

International
Human
Resource
Development

2025 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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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力資源專業研究所。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 Overseas 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四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
賴志樞 教授 兼院長	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"> •人力資源需求評估研究 •人力資源發展專業實習 •專業技術人力發展專題研究 •管理人才發展專題研究
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 •企業訓練實務研究 •公部門人力資源專題研究 •人力資源發展質性研究 •國際組織人力資源專題研究
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 •薪酬管理研究 •統計與資料分析 •高科技人力資源專題研究 •職場溝通專題研究
林怡君 副教授	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 •中小企業人力資源專題 •職涯管理與員工輔導研究 •員工心理與職涯發展專題研究
盧承杰 副教授 兼所長	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 •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
張育菱 助理教授	美國賓州州立大學 人力資源教育與發展博士	人力資源科技與數據分析、人工智慧與機器學習應用、人力資源發展、組織發展、職涯發展	<ul style="list-style-type: none"> •人力資源招募與甄選研究 •電子化人力資源管理研究 •人力資源評鑑研究 •人力資源數據分析專題研究 •AI之人力資源應用專題研究



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
李栢淅 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	國際發展與教育基 金會董事長	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 研究
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"> •國際企業管理研 究 •國際人力資源管 理研究
張詠晴 副教授	輔仁大學 商學研究所博士	輔仁大學企業管理 學系副教授	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
奚永明 助理教授	國立臺灣大學 農業工程所碩士	社團法人中華人力 資源管理協會理事 TSMC 學習發展處 長退休	組織發展、人力資 源發展、領導力發 展	<ul style="list-style-type: none"> •領導與人才發展 實務研究

Faculty

IHRD faculty is composed of five full-time and 4 part-time professors in HR-related fields who collaborate and support IHRD 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. Steven Lai	Ph.D., National Taiwan Normal University, Taiwan	Professor Human Resource Development, Technological Education	<ul style="list-style-type: none"> Needs Assessment in Human Resources Practicum in Human Resource Development Special Topic on Workforce Development for Technological Professionals Special Topic on Management Development
Dr. Vera Chang	Ph.D., University of Wisconsin- Madison, USA	Professor Adult Learning, Human Resource Development	<ul style="list-style-type: none"> Intercultural Communication Training in Business and Industry Special Topic on Human Resources in Public Sectors Qualitative Research on Human Resource Development Special Topic on Human Resources in International Organizations
Dr. Rosa Yeh	Ph.D., National Sun Yat-Sen University, Taiwan	Associate Professor Human Resource Management, Organizational Behavior, Technology in Learning & Management	<ul style="list-style-type: none"> Organizational Behavior Compensation Management Statistics and Data Analysis Special Topic on Human Resources in High-Tech Industry Special Topic on Workplace Communication



Name	Educational Background	Position Research Areas	Courses Taught
Dr. Jane Lin	Ph.D., The Ohio State University, USA	Associate Professor Human Resource Development, Corporate Employee Training, Cross-cultural Management	<ul style="list-style-type: none"> • Research Methods in Human Resource Development • Performance Management • Training Program Design • Special Topic on Human Resources in Small and Medium Enterprises Business • Career Management and Employee Counseling • Special Topic on Employee Psychology and Career Development
Dr. Allan Lu	Ph.D., Washington State University, USA	Associate Professor & Director Human Resource Management, Cross-cultural Management	<ul style="list-style-type: none"> • Research Methods in Human Resource Development • Thesis Writing • Special Topic on Human Resources in International Service Industry • Special Topic on Human Resources in Asia Pacific
Dr. Abby Chang	Ph.D., Pennsylvania State University	Assistant Professor People Analytics, Artificial Intelligence in Human Resource Development, Organization Development, Career Development	<ul style="list-style-type: none"> • Human Resource Recruitment and Selection • Electronic Human Resource Management • Human Resource Program Evaluation • Special Topic on People Analytics in Human Resource • Special Topic on Artificial Intelligence (AI) Applications in Human Resource

2. Part-time Faculty Background & Courses Taught

Name	Educational Background	Research Areas	Courses Taught
Dr. Pai-Po Lee	Ph.D., Chinese Culture University, Taiwan	International Agricultural Cooperation Human Resource Development International Cooperation Development The Third Sector-International NGO & NPO	<ul style="list-style-type: none"> • Human Resource Development for International Nonprofit Organizations • 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"> • International Business Management • International Human Resource Management
Dr. Ariana Chang	Ph.D., Fu Jen Catholic University, Taiwan	Sustainable Development, Corporate Social Responsibility, Social Entrepreneurship	<ul style="list-style-type: none"> • Corporate Governance and Social Responsibility
Dr. Philip Hsi	National Taiwan University	Organization Development, Human Resources Development, Leadership Development	<ul style="list-style-type: none"> • Leadership and Talent Development Practices



課程架構 Curriculum Structure

一、畢業總學分數

Graduation Credits

適用入學年度 Admission Year	共同必修 Core course credits	組別 Track	本所選修 Elective course credits in IHRD program	跨域管理課程 Cross-disciplinary management course credits	畢業最低 總學分 Graduation credits
For students admitted in 2025	7	A 制（學術論文制） Academic thesis track (A)	21	6	34
		P 制（專業實務報告制） Practical thesis track (P)	30		43

*跨域管理課程須為外系或外校之全英語授課之碩士級或博士級非人資領域管理相關課程，如：生產作業管理、財務管理、行銷管理、資訊管理、研發管理等領域課程。

Cross-disciplinary management courses must be at the master's or doctoral level, taught in English, and not related to human resource field. Examples of eligible courses are those under production and operations management, financial management, marketing management, information management, research and development management, and other related fields.

二、必修課程 Core Courses:

開課年級 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 Fall	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
二 2nd year	上學期 Fall	IWM0073	書報討論（二） Seminar on Human Resource Development (II)	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/專業實務報告仍為本所畢業條件。
*Master Thesis /Professional Practice Report is required for graduation.



三、選修課程 Enrichment Elective Courses

開課年級 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 Fall	IWM0018	人力資源發展研究 Human Resource Development	3
		IMW0030	國際企業管理研究 International Business Management	3
		IWM0034	跨文化溝通研究 Intercultural Communication	3
		IWM0040	組織行為研究 Organizational Behavior	3
		IWM0044	人力資源招募與甄選研究 Human Resource Recruitment and Selection	3
		IWM0066	人力資源需求評估研究 Needs Assessment in Human Resources	3
		IWM0080	企業治理與社會責任研究 Corporate Governance and Social Responsibility	3
		IWM0083	員工關係與協商研究 Employee Relations and Negotiation	3
	下學期 Spring	IWM0043	企業訓練實務研究 Training in Business and Industry	3
		IWM0047	薪酬管理研究 Compensation Management	3
		IWM0055	國際人力資源管理研究 International Human Resource Management	3
		IWM0067	人力資源評鑑研究 Human Resource Program Evaluation	3
		IWM0068	電子化人力資源管理研究 Electronic Human Resource Management	3
		IWM0070	績效管理研究 Performance Management	3
		IWM0071	訓練課程設計研究 Training Program Design	3
IWM0076	論文寫作 Thesis Writing	3		



開課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學分數 Credits
		IWM0077	組織發展與變革研究 Organization Change and Development	3
		IWM0084	領導與人才發展實務研究 Leadership and Talent Development Practices	3
		IWM0086	國際教育與發展研究 International Education and Development	3
二 2nd year	上學期 Fall	IWM0048	職涯管理與員工輔導研究 Career Management and Employee Counseling	3
		IWM0056	國際性非營利組織人力資源發展研究 Human Resource Development for International Nonprofit Organizations	3
		IWM0058	高科技人力資源專題研究 Special Topic on Human Resources in High-Tech Industry	3
		IWM0059	中小企業人力資源專題研究 Special Topic on Human Resources in Small and Medium Enterprises Business	3
		IWM0060	公部門人力資源專題研究 Special Topic on Human Resources in Public Sectors	3
		IWM0062	國際服務業人力資源專題研究 Special Topic on Human Resources in International Service Industry	3
		IWM0064	專業技術人力發展專題研究 Special Topic on Workforce Development for Technological Professionals	3
		IWM0065	人力資源發展專業實習 Practicum in Human Resource Development	3
		IWM0075	統計與資料分析 Statistics and Data Analysis	3
		IWM0800	人力資源發展質性研究 Qualitative Research on Human Resource Development	3
		IWM0801	人力資源數據分析專題研究 Special Topic on People Analytics in Human Resource	3



開課年級 Year	授課學期 Semester	科目代碼	科 目 名 稱 Subject	學分數 Credits
	下學期 Spring	IWM0091	國際組織人力資源專題研究 Special Topic on Human Resources in International Organizations	3
		IWM0092	管理人才發展專題研究 Special Topic on Management Development	3
		IWM0069	亞太地區人力資源專題研究 Special Topic on Human Resources in Asia Pacific	3
		IWM0079	員工心理與職涯發展專題研究 Special Topic on Employee Psychology and Career Development	3
		IWM0087	職場溝通專題研究 Special Topic on Workplace Communication	3
		IWM0802	AI 之人力資源應用專題研究 Special Topic on Artificial Intelligence (AI) Applications in Human Resource	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

(114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
民國 112 年 2 月 21 日 111 學年度第 2 學期第 1 次所務會議修正通過
民國 112 年 3 月 6 日 111 學年度第 2 學期第 2 次所務會議暨課程會議修正通過
民國 112 年 3 月 29 日 111 學年度第 1 次臨時院務會議通過
民國 112 年 4 月 19 日 111 學年度第 2 次教務會議修訂通過
民國 113 年 1 月 5 日 112 學年度第 1 學期第 6 次所務會議修正通過
民國 113 年 3 月 12 日 112 學年度第 3 次院務會議通過
民國 113 年 4 月 17 日 112 學年度第 2 次教務會議修正通過
民國 114 年 3 月 4 日 113 學年度第 2 學期第 2 次所務會議修正通過
民國 114 年 3 月 13 日 113 學年度第 4 次院務會議通過
民國 114 年 4 月 16 日 113 學年度第 2 次教務會議修正通過

- 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) 研究生須於碩一第二學期結束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) 畢業學分中須包含本所開設之「人力資源發展質性研究」或「統計與資料分析」。
- (五) 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。
- (六) 修習數位教學課程，若欲採計為畢業學分數須為全英語授課之碩士級或博士級課程，並以九學分為上限。
- (七) 修習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，並於學校公告之退選日前一週繳交經指導教授同意之申請書，經所長同意後始得採計為畢業學分。
- (八) 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34學分 (必修7學分、跨領域管理6學分、本所開設選修至少21學分)。
2. 專業實務 (P) 制：最低總學分43學分 (必修7學分、跨領域管理6學分、本所開設選修至少30學分)。
3. 跨領域管理指非人資領域之組織管理功能，如：生產作業管理、財務管理、行銷管理、資訊管理、研發管理。

(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或學位論文考試至少一場。

(三) 學術 (A) 制論文投稿要求

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。

(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；

多益測驗 (TOEIC) 800分以上；

國際英語測驗 (IELTS) 6.0分以上。

劍橋大學英語能力認證分級測驗Certificate in Advanced English (CAE)

官方語言為英語之國家者或已於官方語言為英語之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 學術(A)制學位論文計畫審查

- (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. 學術(A)制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. 學術(A)制投稿論文、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。學術(A)制學生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。



附表一：國立臺灣師範大學國際人力發展研究所修業科目

表

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。）

班別	共同必修	組別	本所選修	跨域管理領域課程	畢業最低總學分
碩士班	7 學分	A 制（學術論文制） P 制（專業實務報告制）	21 學分 30 學分	6 學分	34 學分 43 學分

二、共同必修課程

班別	科目名稱	學分	備註
碩士班	書報討論（一）	2	必修科目不得抵免。
	書報討論（二）	2	
	人力資源發展研究方法	3	

三、選修課程

依每學期開設之選修科目選擇所需要修習之課程（須包含本所開設之「質性研究」或「統計與資料分析」）。



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 2025- 2026 or Later)

- 2020.1.14 Revision passed during the 3rd Institute General Meeting, fall semester of Academic Year 2019-2020
- 2020.4.22 Revision passed during the 2nd Academic Affairs Meeting of Academic Year 2019-2020
- 2021.6.24 Revision passed during the 4th Institute General Meeting, spring semester of Academic Year 2020-2021
- 2021.8.24 Acknowledged by the Office of Academic Affairs
- 2023.2.21 Revision passed during the 1st Institute General Meeting, spring semester of Academic Year 2022-2023
- 2023.3.6 Revision passed during the 2nd Institute General Meeting and Curriculum Meeting, spring semester of Academic Year 2022-2023
- 2023.3.29 Passed during the 1st Interim Institute General Meeting, Academic Year 2022-2023
- 2023.4.19 Revision passed during the 2nd Academic Affairs Meeting, Academic Year 2022-2023
- 2024.1.5 Revision passed during the 6th Institute General Meeting, spring semester of Academic Year 2022-2023
- 2024.3.12 Passed during the 1st Interim Institute General Meeting, Academic Year 2023-2024
- 2024.4.17 Revision passed during the 2nd Academic Affairs Meeting, Academic Year 2023-2024
- 2025.3.4 Revision passed during the 2nd Institute General Meeting, spring semester of Academic Year 2024-2025
- 2025.3.13 Passed during the 1st Interim Institute General Meeting, Academic Year 2024-2025
- 2025.4.16 Revision passed during the 2nd Academic Affairs Meeting, Academic Year 2024-2025

Article 1 These Rules have been formulated 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 the 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 at the Graduate Institute. Students who wish to appoint an individual not associated with the Graduate Institute or NTNU as 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. These shall fall under two categories: Academic and Professional Practice.
- II. Graduate students must submit a confirmation letter/form signed by their thesis advisor stating the type of thesis they plan to write prior to the end of the first year of studies in their Master's program.

Article 5 Course selection and enrollment (see Appendix I for details)

- I. Until they select a thesis advisor, 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 shall be 18 credits, and the minimum course load shall be 3 credits. However, the minimum course load requirement shall not apply to students who have completed the required number of credits for graduation.
- IV. Among the credits required for graduation, students must complete either 'Qualitative Research on Human Resource Development' or 'Statistics and Data Analysis,' as offered by this institute."
- V. The required graduation credits must include six credits from elective interdisciplinary management courses offered by other NTNU departments or other universities.
- VI. A maximum of nine credits from e-learning courses may count toward a student's required graduation credits; such courses must be Master's or doctoral courses taught entirely in English.
- VII. Credits received from interdisciplinary management courses offered by other NTNU departments or other universities may only count toward a student's required graduation credits if such courses are master's or doctoral courses taught entirely in English. At least one week prior to the stipulated deadline for course selection, students must fill out an application form 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.
- VIII. Credit transfers: Requests for credit transfers shall be made by the deadline 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 34 credits (7 required credits, 6 credits from interdisciplinary management courses, and at least 21 elective credits from courses offered by the Graduate Institute).
 - (II) Professional Practice: The minimum credit requirement is 43 credits (7 required credits, 6 credits from interdisciplinary management courses, and at least 30 elective credits from courses offered by the Graduate Institute).
 - (III) Interdisciplinary management refers to areas of organizational management that do not fall under the field of human resources. Examples include production and operations management, financial management, marketing management, information management, and R&D management.
- II. In addition to fulfilling the graduation credit requirements, students must give one individual research presentation in a seminar course and observe at least one thesis proposal oral defense or one final thesis defense given by other students in the Graduate Institute.
- III. Submission requirements for the Academic thesis category:

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.

 - (I) The student must obtain approval from their thesis advisor prior to submit the paper in order for the submission to be recognized by the Graduate Institute.
 - (II) For co-authored papers (not including papers co-authored with full-time or part-time teachers from the Graduate Institute), the number of papers published shall be counted as the reciprocal of the number of authors per paper. For example, a paper co-authored by two persons (not including full-time or part-time teachers from the Graduate Institute) is equivalent to one-half of a paper; a paper co-authored by three persons (not including full-time or part-time teachers from the Graduate Institute) is equivalent to one-third of a paper.
- 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 higher

TOEIC score of 800 or higher



IELTS score of 6.0 or higher

Holder of Certificate in Advanced English (CAE)

Students from countries where the official language is English or students who obtained their bachelor's degree or higher in a country where the official language is English are not subject to this rule.

V. Oral thesis 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 for the Academic thesis category

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 from 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) failed. 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 Oral thesis defense

I. Eligibility

(I) For students in the Academic thesis category, the publication of at least one paper, after approval by 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) Meeting 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:

(IV) Thesis Oral Defense Application form

(V) Declaration of Academic Integrity



- (VI) Thesis originality report produced by an online plagiarism detection system
- (VII) Academic transcript
- (VIII) For students in the Academic thesis category, submitted paper(s), acceptance letter(s), or other documents proving the submission of the paper(s)
- (IX) English language proficiency certificate

- IV. Defense date: The thesis defense shall be held in accordance with the dates scheduled in the NTNU academic calendar. For students in the Academic thesis category, the thesis defense must be held at least three months after the student passes their thesis proposal oral defense.
- V. The oral thesis defense committee shall be composed in accordance with Article 9 of NTNU's *Degree Conferral and Graduate Degree Examination Regulations*.
- VI. Theses must be written in English.
- VII. The oral thesis defense 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 University's *School Regulations, Degree Conferral and Graduate Degree Examination 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 shall apply to all subsequent revisions.

Appendix I: National Taiwan Normal University Graduate Institute of International Human Resource Development Curriculum Table

I. Credit Requirements

(Note: Interdisciplinary management courses must be master's or doctoral courses in the field of management offered by other NTNU departments or other universities.)

Program	Common compulsory course credits	Category	Elective credits	Interdisciplinary management course credits	Minimum credits required for graduation
Master's program	7 credits	Academic (academic paper) Professional Practice (practical presentation)	21 credits 30 credits	6 credits	34 credits 43 credits

II. Common Compulsory Courses

Program	Course title	Credits	Notes
Master's program	Seminar (I)	2	Compulsory courses may not be substituted.
	Seminar (II)	2	
	Research Methods in Human Resource Development	3	

III. Elective Courses

Courses shall be selected from among the elective courses offered in the given semester.

IHRD Thesis Timeline

Stage	Deadline	Notes	Download
1. Thesis Advisor Selection	November	Make appointments with your preferred professors	★ Preference Survey for Thesis Advisor
2. Attendance of Proposal and Defense	Before thesis oral defense	Attend at least ONE proposal or ONE defense meeting (print out the attendance form before attending the meeting)	★ Attendance of Thesis Meeting Form
3. Thesis Track Selection	THREE months before your proposal meeting	<p>Discuss with thesis advisor about your academic time plan. A: Academic Track P: Practical Track</p> <p>Send the Thesis Track Form to office</p> <p>Further Guidance</p> <p>★Comparison between Academic Track and Practical Track Thesis Research</p>	★ Thesis Track Confirmation Form
4. Thesis Proposal Defense <i>(At least THREE months after thesis track selection is allowed)</i>	TWO weeks before thesis proposal date	<p>Check your proposal on Turnitin and get advisor's signature on the first page of percentage report</p> <p>Contact committee board approved by the advisor for meeting schedule and book the meeting room</p> <p>Complete the Preparation for Thesis Proposal Defense Form and send back to office</p> <p>Further Guidance</p> <p>★Parking Permit SOP</p>	★ Preparation for Thesis Proposal Defense Form
5. Research Sharing	Before thesis oral defense	Share thesis research in the seminar courseII(print out the research sharing form before attending the class)	★ Research Sharing Form

Stage	Deadline	Notes	Download
6. Graduation Application	Follow the office's notification	Make sure your qualification to apply graduation:	★ <u>Graduation Application Form</u>
		1). Has published at least one academic conference or HR/management related journal article approved by your advisor	
		2). Has passed the English proficiency test (It must be submitted 2 weeks before the thesis defense date to be eligible for the thesis defense)	
		Submit the graduation application form to office.	
7. Master's Thesis Oral Defense <i>(THREE months after proposal meeting is allowed)</i>	Two weeks before thesis defense date	Submit your thesis on Turnitin system and get advisor's signature on the first page of percentage report	★ <u>Preparation for Thesis Defense Form</u>
		Contact committee board for meeting schedule and book the meeting room	
		Complete the Preparation for Thesis Defense Form	
		Submit form and attachments to office	
8. Thesis APA Checking Process	After Thesis defense	The process takes FIVE steps as follows: (1) self-review, (2) peer review, (3) TA/RA review	★ <u>IHRD Thesis APA Approval Form</u>
		4) Advisor: Send the thesis versions of peer review and TA/RA review and APA approval form to advisor. The above each review may take up to ONE week.	
		(5) Director: Submit the electronic thesis PDF, word file and the signed thesis APA approval form to ihrd@deps.ntnu.edu.tw	
		Result notification: Every Tuesday 12:00 pm.	
		*One round is ONE week.	



Stage	Deadline	Notes	Download
		<p>After passing the APA process, pick up your thesis approval page signed by the committees and IHRD director and attach it into the final thesis while uploading to the library</p> <p>★Qualitative Thesis Sample (APA 7.0 version)</p> <p>★Quantitative Thesis Sample (APA 7.0. Version)</p> <p>★Thesis Manual</p> <p>★Sample of NTNU thesis cover</p>	
<p>9 Ready to Graduation</p>		<p>Upload Thesis/Professional Practice Report to Library database</p> <p>Wait three working days for the library approval</p> <p>Download the Copyright Permission Agreement of NTNU Thesis by logging onto the NTNU Electronic Theses & Dissertations System</p> <p>Sign and print out the copyright form and add it into the first page of thesis</p> <p>Complete the Advisor Confirmation for Student Leaving School Form</p> <p>Email IHRD contact information</p> <p style="text-align: center;">Further Guidance</p> <p>★NTNU office of Academic Affairs website> graduation and school leaving process</p>	<p>★Advisor Confirmation for Student Leaving School Form with IHRD Leave School Process Check List</p> <p>★Online: log onto the "Graduation student information portal"</p>

<https://www.ihrd.ntnu.edu.tw/index.php/thesistimeline/>



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114學年度行事曆

本校第387次行政會議通過
114年7月3日 1141018060號簽修訂

月份	週次	一	二	三	四	五	六	日	期程	工作事項	
114年 8月			29	30	31	1	2	3	7/29-8/1	日間學制學生第1階段網路選課	
			4	5	6	7	8	9	10	8/3	暑期在職進修學位班上課達三分之二
			11	12	13	14	15	16	17	8/5-11	在職進修碩士學位班（週末夜間）網路初選
			18	19	20	21	22	23	24	8/11-13	日間學制學生第2階段網路選課
			25	26	27	28	29	30	31	8/15	研究生新生繳費註冊及保留入學資格申請截止
										8/17	(1)暑期在職進修碩士學位班課程結束 (2)暑期在職進修碩士學位班休學申請截止
										8/18	113學年度第2學期研究生論文最後定稿繳交暨領取畢業證書截止
										8/22-25	日間學制新生網路選課
										8/24	(1)8/24起學年度住宿生進住 (2)全校新生家長座談會
										8/25-9/5	學分抵免申請
										8/25-9/15	(1)校際選課申請 (2)社會人士旁聽選讀申請
										8/26-29	新生定向輔導（新生營－伯樂大學堂）
										8/29	(1)暑期在職進修碩士學位班成績繳交截止 (2)暑期在職進修碩士學位班學位考試完畢
										8/30-31	大學基礎課程免修認證考試
										8/31	暑假結束
	9月	1	1	2	3	4	5	6	7	9/1	(1)上課開始
		2	8	9	10	11	12	13	14		(2)全校加退選開始
3		15	16	17	18	19	20	21		(3)學生繳費註冊截止	
4		22	23	24	25	26	27	28		(4)學士班新生保留入學資格申請截止	
5		29	30							(5)僑生先修部秋季班住宿生進住	
										9/8-9	僑生先修部新生註冊
										9/10-11	僑生先修部新生入學輔導
										9/12	僑生先修部上課開始
										9/14	日間學制退選截止
										9/15	(1)日間學制加選截止 (2)在職專班加退選截止
										9/15-10/3	學士班提前畢業申請
										9/17	導師會議
										9/19	(1)國家防災演練 (2)113學年度暑期在職進修碩士學位班研究生論文最後定稿繳交暨領取畢業證書截止
										9/24	校教評會
									9/28	孔子誕辰紀念日/教師節	
									9/29	補假（孔子誕辰紀念日/教師節遇例假日補假1日）	
10月	5		1	2	3	4	5		10/1	第389次行政會議	
	6	6	7	8	9	10	11	12	10/6	中秋節（放假1日）	
	7	13	14	15	16	17	18	19	10/8	(1)師資培育會議 (2)學務會議	
	8	20	21	22	23	24	25	26			
	9	27	28	29	30	31			10/10	國慶日（放假1日）	
									10/12	9/2-10/12辦理休退學，學雜費退三分之二	
									10/13-11/21	課程停修申請（密集課程辦理時間為第一次課程結束後第一個工作日起至課程結束前最後一個工作日止）	
								10/15	總務會議		

國立臺灣師範大學114學年度行事曆

本校第387次行政會議通過
114年7月3日1141018060號簽修訂

月份	週次	一	二	三	四	五	六	日	期程	工作事項
10月	5		1	2	3	4	5		10/20-25	期中考試（請以授課教師所訂日期為準）
	6	6	7	8	9	10	11	12	10/22	(1)科學基礎科目微積分乙（一）期中集中考試
	7	13	14	15	16	17	18	19		(2)校務研究發展委員會議
	8	20	21	22	23	24	25	26	10/24	補假（臺灣光復暨金門古寧頭大捷紀念日遇例假日補假1日）
	9	27	28	29	30	31			10/25	臺灣光復暨金門古寧頭大捷紀念日（放假1日）
									10/27-31	僑生先修部期中考試
									10/29	(1)校課程委員會議 (2)教務會議
11月	9						1	2	11/3-28	學士班延長修業年限申請
	10	3	4	5	6	7	8	9	11/5	校教評會
	11	10	11	12	13	14	15	16	11/7-8	全校運動會（日間停課）
	12	17	18	19	20	21	22	23	11/12	研究發展會議
	13	24	25	26	27	28	29	30	11/16	10/13-11/16辦理休退學，學雜費退三分之一
									11/22	林口校區國際文化日
									11/26	第390次行政會議
									11/30	研究生學位考試申請截止
12月	14	1	2	3	4	5	6	7	12/3	校務會議
	15	8	9	10	11	12	13	14	12/10	國際事務會議
	16	15	16	17	18	19	20	21	12/14	休學申請截止
		22	23	24	25	26	27	28	12/15-20	期末考試（請以授課教師所訂日期為準）
		29	30	31					12/17	(1)科學基礎科目微積分乙（一）期末集中考試 (2)校教評會
									12/22	(1)寒假開始 (2)公告在職進修碩士學位班114學年度第2學期課程
									12/22-26	僑生先修部期末考試
									12/25	行憲紀念日
									12/29	僑生先修部寒假開始
	115年 1月				1	2	3	4		1/1
		5	6	7	8	9	10	11	1/5	學期成績登錄截止
		12	13	14	15	16	17	18	1/6	公告預修生升級輔系/雙主修生結果
		19	20	21	22	23	24	25	1/6-9	日間學制學生第1階段網路選課
		26	27	28	29	30	31		1/6-12	在職進修碩士學位班（週末夜間）網路初選
									1/9	僑生先修部春節祭祖
									1/16	學期成績補交截止
									1/31	(1)日間學制第1學期結束 (2)研究生學位考試完畢

- 附註：**
- (1) 本行事曆如遇特殊情形，得依法定程序調整。
 - (2) 上課日期如遇國定假日、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。
 - (3) 在職進修碩士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。
 - (4) 在職進修碩士學位班週末班上課日期如遇補行上班日，上課時間由授課教師與學生商定，不另予通知。
 - (5) 在職進修碩士學位班工作事項以粗黑字標示、僑生先修部以淺藍色標示。
 - (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。
 - (7) 原住民得於其本人、父母或配偶所屬民族之歲時祭儀放假日期中擇一日放假，相關資訊請見原住民族委員會網頁/歲時祭儀專區：<https://www.cip.gov.tw/zh-tw/index.html>。

國立臺灣師範大學114學年度行事曆

本校第387次行政會議通過
114年7月3日1141018060號簽修訂

月份	週次	一	二	三	四	五	六	日	期程	工作事項		
115年 2月	1							1	2/3-5	日間學制學生第2階段網路選課		
			2	3	4	5	6	7	8	2/9	僑生先修部春季班住校生進住	
			9	10	11	12	13	14	15	2/9-3/2	學分抵免申請	
			16	17	18	19	20	21	22	2/9-3/9	(1)校際選課申請 (2)社會人士旁聽選讀申請	
			23	24	25	26	27	28		2/15	除夕前一日	
										2/16	除夕	
										2/17-19	春節	
										2/20	補假（除夕前一日遇例假日補假1日）	
										2/22	寒假結束	
										2/23	(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)114學年度第1學期研究生論文最後定稿繳交暨領取畢業證書截止 (6)僑生先修部上課開始	
										2/27	補假（和平紀念日遇例假日補假1日）	
										2/28	和平紀念日（放假1日）	
		3月	1							1	3/4	導師會議
			2	2	3	4	5	6	7	8	3/8	日間學制退選截止
3	9		10	11	12	13	14	15	3/9	(1)日間學制加選截止		
4	16		17	18	19	20	21	22		(2)在職專班加退選截止		
5	23		24	25	26	27	28	29	3/9-29	學士班提前畢業申請		
6	30		31						3/18	第391次行政會議		
4月	6			1	2	3	4	5	3/25	校教評會		
	7	6	7	8	9	10	11	12	4/1	(1)學務會議 (2)師資培育會議		
	8	13	14	15	16	17	18	19	4/3	補假（兒童節遇例假日補假1日）		
	9	20	21	22	23	24	25	26	4/4	兒童節（放假1日）		
	10	27	28	29	30				4/5	(1)民族掃墓節 (2)2/24-4/5辦理休退學，學雜費退三分之二		
									4/6	(1)補假（民族掃墓節遇例假日補假1日） (2)四六事件日		
									4/6-5/15	課程停修申請（密集課程辦理時間為第一次課程結束後第一個工作日起至課程結束前最後一個工作日止）		
									4/13-17	僑生先修部期中考試		
									4/13-18	期中考試（請以授課教師所訂日期為準）		
									4/15	(1)科學基礎科目微積分乙（二）期中集中考試 (2)研究發展會議		
									4/20	性別平等教育日		
									4/22	(1)校課程委員會會議 (2)教務會議		
									4/27-5/11	學士班轉系、雙主修及輔系（含預修生）、學分學程申請		
									4/27-5/22	學士班延長修業年限申請		
									4/29	校務研究發展委員會會議		
									4/30	研究生學位考試申請截止		

國立臺灣師範大學114學年度行事曆

本校第387次行政會議通過
114年7月3日 1141018060號簽修訂

月份	週次	一	二	三	四	五	六	日	期程	工作事項					
5月	10					1	2	3	5/1	勞動節（放假1日）					
	11	4	5	6	7	8	9	10	5/6	(1)總務會議					
	12	11	12	13	14	15	16	17		(2)國際事務會議					
	13	18	19	20	21	22	23	24	5/10	4/6-5/10辦理休退學，學雜費退三分之一					
	14									5/13	校教評會				
										5/20	第392次行政會議				
										5/22	水上運動會				
										5/25-29	僑生先修部期末考試				
										5/27	校務會議				
										5/29	公告暑期在職進修碩士學位班課程				
5/30										畢業典禮					
6月	15	1	2	3	4	5	6	7	6/5	104週年校慶及慶祝大會					
	16	8	9	10	11	12	13	14	6/7	休學申請截止					
									6/8-10	僑生先修部結業考試					
		22	23	24	25	26	27	28	6/8-13	期末考試（請以授課教師所訂日期為準）					
									6/10	科學基礎科目微積分乙（二）期末集中考試					
		29	30						6/12	僑生先修部結業典禮					
									6/15	暑假開始					
									6/17	校教評會					
									6/19	端午節					
									6/29	學期成績登錄截止					
6/29-7/1									暑期在職進修碩士學位班網路初選						
6/29-7/13									暑期在職進修碩士學位班新生學分抵免申請						
7月														1	2
	(2)公告在職進修碩士學位班115學年度第1學期課程														
							6	7	8	9	10	11	12	7/6	(1)暑期在職進修碩士學位班上課開始
														(2)暑期在職進修碩士學位班學生繳費註冊截止	
							13	14	15	16	17	18	19	7/6-10	暑期在職進修碩士學位班加退選
														7/10	學期成績補交截止
							20	21	22	23	24	25	26	7/11	和平校區I高壓設備保養檢測（停電）
														7/12	和平校區II、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）
							27	28	29	30	31			7/13	公告預修生升級輔系/雙主修生結果
														7/18	公館校區高壓設備保養檢測（停電）
														7/19	(1)林口校區高壓設備保養檢測（停電）
														(2)暑期在職進修碩士學位班上課達三分之一	
														7/31	(1)日間學制第2學期結束
(2)研究生學位考試完畢															
(3)暑期在職進修碩士學位班學位考試申請截止															

- 附註：**
- (1) 本行事曆如遇特殊情形，得依法定程序調整。
 - (2) 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。
 - (3) 在職進修碩士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。
 - (4) 在職進修碩士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) 在職進修碩士學位班工作事項以粗黑字標示、僑生先修部以淺藍色標示。
 - (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。
 - (7) 原住民得於其本人、父母或配偶所屬民族之歲時祭儀放假日期中擇一日放假，相關資訊請見原住民族委員會網頁/歲時祭儀專區：
<https://www.cip.gov.tw/zh-tw/index.html>。

National Taiwan Normal University Academic Calendar

Approved by the University's 387th Administrative Meeting

The revised date: July 3, 2025

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Date	Event	
Aug. 2025			29	30	31	1	2	3	7/29-8/1	Stage 1 course selection for full-time students of all degree levels	
		4	5	6	7	8	9	10	8/3	Two-thirds of the semester of summer session Master's Programs	
		11	12	13	14	15	16	17	8/5-11	Stage 1 course selection for in-service Master's program students	
		18	19	20	21	22	23	24	8/11-13	Stage 2 course selection for full-time students of all degree levels	
		25	26	27	28	29	30	31	8/15	Deadline for new graduate students to register, pay tuition and submit enrollment deferral request	
									8/17	(1) Last day of classes for summer session Master's programs (2) Deadline for summer session Master's students to apply for leave of absence	
									8/18	Deadline for Spring 2025 graduate students to submit final thesis and pick up diploma	
									8/22-25	Course selection period for new students	
									8/24	(1) Residence halls move-in day for new students (2) Parents of freshmen convention	
									8/25-9/5	Application period for credit transfer	
									8/25-9/15	(1) Application period for intercollegiate courses (2) Application period for attending/auditing courses	
									8/26-29	Freshman orientation	
									8/29	(1) Faculty deadline for grade submission of summer session Master's programs (2) End of the degree exam for summer session Master's programs	
									8/30-31	Exam of undergraduate student exemption from foundational courses	
	Sep.	1	1	2	3	4	5	6	7	9/1	(1) First day of classes for Fall 2025
		2	8	9	10	11	12	13	14		(2) First day of course add/drop period
3		15	16	17	18	19	20	21		(3) Deadline for all undergraduate students and current graduate students to register and pay tuition	
4		22	23	24	25	26	27	28		(4) Deadline for new undergraduate students to apply for retaining admission qualifications	
5		29	30							(5) Residence halls move-in day for students of APPOCS	
									9/8-9	Registration period for new students of APPOCS	
									9/10-11	Orientation for new students of APPOCS	
									9/12	First day of classes for students of APPOCS	
									9/14	Last day to drop courses for full-time students of all degree levels	
									9/15	(1) Last day to add courses for full-time students of all degree levels (2) Last day to drop/add courses for in-service Master's program students	
									9/15-10/3	Application period for early graduation of undergraduate students	
									9/17	Student Advisers' Meeting	
									9/19	(1) National Disaster Prevention and Response Drill (2) Deadline for 2025 summer session Master's students to submit final thesis and pick up diploma	
									9/24	University Faculty Evaluation Committee	
Oct.		5			1	2	3	4	5	10/1	The 389th Administrative Meeting
		6	6	7	8	9	10	11	12	10/6	Mid-Autumn Festival (No classes)
	7	13	14	15	16	17	18	19	10/8	(1) School of Teacher Education Meeting (2) Student Affairs Meeting	
	8	20	21	22	23	24	25	26			
	9	27	28	29	30	31			10/10	National Day (No classes)	
									10/12	Last day for the students who withdraw or take a leave to receive the refund of two-thirds of tuition fees	
									10/13-11/21	Application period for course withdrawal (for intense courses, the submission time is from the first workday after the first class to the last workday before the last class)	
									10/15	General Affairs Meeting	
									10/20-25	Midterm examination week (Please follow the date arranged by the instructor.)	
								10/22	(1) Calculus B (I) joint midterm examination (2) University Affairs Research and Development Committee Meeting		
								10/24	Holiday (Memorial Day for Taiwan Retrocession and the victory in the Battle of Kuningtou falls on Saturday)		
								10/25	Memorial Day for Taiwan Retrocession and the victory in the Battle of Kuningtou (No Classes)		
								10/27-31	Midterm examination week for students of APPOCS		
								10/29	(1) Curriculum Committee Meeting (2) Academic Affairs Meeting		

National Taiwan Normal University Academic Calendar

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Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Date	Event
Nov.	9						1	2	11/3-28	Application period for postponing graduation of undergraduate students
	10	3	4	5	6	7	8	9	11/5	University Faculty Evaluation Committee
	11	10	11	12	13	14	15	16	11/7-8	Annual Sports Meet (No classes for full-time students of all degree levels)
	12	17	18	19	20	21	22	23	11/12	Research and Development Meeting
	13	24	25	26	27	28	29	30	11/16	Last day for the students who withdraw or take a leave to receive the refund of one-third of tuition fees
									11/22	International Cultural Festival in Linkou Campus
									11/26	The 390th Administrative Meeting
								11/30	Last day for graduate students to apply for the degree exam	
Dec.	14	1	2	3	4	5	6	7	12/3	University Affairs Meeting
	15	8	9	10	11	12	13	14	12/10	International Affairs Meeting
	16	15	16	17	18	19	20	21	12/14	Last day to apply for leave of absence
		22	23	24	25	26	27	28	12/15-20	Final examination week (Please follow the date arranged by the instructor.)
		29	30	31					12/17	(1) Calculus B (I) joint final examination (2) University Faculty Evaluation Committee
									12/22	(1) First day of winter break (2) The list of Spring 2026 courses for in-service Master's programs released
									12/22-26	Final examination week for students of APPOCS
									12/25	Constitution Day
									12/29	First day of winter break for students of APPOCS
	Jan. 2026					1	2	3	4	1/1
		5	6	7	8	9	10	11	1/5	Faculty deadline for Fall 2025 grade submission
		12	13	14	15	16	17	18	1/6	The result of the qualification for a minor or double major for those who have registered as preparatory students released
		19	20	21	22	23	24	25	1/6-9	Stage 1 course selection for full-time students of all degree levels
		26	27	28	29	30	31		1/6-12	Stage 1 course selection for in-service Master's program students
									1/9	Ancestor worship ceremony for Chinese new year in APPOCS
									1/16	Faculty extension deadline for Fall 2025 grade submission
									1/31	(1) End of the Fall term (2) End of the degree exam for graduate students

Note:

- (1) In case of special conditions, this calendar shall be adjusted to comply applicable laws.
- (2) In instances where the university is closed due to national holidays or election days, date for class makeup will be determined by instructors and students. No further notice will be issued from the university.
- (3) The time for the weekend courses of in-service Master's programs is highlighted in light gray.
- (4) For the weekend courses of in-service Master's programs, in instances where the regular class and the make-up day fall on the same date, the class date will be determined by instructors and students. No further notice will be issued from the university.
- (5) In-service Master's programs related events are highlighted in black bold letters, while those for the APPOCS (Academy of Preparatory Programs for Overseas Chinese Students) are highlighted in light blue letters.
- (6) Once natural disasters occur, the suspension of classes and work shall be announced in accordance with Taipei city government's announcement. The instructors will decide whether the class should be made up or not.
- (7) Those holding "indigenous peoples" status may apply for a day off to their employers or schools on the respective ritual or ceremony day with the household registration transcript or household certificate that can prove their indigenous ethnicity. Please visit the Council of Indigenous Peoples website for further information: <https://www.cip.gov.tw/en/index.html>.

National Taiwan Normal University Academic Calendar

Approved by the University's 387th Administrative Meeting

The revised date: July 3, 2025

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Date	Event	
Feb. 2026	1							1	2/3-5	Stage 2 course selection for full-time students of all degree levels	
		2	3	4	5	6	7	8	2/9	Residence halls move-in day for students of APPOCS	
		9	10	11	12	13	14	15	2/9-3/2	Application period for credit transfer	
		16	17	18	19	20	21	22	2/9-3/9	(1) Application period for intercollegiate courses	
		23	24	25	26	27	28	(2) Application period for attending/auditing courses			
										2/15	The day before Chinese New Year's Eve
										2/16	Chinese New Year's Eve
										2/17-19	Chinese New Year holidays
										2/20	Holiday (The day before Chinese New Year's Eve falls on Sunday)
										2/22	Last day of winter break
										2/23	(1) First day of classes for Spring 2026
									(2) First day of course add/drop period		
									(3) Deadline to register and pay tuition		
									(4) Deadline for new students to apply for retaining admission qualifications		
									(5) Deadline for Fall 2025 graduate students to submit final thesis and pick up diploma		
									(6) First day of classes for students of APPOCS		
								2/27	Holiday (Peace Memorial Day falls on Saturday)		
								2/28	Peace Memorial Day (No classes)		
Mar.	1							1	3/4	Student Advisers' Meeting	
	2	2	3	4	5	6	7	8	3/8	Last day to drop courses for full-time students of all degree levels	
	3	9	10	11	12	13	14	15	3/9	(1) Last day to add courses for full-time students of all degree levels	
	4	16	17	18	19	20	21	22		(2) Last day to drop/add courses for in-service Master's program students	
	5	23	24	25	26	27	28	29	3/9-29	Application period for early graduation of undergraduate students	
	6									3/18	The 391st Administrative Meeting
30		31							3/25	University Faculty Evaluation Committee	
Apr.	6			1	2	3	4	5	4/1	(1) Student Affairs Meeting	
	7	6	7	8	9	10	11	12		(2) School of Teacher Education Meeting	
	8	13	14	15	16	17	18	19	4/3	Holiday (Children's Day falls on Saturday)	
	9	20	21	22	23	24	25	26	4/4	Children's Day (No classes)	
	10	27	28	29	30					4/5	(1) Tomb Sweeping Day
									(2) Last day for the students who withdraw or take a leave to receive the refund of two-thirds of tuition fees		
										4/6	(1) Holiday (Tomb Sweeping Day falls on Sunday)
										(2) April 6 Incident Day	
									4/6-5/15	Application period for course withdrawal (for intense courses, the submission time is from the first workday after the first class to the last workday before the last class)	
									4/13-17	Midterm examination week for students of APPOCS	
									4/13-18	Midterm examination week (Please follow the date arranged by the instructor.)	
									4/15	(1) Calculus B (II) joint midterm examination	
								(2) Research and Development Meeting			
									4/20	Gender Equity Education Day	
									4/22	(1) Curriculum Committee Meeting	
							(2) Academic Affairs Meeting				
								4/27-5/11	Application period for undergraduate students to declare a minor, double major and interdisciplinary program or change major		
								4/27-5/22	Application period for postponing graduation of undergraduate students		
								4/29	University Affairs Research and Development Committee Meeting		
								4/30	Last day for graduate students to apply for the degree exam		

National Taiwan Normal University Academic Calendar

Approved by the University's 387th Administrative Meeting

The revised date: July 3, 2025

Month	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Date	Event	
May	10					1	2	3	5/1	Labor Day (No Classes)	
	11	4	5	6	7	8	9	10	5/6	(1) General Affairs Meeting	
	12	11	12	13	14	15	16	17		(2) International Affairs Meeting	
	13	18	19	20	21	22	23	24	5/10	Last day for the students who withdraw or take a leave to receive the refund of one-third of tuition fees	
	14									5/13	University Faculty Evaluation Committee
										5/20	The 392nd Administrative Meeting
										5/22	Aquatic Meet
										5/25-29	Final examination week for students of APPOCS
										5/27	University Affairs Meeting
										5/29	The list of courses for summer session Master's Programs released
5/30										Commencement	
Jun.	15	1	2	3	4	5	6	7	6/5	University's 104th Anniversary and the celebration	
	16								6/7	Last day to apply for leave of absence	
									6/8-10	Completion examination week for the students of APPOCS	
									6/8-13	Final examination week (Please follow the date arranged by the instructor.)	
									6/10	Calculus B (II) joint final examination	
									6/12	Commencement for students of APPOCS	
									6/15	First day of summer break	
									6/17	University Faculty Evaluation Committee	
									6/19	Dragon Boat Festival	
									6/29	Faculty deadline for Spring 2026 grade submission	
									6/29-7/1	Stage 1 course selection for summer session Master's Programs	
									6/29-7/13	Application period for credit transfer for the new summer session Master's students	
									Jul.		
7/1	(2) The list of Fall 2026 courses for in-service Master's programs released										
7/6	(1) First day of classes for summer session Master's Programs										
7/6	(2) Deadline for summer session Master's students to register and pay tuition										
7/6-10	Add/drop courses period for summer session Master's students										
7/10	Faculty extension deadline for Spring 2026 grade submission										
7/11	Maintenance for High Voltage Equipment of Heping Campus I										
7/12	Maintenance for High Voltage Equipment of Heping Campus II										
7/13	The result of the qualification for a minor or double major for those who have registered as preparatory students released										
7/18	Maintenance for High Voltage Equipment of Gongguan campus										
7/19	(1) Maintenance for High Voltage Equipment of Linkou campus										
	(2) One-third of the semester of summer session Master's Programs										
7/31	(1) End of the Spring term										
	(2) End of the degree exam for graduate students										
	(3) Last day for summer session Master's students to apply for the degree exam										

Note:

- (1) In case of special conditions, this calendar shall be adjusted to comply applicable laws.
- (2) In instances where the university is closed due to national holidays or election days, date for class makeup will be determined by instructors and students. No further notice will be issued from the university.
- (3) The time for the weekend courses of in-service Master's programs is highlighted in light gray.
- (4) For the weekend courses of in-service Master's programs, in instances where the regular class and the make-up day fall on the same date, the class date will be determined by instructors and students. No further notice will be issued from the university.
- (5) In-service Master's programs related events are highlighted in black bold letters, while those for the APPOCS (Academy of Preparatory Programs for Overseas Chinese Students) are highlighted in light blue letters.
- (6) Once natural disasters occur, the suspension of classes and work shall be announced in accordance with Taipei city government's announcement. The instructors will decide whether the class should be made up or not.
- (7) Those holding "indigenous peoples" status may apply for a day off to their employers or schools on the respective ritual or ceremony day with the household registration transcript or household certificate that can prove their indigenous ethnicity. Please visit the Council of Indigenous Peoples website for further information: <https://www.cip.gov.tw/en/index.html>.











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