日 僑生先修部結業考試 6-10日 第17週教師彈性補充教學 13-17日 第18週教師彈性補充教學 16日 僑生先修部結業典禮 20日 暑假開始 27-29日 暑期在職進修學位班網路初選 6/27-7/11 暑期在職進修學位班新生學分抵免申請
7月					1	2	3		1日 學期成績送交截止
		4	5	6	7	8	9	10	4日 (1)暑期在職進修學位班上課開始
		11	12	13	14	15	16	17	(2)暑期在職進修學位班學生繳費註冊截止
		18	19	20	21	22	23	24	4-8日 暑期在職進修學位班加退選
		25	26	27	28	29	30	31	15日 (1)學期成績補交截止 (2)暑期在職進修學位班上課達三分之一
									16日 校本部校區高壓設備保養檢測(停電) 17日 圖書館校區、美術系館、學一舍、管理學院、音樂學院高壓設備保養檢測(停電) 23日 公館校區高壓設備保養檢測(停電) 24日 林口校區高壓設備保養檢測(停電) 29日 (1)研究生學位考試完畢 (2)暑期在職進修學位班上課達三分之二 (3)暑期在職進修學位班學位考試申請截止 31日 日間學制第2學期結束

- 附註：**
- (1) 本行事曆如遇特殊情形，得依法定程序調整之。
 - (2) 在職進修學位班週末班上課日期除招生簡章另有規定外，以淺灰色標示於本行事曆。
 - (3) 在職進修學位班週末班上課日期如逢國定假日、選舉投票日等當週停課一次，補課時間由授課教師與學生商定，不另予通知。
 - (4) 在職進修學位班週末班上課日期如逢補行上班日，上課時間由授課教師與學生商定，不另予通知。
 - (5) 工作事項：在職進修學位班以粗黑字標示、僑生先修部以深藍色標示。
 - (6) 天然災害停止上班上課依臺北市政府公告為準，是否補課由授課教師自行決定。

National Taiwan Normal University Calendar

Academic Affairs Meeting-Special Meeting (110/6/17)

Month	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Event
August 2021		4	5	6	7	8	9	10	9-12 Pre-registration first stage course selection
		11	12	13	14	15	16	17	9-16 Pre-registration course selection for the MDCEP
		18	19	20	21	22	23	24	13 (1) Last day of summer program of the MDCEP (2) Deadline of suspending application for summer program of the MDCEP
		25	26	27	28	29	30	31	23-25 Pre-registration second stage course selection 27 Grade submission deadline for summer program of the MDCEP 31 (1) Deadline for tuition payment and registration and for new graduate students to apply for detaining eligibility for admission (2) End of the degree conferring exam for students in summer program of the MDCEP
September		1	2	3	4	5	6	7	6-8 (1) New students' Parents' workshop (2) Orientation for graduate students
		8	9	10	11	12	13	14	10-13 Course selection for new students
		15	16	17	18	19	20	21	11 Supplement workday for September 20
	1	22	23	24	25	26	27	28	12 (1) Dormitories open for residents (2) New students' parents workshop
	2	29	30						13-28 Application for credit transfer 14-17 Freshman orientation 15 Dormitories open for DPPOCS residents
									9/15-10/6 (1) Application for inter-university course selection (2) Application for course attending/auditing
									17 (1) Last day of summer vacation (2) Natural Disaster Prevention Day
									18-19 Exemption examination for university foundation courses
									20 Adjusted holiday (Make-up work on September 11) 21 Mid-Autumn Festival
									22 (1) Fall semester classes begin (2) On-line course add/drop begins (3) Deadline for tuition payment & registration (4) Last day for freshmen to apply for detaining eligibility for admission 22-23 Registration for the DPPOCS 24 Orientation for new students of the DPPOCS 27 First day of school for the DPPOCS
October	2			1	2	3	4	5	5 Last day to drop courses
	3	6	7	8	9	10	11	12	6 (1) Last day to add courses (2) University faculty review committee
	4	13	14	15	16	17	18	19	6-19 Application for early graduation (undergraduate students)
	5	20	21	22	23	24	25	26	10 National Day
	6	27	28	29	30	31			11 Adjusted holiday 13 (1) The 373rd Administrative Meeting (2) General Affairs Meeting
									20 (1) College of Teacher Education Meeting (2) Student Affairs Meeting 27 University Affairs Research and Development Committee Meeting 30 International cultural festival (for the linkou campus)
November	6						1	2	1 (1) 2020 academic year spring semester Master's/Doctoral thesis defense ends and thesis submission deadline (Diploma pickup deadline).
	7	3	4	5	6	7	8	9	(2) 2021 academic year summer session Master's thesis defense ends and thesis submission deadline (Diploma pickup deadline).
	8	10	11	12	13	14	15	16	
	9	17	18	19	20	21	22	23	2 Deadline of suspension and withdrawal for two-thirds of tuition and fees refund
10	24	25	26	27	28	29	30	3 Research and Development Meeting	

National Taiwan Normal University Calendar

Academic Affairs Meeting-Special Meeting (110/6/17)

Month	Week	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Event
November	6						1	2	11/3-12/14 Application for course withdrawal (Intensive courses: please refer to the course information system)
	7	3	4	5	6	7	8	9	8-12 Midterm for the DPPOCS
	8	10	11	12	13	14	15	16	10 (1) Joint midterm examination for Calculus B (I)
	9	17	18	19	20	21	22	23	(2) University faculty review committee
	10	24	25	26	27	28	29	30	10-16 Midterm (Not mandatory. Instructors are free to choose any date for their midterms.)
December	11	1	2	3	4	5	6	7	1 The 374th Administrative Meeting
	12	8	9	10	11	12	13	14	8 International Affairs Meeting
	13	15	16	17	18	19	20	21	10-11 Sports Games (No classes)
	14	22	23	24	25	26	27	28	14 Deadline of suspension and withdrawal for one-third of tuition and fees refund
	15	29	30	31					31 Adjusted holiday
January 2022	15				1	2	3	4	1 Founding Day of the Republic of China
	16	5	6	7	8	9	10	11	3-5 Final examination for the DPPOCS
	17	12	13	14	15	16	17	18	4 Application deadline for suspending studies
	18	19	20	21	22	23	24	25	5 (1) Announcement of course schedule for spring semester
		26	27	28	29	30	31		(2) Joint final examination for Calculus B (I) (3) University faculty review committee
								5-11 Final examination (Not mandatory. Instructors are free to choose any date for their final exams.)	
								6 First day of winter vacation for the DPPOCS	
								12 Chinese feast for ancestor worship of the DPPOCS	
								12-18 Flex week (In-class teaching optional. Content must still be covered.)	
								14-17 Pre-registration first stage course selection	
								19-25 Flex week (In-class teaching optional. Content must still be covered.)	
								22 Supplement workday for February 4	
								24-26 Pre-registration second stage course selection	
								24-28 Pre-registration course selection for the MDCEP	
								26 First day of winter vacation	
								28 Master's/Doctoral thesis defense ends	
								31 (1) Chinese New Year's Eve	
								(2) End of the fall semester	

Note:

- (1) In case of special conditions, this calendar shall be adjusted to comply applicable laws.
- (2) Class time for the weekend class of the MDCEP (Master's Degree of Continuing Education Program) is highlighted in light gray in both the students brochure and this calendar.
- (3) For the weekend class of the MDCEP, in instances where the university is closed due to national holidays and election days, dates for makeup classes will be determined by professors and students without additional notification from the school.
- (4) For the weekend class of the MDCEP, in instances where the normal class and makeup working day fall on the same date, the new date for makeup classes will be determined by professors and students without additional notification from the school.
- (5) MDCEP related issues are highlighted by bold black characters, while those for the DPPOCS (Division of Preparatory Programs for Overseas Chinese Students) are indicated by dark blue color text.
- (6) Once the natural disaster occurs, we rely on the Taipei city government's announcement to suspend work and class. Whether or not makeup classes will be offered will be left up to the teaching instructors to individually decide.

National Taiwan Normal University Calendar

Academic Affairs Meeting-Special Meeting (110/6/17)

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Event		
February 2022			1	2	3	4	5	6	1-3 Chinese New Year holiday		
			7	8	9	10	11	12	13	4 Adjusted holiday (Make-up work on January 22)	
	1		14	15	16	17	18	19	20	7-18 Application for credit transfer	
	2		21	22	23	24	25	26	27	7-28 (1) Application for inter-university course selection (2) Application for course attending/auditing	
	3	28								8 Grade submission deadline for fall 2021 11 Last day of winter vacation 14 (1) Spring semester classes begin (2) On-line course add/drop begins (3) Deadline for tuition payment & registration (4) Last day for new students to apply for detaining eligibility for admission (5) Last day for depositing finalized thesis for graduate students who are graduating in the fall semester, 2021 (6) Dormitories open for DPPOCS residents	
										21 (1) Extension deadline for grade submission (2) First day of school for the DPPOCS	
										23 Guidance Counselors' Meeting 27 Last day to drop courses 28 (1) Peace Memorial Day (No classes) (2) Last day to add courses	
										2/28-3/13 Application for early graduation (undergraduate students)	
	March	3		1	2	3	4	5	6	9 The 375th Administrative Meeting	
		4		7	8	9	10	11	12	13	16 University faculty review committee
		5		14	15	16	17	18	19	20	23 College of Teacher Education Meeting
		6		21	22	23	24	25	26	27	27 Deadline of suspension and withdrawal for two-thirds of tuition and fees refund
		7		28	29	30	31				3/28-5/8 Application for course withdrawal (Intensive courses: please refer to the course information system)
										30 (1) Research and Development Meeting (2) Student Affairs Meeting	
April		7					1	2	3	4 Children's Day (No classes)	
	8	4	5	6	7	8	9	10	5 Tomb Sweeping Day (No classes)		
	9		11	12	13	14	15	16	17	6 (1) April 6 Incident Day (2) Joint midterm examination for Calculus B (II)	
	10		18	19	20	21	22	23	24	6-12 Midterm (Not mandatory. Instructors are free to choose any date for their midterms.)	
	11		25	26	27	28	29	30		11-25 Application for undergraduate students' transfer/minors/double majors/ inter-disciplinary programs 13 (1) Curriculum Committee Meeting (2) Academic Affairs Meeting 18-22 Midterm for the DPPOCS	
										20 University Affairs Research and Development Committee Meeting 27 University faculty review committee 29 (1) End of review for direct pursuit of the PhD degree (2) Application for Master's/Doctoral thesis defense ends	

National Taiwan Normal University Calendar

Academic Affairs Meeting-Special Meeting (110/6/17)

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Event
May	11						1	1	4 International Affairs Meeting
	12	2	3	4	5	6	7	8	6 Announcement of course schedule for summer programs
	13	9	10	11	12	13	14	15	8 Deadline of suspension and withdrawal for one-third of tuition and fees refund
	14	16	17	18	19	20	21	22	11 (1) University Affairs Meeting
	15	23	24	25	26	27	28	29	(2) General Affairs Meeting
	16	30	31						16-27 Application for extension of study (undergraduate students) 18 The 376th Administrative Meeting
May	11						1	1	20 Announcement of course schedule for summer programs of the MDCEP
	12	2	3	4	5	6	7	8	21 Commencement
	13	9	10	11	12	13	14	15	23-27 Final examination for the DPPOCS
	14	16	17	18	19	20	21	22	25 University faculty review committee
	15	23	24	25	26	27	28	29	27 Aquatic Games
	16	30	31						29 Application deadline for suspending studies 30 Announcement of course schedule for fall semester 5/30-6/3 Final examination (Not mandatory. Instructors are free to choose any date for their final exams.)
June	16			1	2	3	4	5	1 (1) Joint final examination for Calculus B (II)
	17	6	7	8	9	10	11	12	(2) The University's 100th Anniversary Celebrations
	18	13	14	15	16	17	18	19	3 Dragon Boat Festival (No classes)
		20	21	22	23	24	25	26	5 The University's 100th Anniversary
		27	28	29	30				6-8 Completing examination for the DPPOCS 6-10 Flex week (In-class teaching optional. Content must still be covered.) 13-17 Flex week (In-class teaching optional. Content must still be covered.) 16 Commencement for the DPPOCS 20 First day of summer vacation 27-29 Pre-registration course selection for summer program of the MDCEP 6/27-7/11 Application for credit transfer by new students for summer program of the MDCEP
July						1	2	3	1 Grade submission deadline for spring 2022
		4	5	6	7	8	9	10	4 (1) First day of summer programs of the MDCEP
		11	12	13	14	15	16	17	(2) Deadline for tuition payment and registration for students in summer program of the MDCEP
		18	19	20	21	22	23	24	4-8 On-line course add/drop for summer programs of the MDCEP
		25	26	27	28	29	30	31	15 (1) Extension deadline for grade submission (2) One-third semester of the MDCEP 16 Main Campus I High Voltage Power System Maintenance 17 Main Campus II High Voltage Power System Maintenance 23 Gongguan campus High Voltage Power System Maintenance 24 Linkou campus High Voltage Power System Maintenance 29 (1) Master's/Doctoral thesis defense ends (2) Two-thirds semester of the MDCEP (3) Application for Master's thesis defense for summer program of the MDCEP ends 31 End of the spring semester

Note:

- (1) In case of special conditions, this calendar shall be adjusted to comply applicable laws.
- (2) Class time for the weekend class of the MDCEP (Master's Degree of Continuing Education Program) is highlighted in light gray in both the students brochure and this calendar.
- (3) For the weekend class of the MDCEP, in instances where the university is closed due to national holidays and election days, dates for makeup classes will be determined by professors and students without additional notification from the school.
- (4) For the weekend class of the MDCEP, in instances where the normal class and makeup working day fall on the same date, the new date for makeup classes will be determined by professors and students without additional notification from the school.
- (5) MDCEP related issues are highlighted by bold black characters, while those for the DPPOCS (Division of Preparatory Programs for Overseas Chinese Students) are indicated by dark blue color text.
- (6) Once the natural disaster occurs, we rely on the Taipei city government's announcement to suspend work and class. Whether or not makeup classes will be offered will be left up to the teaching instructors to individually decide.











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