

## **National Chiayi University Department of Education, Coursework Guidelines for Master's and Doctoral Students**

### **1. Classes**

The graduate institute of this department offers master's degree and doctoral degree courses:

- a. The master's degree program is made up of three groups: The Educational Theory group; the Curriculum and Instruction group; and the Educational Administration and Educational Enterprise Management group.
- b. The doctoral degree program is made up of three groups: The Educational Theory group; the Curriculum and Instruction group; and the Educational Administration and Educational Enterprise Management group.

### **2. Educational objectives**

- i. Master's program
  1. To gain knowledge of academic research in education
  2. To attain the ability to conduct academic research in education
  3. To engender critical awareness of educational issues
  4. To cultivate interest in academic research in education
  5. To apply the results of academic research in education
- ii. Doctoral program
  1. To gain extensive and specialized knowledge of academic research in education
  2. To deepen ability to independently and skillfully conduct academic research in education.
  3. To develop a reflective and critical spirit in relation to academic research in education.
  4. To be able to integrate research and praxis into educational practice.

### **3. Curriculum content areas** (for detailed descriptions of course content, please see please see the course structure table for this institute's master's and doctoral programs.

- i. Master's program

Students should complete at least 30 credits before graduation, including at least three credits in basic education courses, at least five credits in educational research tools and methods, at least 15 credits in each group's specialist elective courses and two credits in each group's required courses. Students may freely choose elective courses to make up the remaining credits (where necessary for freely chosen classes, students taking the same class can select courses offered by other departments on other schools, in accordance with school regulations). In addition to the above, students are required to complete a thesis of six credits.

- ii. **Doctoral program**  
Students should complete at least 30 credits before graduation, including at least four credits in independent research, at least three credits in basic education courses, at least four credits in educational research tools and methods, (six credits for overseas students), and at least 12 credits in each group's specialist elective courses . Students may freely choose elective courses to make up the remaining credits (where necessary for freely chosen classes, students taking the same class can select courses offered by other departments on other schools, in accordance with school regulations). In addition to the above, students are required to complete a thesis of six credits.
- iii. In addition, students are required to attend the activity classes organized by this department. Credits are not awarded for activity courses, but evidence of satisfactory participation must be presented and passed before students can apply to sit the oral defense for their thesis.
- iv. The semesters in which courses are offered can be adjusted in accordance with school regulations and student requirements.

#### **4. Items for attention regarding coursework**

- i. The number of students required for a class to be opened will be determined according to this university's "Points for Attention in Curriculum Planning" document.
- ii. According to requirements, students at different year levels from the same curriculum group can select each other's elective courses.
- iii. In accordance with Ministry of Education regulations, the pass mark for graduate students is 70 percent.
- iv. Graduate students in master's and doctoral programs are required to complete the minimum number of credits designated for the curriculum group for which they took the entrance test, and thesis topics should be chosen in accordance with the curriculum group for which they passed the entrance test.
- v. Full time master's program students in their first year of study should take from eight to 15 credits per semester. Students who are also enrolled in the education special program or who are making up basic credits may take no more than 20 credits per semester. The minimum number of credits that may be taken in the second year of a master's program is one credit per semester, but there is no minimum number of credits for students in their third year of study or above. Full time doctoral students in their first year of study should take from nine to 12 credits per semester. The minimum number of credits that may be taken in the second year of a doctoral program is three credits per semester. Part-time doctoral students take from three to nine credits per semester. However, there is no limit for students in their third year of study or above. (This does not apply to overseas students.)

- vi. Graduate students who enroll for the entrance test using an equivalent academic qualification, or who do not have a background in education studies, should discuss with their advisor which basic courses they need to take after commencing studies. They should take at least two courses from Introduction to Education, Educational Psychology, Educational Sociology and Educational Philosophy. However, students who have already served for one year or more as teachers in government elementary or secondary schools, can waive the requirement to take basic education classes, even if they do not have a background in Educational Studies. Similarly, other students who can produce evidence of having previously taken two of the basic courses designated by this institute may waive this requirement. Apart from the abovementioned special situations, students who are required to take basic education credits may, with the approval of the chair of the department, use related courses from the graduate program to fulfill this requirement. However, such courses will not count towards credits required for graduation. (This does not apply to overseas students.)
- vii. Master's and doctoral freshmen students who took master's or doctoral classes as part of their bachelor's or master's degree, and who achieved a grade of 70 percent or above can, with the approval of the chair of the department, apply to waive these courses in their master's or doctoral program, as long as these courses were not counted towards their graduation credits in their previous degree. Applications will be processed in accordance with this university's "Regulations Governing Transfer of Student Credits".
- viii. If graduate students have special needs, they can take courses in the graduate institutes of other universities, in accordance with this university's "Regulations Governing Cross-Institutional Course Selection".
- ix. Part-time graduate students who take prevocational education courses must spend at least five semesters before being qualified to graduate. Part-time students who transfer or waive six credits or more, **or whose overall results are in the top three of their class for three semesters before applying for their oral defense, can waive this restriction.**
- x. For details of regulations related to doctoral candidates taking qualifying examinations, please see this institute's "Guidelines for the Implementation of Doctoral Candidates' Qualifying Examinations".

## 5. Items for attention regarding theses and dissertations

- i. Master's program students should proactively apply for a supervising professor for their thesis within one month of the start of their third semester of study. Students in the doctoral program should apply for a supervising professor for their dissertation within one month of the

commencement of their fourth semester of study. Specifically, master's students apply for a thesis supervisor, while doctoral students apply for a supervising professor for "Independent Study". (Two credits per semester in first and second semesters. The supervising professor for Independent Study will also be the supervising professor for the student's dissertation.)

- ii. After graduate students have submitted their application for a supervising professor in accordance with the regulations above, and the application has been approved by the head of the department, a letter of appointment will be issued by the graduate institute. The period of appointment will commence from beginning of the current semester, and conclude when the thesis or dissertation has been completed.
- iii. With the approval of the head of department, students may apply for a supervising professor from outside of the department, provided the proposed supervisor is qualified according to the regulations of the institute. When a supervisor from outside of the institute is selected, a qualified teacher from within the department is also required to serve as a co-supervisor
- iv. Committee members for graduate students' thesis proposal and oral defense are recommended by the supervising professor. For a master's thesis oral defense, at least one member of the committee must be an associate professor or above. For a doctoral thesis oral defense, at least two members of the committee must be associate professors or above. The examining committee for master's students must be comprised of three to five members, at least one of whom is from outside of the university. The examining committee for doctoral students must be comprised of five to nine members, at least two of whom are from outside of the university.
- v. Doctoral students must present their dissertation proposal in a public proposal hearing within this institute before it is submitted for approval.
- vi. Application deadlines for thesis and dissertation oral defense examinations
  1. Students may apply for a degree examination from time of completion of enrolment until January 20 during first semester, and from the time of completion of enrolment until July 20 during second semester.
  2. The deadline for degree examinations in first semester is January 20, and in second semester is July 20.
  3. There must be at least two months between the time a master's thesis proposal has been passed and the time of the oral defense examination. For doctoral students, three months must have elapsed between the time the dissertation proposal has been passed and the time of the oral defense examination. This regulation may be waived on a case by case basis with the approval of the supervising professor and the head of the department for students who have reached the final semester of

the permitted time for completion of the degree.(This provision may be applied retrospectively.)

- vii. If it becomes necessary to change supervising professors, and separate application must be made.
- viii. Doctoral students may commence four credits of independent study (two credits per semester) in the fifth semester of their course. Students should select a research project from within their own area of specialization, and under the guidance of their supervisor engage in specialized individual learning. In principal, each doctoral student has a single supervising professor. If two professors co-supervise this class, at least one must be a full-time teacher of this institute.
- ix. In principal, each supervising professor for doctoral dissertations will supervise one student. Each supervising professor for master's theses may supervise up to five students. (The number of part-time master's students who may be supervised will be determined according to course guidelines for the part-time master's program.)
- x. In principal, a thesis proposal hearing or degree examination should last from two to three hours.
- xi. Graduate students are responsible for hosting thesis proposal or oral defense examination committee members.
- xii. Thesis proposal hearing and oral defense examinations may not proceed if the supervising professor is unable to attend.
- xiii. The results of thesis proposal hearings and degree examinations should be submitted to this institute by the supervising professor within one week of their completion.
- xiv. Applications to use rooms for thesis proposal hearings or degree examinations, and matters related to inviting committee members, should be appropriately handled by the graduate student.
- xv. Before a thesis proposal hearing or oral defense examination, graduate students should proactively enquire the institute office about necessary evaluation forms, and pass them on to their supervising professor. Students should also ensure that copies of their thesis materials are prepared in advance for committee members.
- xvi. Procedures for thesis proposal hearings and degree examinations: This institute's thesis assessment procedures are conducted in two stages: "Thesis Proposal Hearings" and "Degree examinations" (oral defense examinations). Doctoral students must present their dissertation proposal in a public proposal hearing within this institute before it is submitted for approval.

#### 1. Stage one: Thesis proposal hearings

- (1). Applications can be made for a thesis proposal hearing at any time, with the approval of the supervising professor.
- (2). Before application is made for a thesis proposal hearing, students conducting quantitative research should have at least completed the introduction, literature review, methodology and reference sections of their thesis.

Requirements for students conducting qualitative research can be adjusted within reason, according to the requirements of the supervising professor.

(3). Application forms for a thesis proposal hearing should be submitted to this institute at least two weeks prior to the proposed date, with the approval of the supervising professor. After the application has been approved by the institute, the proposal hearing may proceed.

(4). Writing of the thesis can proceed after the thesis proposal has been approved.

## 2. Stage 2: Degree examination

(1). The thesis, together with application forms, results transcript for all courses taken in this institute, thesis abstract, and supervising professor's recommendation, should be submitted to this institute at least two weeks before the oral defense examination.

(2). The thesis oral defense may only be held after notification from this institute that the list of recommended committee members has been approved by the university, and that approval has been granted for the issue of letters of appointment to committee members. Otherwise, results of thesis oral defense examinations conducted under the personal initiative of candidates will not be recognized by this institute.

## 6. Personal and academic counseling

1. After the announcement of successful applicants to the program, this institute will conduct orientations for new students, introduce the "guidelines for coursework" , and regulations for selecting classes.
2. In the first semester of study, graduate students must select an adviser. The adviser is responsible for consulting with the student about such matters as course planning, assisting the student to become familiar with the institute's teachers, and solving other matters related to their studies.
3. Master's program students who achieve outstanding grades can apply to be promoted to the doctoral program, in accordance with the institute's "Guidelines for Master's Students Changing to Doctoral Program".
4. All first and second year students' in this institute's master's and doctoral programs are required to attend the activity classes organized by the institute. For details of assessment of this requirement please see the assessment form for graduate students' participation in activity classes.

## 7. Conditions for graduation

1. Must have completed required credits; must have passed the assessment for participation in each semester's activity courses; before submitting applications for thesis proposal hearings and thesis oral defense examinations, students must produce evidence of having

attended at least two thesis proposal hearings and two formal oral defense examinations as observers. This regulation applies to students commencing studies at the institute in or after 2010.

2. Must have passed a master's or doctoral thesis proposal hearing.
3. Before (or after) their formal oral defense examination, and the thesis supervisor has confirmed that this examination has been passed, students in the day division must submit a published work that meets one of the criteria listed below. Different kinds of works can be combined to count as halves. Graduate students who serve as assistant editors for this department's journal, can for each semester of service submit one less non peer-reviewed paper in an educational journal.

1. Master's program

- (1). At least one paper in an peer reviewed educational journal.
- (2). Or at least two papers in non peer-reviewed educational journals.
- (3). Or at least one paper presentation at a peer-reviewed education related conference.
- (4). Or at least two papers at non peer-reviewed education related conferences.

2. Doctoral program

- (1). At least two papers in peer reviewed educational journals.
- (2). Or at least six papers in non peer-reviewed educational journals.
- (3). Or at least two paper presentations at peer-reviewed academic conferences related to education.
- (4). Or at least four paper presentations at non peer-reviewed education related conferences.

3. Students entering the institute's master's or doctoral programs in or after 2008 are required to satisfy this university's requirements for basic English ability and digital literacy. Taking into account the social reality of doctoral students requiring English ability, students entering the doctoral program in or before 2007 are required to not only complete all required course credits but also pass this university's current English graduation requirement before being eligible to graduate. However, the 2006 course work guidelines for this institute include provisions for students who have obtained evidence of higher study overseas, or who have special circumstances, or who are in the first semester of their sixth year of study and have not yet passed the minimum requirements for this institute, to be dealt with on a case by case basis, and resolved through discussion at the department's general affairs meeting. For detailed information about this university's basic English requirement and digital literacy requirement, please see the "National Chiayi University Day Division Graduate Students English Ability Graduation

Qualification Regulations”, and the “National Chiayi University Regulations for Improving Students’ Digital Literacy”.

4. Complete thesis or dissertation, and pass the oral defense examination.
8. **Any circumstances not covered in this document will be dealt with in accordance with related university regulations.**
9. **These regulations will become effective after being passed at this department’s general affairs meeting, and approved by the College of Teacher Training and the Office of Academic Affairs.**