

NATIONAL CHUNG CHENG UNIVERSITY

Guidelines for the Master Program of Professional Development for In-Service Teachers

October 18, 2007 - Passed by the 1st Class Affairs Meeting, Academic Year 2007
October 29, 2007 - Passed by the 2nd College Affairs Meeting, Academic Year 2007
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October 24, 2022 - Amended and passed by the 1st College Affairs Meeting, Academic Year 2022

Article 1 This regulation is established for students of the "National Chung Cheng University's Master Program of Professional Development for In-Service Teachers" (hereinafter referred to as "the Program"). It is mainly based on the "Operational Guidelines for the Application and Review of Digital Learning Special Programs" issued by the Ministry of Education, as well as the "National Chung Cheng University Academic Regulations" and the "National Chung Cheng University Graduate Degree Granting Regulations," and related laws and regulations.

Article 2 Coursework and Credit Requirements:

The duration of study for students in the Program is one to four years. However, those who fail to complete the required courses within the specified period or fail to complete the master's thesis may be granted an extension of up to one year based on this regulation.

1. Students in the Program must complete thirty-three credits of courses offered by the Program (including three credits for the master's thesis) during their study period.
2. Before completing the required credits for graduation, students must take a minimum of three credits per semester (summer session counts as a semester).
3. Regarding application for a course to be offered during the winter and summer vacations:
 - (a) The course must already be included in the curriculum plan.
 - (b) The course schedule should be arranged according to the availability of the instructor.
 - (c) The application should be discussed and reviewed by the Class Affairs Meeting.
 - (d) Summer and winter courses can be offered subjecting to the agreement between the course instructor and students intending to take the course, and compliance with the application schedule.

Article 3 Credit Exemption:

1. Applications for credit exemption should be supported by the completion of the same digital or physical courses as those offered in this Program. These courses must have received accreditation from the Ministry of Education and should be within the validity period of the certification. Exemptions may be granted in accordance with relevant regulations.
2. The maximum number of credits that can be exempted for this Program is six credits. Applicants should provide proof and obtain consent from the instructor of the relevant course and from the Program Director.

Article 4 Leave of Absence:

1. Students who are unable to attend classes for any reason must apply for leave in advance to the course instructor and the Program.
2. For leaves exceeding three days, supporting documents should be attached with the leave application. In case of unforeseen circumstances preventing prior application for leave, supporting documents must be submitted within three days after the absence.

Article 5 Retention and Suspension:

1. Students requesting a study suspension must obtain approval from the Program Director. The suspension duration can be one semester, one academic year, or two academic years, with a maximum cumulative period not exceeding two academic years. Exceptions may be granted for severe illness or other valid reasons, allowing for an additional one-year extension upon approval. Those who have been on suspension for three years, except for military service, cannot apply for further extension.
2. Reenrollment is not permitted after the semester has began. Students who fail to resume their studies after the suspension period ends will be deemed to have dropped out of school.

Article 6 Selection and Assignment of Advisors:

1. In principle, the advisors should be selected from the instructors of the Program. If there are other choices, an application must be submitted to the Program. An advisor allocation team comprising of the Program Director and an instructor will make the final decision.
2. Before the end of the second semester after admission, students must submit an "Application Form for Assigned Advisor" (see Attachment 1) to the Program, along with their research plan, for discussion and approval by the Class Affairs Meeting.

Article 7 Application for Research Proposal Review:

1. Eligibility for application: Submission can only be made after obtaining consent from the advisor.
2. Review process: The advisor is authorized to conduct the review, and if necessary, review committee members from the relevant fields may be invited for evaluation, or a research proposal defense may be conducted.
3. Only those who pass the research proposal review can apply for the thesis defense.

Article 8 Application for Thesis Defense:

1. Eligibility for application: Students must have passed the research proposal review, completed the required credits of the Program, and obtained the consent of the advisor before applying.
2. Application period: Once per semester, within the specified time frame (as per the academic calendar). However, thesis defense can only be conducted two weeks after the "Application for Thesis Defense" is submitted.
3. Thesis defense committee: The thesis defense committee should consist of three to five members, including at least one external member.
4. Thesis defense score: The passing score is 70 out of 100, determined by the average of the scores given by the three members of the committee. However, if more than half (inclusive) of the committee members evaluate it as a fail, the defense is considered to have failed. Only one evaluation is allowed.
5. Students enrolled from the 2017 academic year onwards must take the "Academic Ethics Education" course. Those who have completed related courses in academic ethics for at least 6 hours and hold proof of completion must present the relevant documents when applying for thesis defense.

Article 9 Graduation Requirements:

1. Students who complete the required courses and credits within the specified period and pass the master's thesis examination are eligible for graduation. The university will confer the degree of "Master of Education (Master Program of Professional Development for In-Service Teachers)" upon successful completion.
2. In principle, the graduation date shall be the year and month of the thesis examination. However, for those taking courses in the final semester, the graduation date will be based on the year and month of the semester's end.
3. The theses similarity score is standardized to be no more than 20%. If thesis similarity exceeds this standard, the student shall be requested by the advisor

for continuous revisions until the requirement is met. Student found to have committed plagiarism or academic misconduct in the thesis, once determined by the thesis defense committee, will be deemed to have failed.

4. In the case of failure in the thesis defense, students who have not exceeded the maximum period of study may apply for no more than one retake of the defense in the following semester or academic year. However, if the re-evaluation score is still below the passing grade, the student will be dismissed from the Program.
5. In principle, theses of the Program should opt for immediate public disclosure. Applications for postponing the disclosure, changing the disclosure deadline, or replacing the thesis must be submitted in accordance with the university's guidelines for thesis management.

Article 10 Matters not covered in these guidelines will be governed by the "Operational Guidelines for the Application and Review of Digital Learning Special Programs" issued by the Ministry of Education, the "Degree Granting Act," the "Implementation Rules for the Degree Granting Act," the "National Chung Cheng University Academic Regulations," the "National Chung Cheng University Graduate Degree Granting Regulations," and relevant laws and regulations.

Article 11 These guidelines shall be passed by the Class Affairs Meeting, submitted to the College Affairs Meeting for review and approval, and announced for implementation by the Dean. Any revisions shall follow the same procedures.