

National Taiwan Normal University

Graduate Institute of International Human Resource Development

Rules for Graduate Studies and Graduate Degree Examinations

(Applicable to Master's Students Enrolled in Academic Year 2021-2022 or Later)

2020.1.14 Amendment passed during the 3rd Institute General Meeting, fall semester of Academic Year 2019-2020
2020.4.22 Amendment passed during the 2nd Academic Affairs Meeting of Academic Year 2019-2020
2021.6.24 Amendment passed during the 4th Institute General Meeting, spring semester of Academic Year 2020-2021
2021.8.24 Acknowledged by the Office of Academic Affairs

- Article 1 These Rules were established in accordance with National Taiwan Normal University's (hereinafter referred to as NTNU) *Degree Conferral and Graduate Degree Examination Regulations* and *School Regulations*, as well as the *Regulations Governing Degree Naming Procedures, Degree Conferral Criteria, and Alternatives to Submission of Master's Theses or Doctoral Dissertations* stipulated by the Ministry of Education.
- Article 2 Matters related to graduate studies and degree examinations in the Graduate Institute of International Human Resource Development (hereinafter referred to as "the Graduate Institute") shall be handled in accordance with these Rules and other applicable regulations.
Graduate students in the Graduate Institute who have completed their studies and who meet the graduation requirements set forth in Article 6 of these Rules shall receive their Master of Business Administration (M.B.A.) degree from NTNU.
- Article 3 Selection of thesis advisor
- I. Prior to the end of their first academic year of study, graduate students shall choose a thesis advisor from among the full-time or part-time professors, associate professors, and assistant professors of the Graduate Institute. Students who wish to appoint an individual not associated with the Graduate Institute or NTNU as a co-advisor must first obtain approval from the director of the Graduate Institute.
 - II. Graduate students may change their thesis advisor once but must obtain approval from both the already assigned and prospective advisor as well as the director of the Graduate Institute. Students who passed the thesis proposal oral defense before changing their advisor must resubmit their thesis proposal for defense under the newly assigned advisor.
- Article 4 Selection of thesis category
- I. Theses are divided into two types: Academic and Professional Practice.

- II. At least three months before applying for a thesis proposal oral defense, graduate students must submit a confirmation letter/form signed by their thesis advisor stating the type of thesis they plan to write.

Article 5 Course selection and enrollment (see Table 1 for details)

- I. Before a thesis advisor is chosen, students shall be advised by their academic advisor and mentor on matters related to their graduate studies.
- II. Student course selections must be approved by the student's academic or thesis advisor as well as the director of the Graduate Institute.
- III. The maximum course load per semester is 18 credits and the minimum course load is 3 credits. However, the minimum course load requirement does not apply to students who have completed the required number of credits for graduation.
- IV. The required graduation credits must include six credits from interdisciplinary elective courses in the field of management offered by other NTNU departments or other universities.
- V. A maximum of nine credits from e-learning courses may count toward a student's required graduation credits.
- VI. All e-learning courses and interdisciplinary courses in the field of management offered by other NTNU departments or other universities must be master's or doctoral courses taught entirely in English. When enrolling in courses offered by other NTNU departments or other universities, students must fill out an application form prior to course selection and obtain approval from their advisor and the director of the Graduate Institute for the course credits received to count toward the student's required graduation credits.
- VII. Credit transfers: Requests for credit transfers shall be made within the time period stipulated by the University and in accordance with NTNU's *Student Credit Transfer Regulations*.

Article 6 Graduation requirements

- I. Credits required for graduation
 - (I) Academic: The minimum credit requirement is 33 credits (9 required credits; at least 24 elective credits).
 - (II) Professional Practice: The minimum credit requirement is 42 credits (9 required credits; at least 33 elective credits).
- II. In addition to graduation credit requirements, students must give one personal research presentation in a seminar course and sit in on at least one thesis proposal oral defense and one final thesis defense given by other students in the Graduate Institute.
- III. Academic paper submission requirements

- (I) Academic: A paper written in English must be submitted to, accepted by, and presented at a domestic or overseas academic conference in a related field or published in a publicly available academic journal in the field of human resources and/or management.
 - 1. The student must obtain approval from their thesis advisor prior to submitting the paper in order for the submission to be recognized by the Graduate Institute.
 - 2. For co-authored papers (not including papers co-authored with the Graduate Institute's full-time or part-time teachers), the requirement for the number of papers published shall be the reciprocal of the number of authors per paper. For example, a paper co-authored by two persons (not including the Graduate Institute's full-time or part-time teachers) is equivalent to one-half of a paper; a paper co-authored by three persons (not including the Graduate Institute's full-time or part-time teachers) is equivalent to one-third of a paper.
- (II) Professional Practice: Participation in a practical presentation held by the Graduate Institute is required.

IV. English language proficiency requirements

After enrollment at NTNU, students must meet one of the following criteria before participating in the graduate degree examination:

TOEFL-iBT score of 80 or above;

TOEFL-CBT score of 220 or above;

TOEIC score of 800 or above

IELTS score of 6.5 or above

Students who are natives of an English-speaking country and students who obtained their bachelor's degree or higher in an English-speaking country are not subject to this rule.

V. Passing the thesis oral defense

Oral defenses shall be held for both academic theses and professional practice reports. The topic and contents of professional practice reports shall be related to practical applications. Candidates shall complete their thesis in accordance with the writing guidelines for their category and pass the oral defense.

Article 7 Thesis proposal oral defense

- I. Eligibility: Applicants must have obtained at least two-thirds of the credits required for graduation.
- II. Application process: Submit the Thesis Proposal Oral Defense Application form

- III. Thesis proposal oral defense sessions shall be convened by the director of the Graduate Institute, and the defense committee shall be composed of full-time or part-time teachers in the Graduate Institute, other NTNU academic departments, and/or non-NTNU institutions.
- IV. Thesis proposals shall be written in English. The outcomes of a proposal oral defense can be (1) passed, (2) requires further revision, or (3) not passed. Students who pass the defense may proceed to write their thesis. Students who are asked to make revisions may proceed to write their thesis after passing a secondary review by the defense committee members. Students who fail the defense may only retake the oral defense in the following semester.

Article 8 Thesis oral defense

- I. Eligibility
 - (I) Publication of at least one paper, with the approval of the thesis advisor and director of the Graduate Institute, at a domestic or overseas academic conference in a related field or in a publicly available academic journal
 - (II) Meets the English language proficiency requirements set forth in Article 6, Paragraph 4
- II. Application dates: Applications shall be submitted in accordance with the dates scheduled in the NTNU academic calendar.
- III. Required application documents:
 - (I) Thesis Oral Defense Application form
 - (II) Declaration of Academic Integrity
 - (III) Thesis's originality report produced by an online plagiarism detection system
 - (IV) Academic transcript
 - (V) Submitted paper(s), acceptance letter(s), or other documents proving the submission of the paper(s)
 - (VI) English language proficiency certificate
- IV. Defense dates: Defenses shall be held in accordance with the dates scheduled in the NTNU academic calendar and must be held at least three months after the student passes their thesis proposal oral defense.
- V. The composition of the thesis oral defense committee shall be in accordance with Article 9 of NTNU's *Degree Conferral and Graduate Degree Examination Regulations*.
- VI. Theses must be written in English
- VII. Thesis oral defenses shall be held in person. In the event of force majeure, defenses held via video conference may be requested and must be recorded

in full and archived.

Article 9 Matters not addressed herein shall be subject to the *Degree Conferral and Graduate Degree Examination Regulations, School Regulations*, and other applicable NTNU regulations.

Article 10 The provisions of these Rules that involve degree conferral and graduation requirements shall be reviewed by the General Meetings of the Graduate Institute of International Human Resource Development and the College of International Studies and Social Sciences before being submitted to the Academic Affairs Meeting for further deliberation; the remaining provisions shall be reviewed by the Institute General Meeting and then submitted to the Office of the Academic Affairs for reference. The same applies to all subsequent amendments.