

National Taiwan Normal University (NTNU) Academic Regulations for the English Taught Master’s Program in the Department of Special Education

Amended and approved in the fourth Department Meeting of the 2019–2020 academic year on January 7, 2020

Approved in the 2nd Curriculum Committee of the College of Education of the 2019–2020 academic year on April 1, 2020

Amended and approved in the 2nd Meetings of Academic affairs of the 2019–2020 academic year on April 22, 2020

Amended and approved in the 1st Meetings of Academic affairs of the 2020–2021 academic year on October 19, 2021

Amended and approved in the 1st Department Meeting of the 2022–2023 academic year on September 20, 2022

1. The regulations have been established in accordance with the NTNU Degree Conferral and Graduate Degree Exam Regulations.
2. Graduates of the master’s program in the Department of Special Education (hereafter “the Department”) are conferred a Master of Education (M. Ed).
3. Length of study
 - 3.1. Full-time students: from a minimum of 1 year to a maximum of 4 years.
 - 3.2. In-service students: from a minimum of 1.5 years to a maximum of 4 years.
 - 3.3. In-service students who demonstrate outstanding performance may apply for their thesis proposal oral defense before the designated time frame by following same procedure as that for full-time students; after approval in a meeting convened by the Department Chair, they may adopt the full-time student study time frame and graduate within 1 year.
4. Credit system and course requirements
 - 4.1. The program requires a minimum of 30 credits for graduation. Please refer to the Department’s instructors on course requirements for master’s students of English-Taught programs for more information.
 - 4.2. Maximum credits per semester:
 - (1) Full-time students: 18 credits.
 - (2) In-service students: 13 credits.Notes: Half of the credits earned in courses offered by the undergraduate program count toward the maximum limits.
 - 4.3. Based on the needs of conducting research, students may enroll in relevant courses offered by other departments or universities with the guidance of their advisor.
 - 4.4. A student may apply for credit transfer in accordance with the NTNU Student Credit Transfer Guidelines and the Directions for Credit Transfer

for Graduate Students in the Department of Special Education and the Graduate Institute of Rehabilitation Counseling.

- 4.5. The credits for digital courses which are counted as graduation credits shall not exceed one-third of the minimum required graduation credits.
5. Thesis advisor
 - 5.1. Application procedure: Students must complete the application form and submit it to the Department office.
 - 5.2. When selecting and applying for an advisor from the faculty, students must prioritize full-time faculty members of the Department at assistant rank or higher.
 - 5.3. Each full-time faculty member of the Department is allowed to supervise at most five new students each academic year (from August 1st of the current year to July 31st of the following year). This number is increased to seven if the faculty member supervises students from the Graduate Institute of Rehabilitation Counseling.
6. Thesis proposal oral defense
 - 6.1. Qualifications and application period: A student who has completed the Research Ethics Education Course, passed its examination, and has earned 20 or more credits may apply for their thesis proposal oral defense in the subsequent semester. The application shall be submitted no later than 1.5 months before the desired examination date.
 - 6.2. Oral defense committee: An oral defense committee shall comprise three to five people and must include the thesis advisor as the ex officio member. The advisor shall provide a list of committee member candidates before the oral defense. The list must comprise one-third or more members from outside the NTNU.
 - 6.3. Master's students must enroll in courses related to the research areas of their thesis. Students with inquiries regarding this requirement should request the Department Chair approval.
 - 6.4. A master's student must have participated as an audience member in at least three and five oral defenses or international conferences before applying for their thesis proposal oral defenses and thesis oral defense, respectively. The oral defenses a student participates in must include at least one thesis oral defense.

7. Thesis oral defense
 - 7.1. Qualifications for application: Students who have passed the thesis proposal oral defense and will have earned at least the minimum number of credits for graduation by the end of the semester of applying for the oral defense may apply.
 - 7.2. Application period: The application must be submitted at least one semester after the applicant passes the thesis proposal oral defense. The oral defense must be scheduled for no later than January 31st in the first semester or July 31st in the second semester.
 - 7.3. Oral defense committee: An oral defense committee shall comprise three to five members and must include the thesis advisor. The committee must comprise one-third or more members from outside NTNU.
 - 7.4. Students who have passed the thesis oral defense must complete the graduation procedure and obtain their graduation certificate by the deadline of each semester.
 - 7.5. A student who has failed his/ her thesis oral defense may apply for a make-up examination if the extension is within the maximum length of study. A student may complete only one make-up examination; those who fail their make-up examination will be expelled.
8. The study process for the Department's master's program is as follows
Enrollment → Enrollment in courses → Thesis advisor selection → Thesis proposal oral defense → Thesis oral defense → Graduation
9. Please refer to Article 8 of the Degree Conferral Act for the appointment criteria for oral defense committee members.
10. For matters that have not yet been included in these regulations, please refer to the NTNU Degree Conferral and Graduate Degree Exam Regulations and other relevant regulations.
11. The regulations concerning graduation conditions such as degree awards shall be sent to the Academic Affairs Meeting for deliberation after being approved by the Department Meeting and college related meetings; other regulations shall be sent to the Academic Affairs Office for review after being approved by the Department Meeting, and the same applies when amended.

Notes:

★Excerpt from Article 8, Degree Conferral Act (amended on November 28, 2018):

The committee members (doctoral degree committee members) shall each have done specialized research in the same research field as the doctoral candidate and have one of the following qualifications:

1. Be currently serving or have served as a professor, associate professor, or assistant professor;
2. Be an academician at Academia Sinica, or currently work or have worked at Academia Sinica as a research fellow, associate research fellow and assistant research fellow;
3. Have a doctoral degree and have significant academic accomplishments;
4. Have expertise in an unusual or highly specialized academic area and have achieved significant results in their respective academic or professional field(s).

Whether a committee member meets criteria 3 or 4 is determined by the regulations established by the program, department, or college affairs meeting or the degree program affairs committee.

The Department determines whether a committee member meets the criterion of “has significant academic achievement” specified in Articles 8 and 10 of the Degree Conferral Act in accordance with the following criteria: the committee member (1) has served as a principal investigator of a research project in a field related to the thesis research area and funded by the Ministry of Science and Technology or other government agencies in the past 5 years; (2) has published a paper in a field related to the thesis research area in SCI, SSCI, A&HCI, EI, TSSCI, THCI, EconLit, or Scopus journals in the past 5 years (a degree thesis submitted in the past 3 years can be counted as equivalent for members of a master’s degree examination committee). Achievements that do not fulfill the aforementioned criteria shall be reviewed by a panel of at least three faculty members specialized in related fields who were convened by the Department Chair for further determination.

Amended and approved in the fourth Departmental Meeting of the 2019–2020 academic year on
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