National Chiayi University
Global Master Program of
Teaching Profession

2020 Fall New Student Handbook

Welcome to NCYU

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National Chiayi University

Global Master Program of Teaching Profession Introduction

國立嘉義大學師範學院教學專業國際碩士學位學程簡介

（本所簡介中之學校規定，如有新規定，以其最新版者為依據）

一、Educational Goals 教育目標

This program aims at admitting international students who are interested in education related fields. All courses in this program are taught in English. This program aims at preparing future international teaching experts and leaders. Students will possess the following five core abilities from this program: (1) in-depth Instruction theory foundation, (2) application of instructional technology, (3) research ability on teaching and instruction issues, (4) multicultural perspective and caring attitude, (5) instructional leadership and communication ability.

本學程以招收外國大學教育相關領域之畢業生為對象，採全英語授課。本學程之教育目標旨在培養具備專業、創新、多元、關懷、領導五大基本素養之國際教學專業領導人才，期望每位學生具備五項核心能力：(1)深厚的教學理論基礎，(2)運用教學科技的能力，(3) 教學議題的研究能力，(4) 多元文化觀點與關懷學生的情操，(5) 教學專業領導與溝通能力。

二、Curriculum planning 課程規劃

Students must complete a minimum of 30 credit hours in 2-4 academic years; which comprise 9 required credits (education-research methods 3 credits, thesis 6 credits), 21 elective credits. The courses include educational research methodology and general pedagogy (SBP) subjects.

三、Career development 生涯發展

Career development of graduates includes being school teachers, government managers, university faculty, education business manager, and entering doctoral programs.

本學程畢業取得教育學碩士學位，學生返回其母國，生涯發展如下：(1) 擔任中小學教師，(2) 政府教育部門專業人員，(3) 大學教育相關領域教師，(4) 文教相關企業專業人員，(5) 繼續升入博士班深造。

Global Master Program of Teaching Profession Faculty

Administrator (行政人員)

Position Titles (職稱)	Name (姓名)	Level of education (最高學歷)
Director 主任	Yueh-Chun Huang 黃月純	Ph.D., National Chung Cheng University, Taiwan
CEO 執行長	Cheng-Cheng Yang 楊正誠	Ph.D., University of California, Los Angeles, USA
Administrative Assistant 行政助理	Chen-Yi Yan 顏辰嬉	B.A. National Chiayi University, Taiwan TEL：05-2263411#2430
Administrative Assistant 行政助理	Xin-Chan Lin 林星全	National Minxiong Vocational High School TEL：05-2263411#2432

Faculty (師資)

Name (姓名)	Level of education (最高學歷)	Teaching Course (授課學程)
Mao-Neng Li 李茂能	Ph.D., University of Georgia, USA	Advanced Educational 高等教育統計
Shu-Ching Kao 高淑清	Ph.D., University of Minnesota, USA.	Qualitative Research 質性研究法
Jun-Wen Lin 林郡雯	Ph.D., National Taiwan Normal University, Taiwan	Research on Curriculum Design 課程設計研究
Yu-Liang Chang 張宇樑	Ph.D., University of Idaho, USA	Research on Instruction Theories and Strategies 教學理論與策略研究
Meng-Lung Lai 賴孟龍	Ph.D., University of Illinois, USA	Research on Learning Psychology 學習心理學研究
Lin-Ging Chen 林菁	Ph.D., University of Florida, USA	Research on Instructional Technology 教學科技研究

Han-Chin Liu 劉漢欽	Ph.D., Iowa State University, USA	Research on Multimedia and Cognition 多媒體與認知研究
Hsuan-Fu Ho 何宣甫	Ph.D., Columbia University, USA	Research on Taiwan Education and Cultural 台灣教育與文化研究
Cheng-Cheng Yang 楊正誠	Ph.D., University of California, Los Angeles, USA	Educational Research Method 教育研究方法
Yueh-Chun Huang 黃月純	Ph.D., National Chung Cheng University, Taiwan	Research on International and Comparative Education 國際與比較教育研究
Ming-Chung Chen 陳明聰	Ph.D. in Special Education, National Taiwan Normal University.	Research on Classroom Management 班級經營研究
Juei-Hsin Wang 王瑞壎	Ph.D. in Education, National Institute of Middle School Education.	Research on Classroom Management 班級經營研究

National Chiayi University
Global Master Program of Teaching Profession Course Selection

(Applicable for freshman after 109 school year)

◎GMPTP Courses

The First School Year

Required/Selective	Credit	Course
Required	3	Educational Research Method
Selective	3	Advanced Educational Statistics
Selective	3	Research on Teaching Theories and Strategies
Selective	3	Research on Learning Psychology
Selective	3	Research on Instructional Technology
Selective	3	Research on International and Comparative Education
Selective	3	Qualitative Research Method
Selective	3	Research on Language Instruction
Selective	3	Research on Math Instruction
Selective	3	Research on Multimedia Cognition
Selective	3	Research on Teaching of Social Studies
Selective	3	Research on Science Education
Selective	3	Research on Educational Testing and Assessment
Selective	3	Research on Cognitive Psychology

The Second School Year

Required/Selective	Credit	Course
Selective	3	Research on Multicultural Education
Selective	3	Research on Critical Thinking Instruction
Selective	3	Research on Classroom Management
Selective	3	Special Topic on Quantitative Research
Selective	3	Research on Leadership on Curriculum and Instruction
Selective	3	Research on Art Education
Selective	3	Research on Music Education
Selective	3	Research on Special Education
Selective	3	Research on Sociology of Education
Selective	3	Research on Philosophy of Education
Selective	3	Research on Management of Education Institution
Selective	3	Research on Contemporary Issues in Instruction
Selective	3	Research on Taiwan Education and Culture
Selective	3	Research on Web-Based Instruction Strategies
Selective	3	Educational Literature and Research Writing
Required	6	Thesis

國立嘉義大學　師範學院教學專業國際碩士學位學程
必選修科目冊

（109學年度入學新生適用）

108.11.13系課程委員會議通過
109.01.09院課程委員會議通過
109.04.06校課程規劃委員會議通過
109.05.05教務會議核備

一、教育目標：

本學程以招收外國大學教育相關領域之畢業生為對象，採全英語授課。本學程之教育目標旨在培養具備專業、創新、多元、關懷、領導五大基本素養之國際教學專業領導人才。

二、核心能力：

1.深厚的教學理論基礎
2.運用教學科技的能力
3.教學議題的研究能力
4.多元文化觀點與關懷學生的情操
5.教學專業領導與溝通能力

三、核心能力指標：

1.1.具備學習理論的理解與批判能力
1.2.具備教學理論的理解與批判能力
2.1.具備教學科技基本知能
2.2.具備教學網路環境規劃能力
3.1.具備教學研究基本知能
3.2.具備論文寫作知能
4.1.具備多元文化知能
4.2.具備關懷學生的情操
5.1.具備教學領導能力
5.2.具備團隊合作與溝通能力

四、課程架構與畢業學分：

◎課程架構：

本學程修業年限2-4年。課程包括研究方法學群、一般教學專業學群與學科教學專業學群等三方面。並經由論文寫作，深化學生研究能力。碩士論文分為論文計畫審查與口試二階段。

◎畢業學分：

學生畢業時應修滿至少30學分，包括專業必修3學分、專業選修21學分、論文6學分，始得畢業。

其他說明：

1.每位學生每學年至少參加校內外教學相關之演講、專題討論或學術研討會10小時。
2.畢業之前應在學術研討會口頭發表1次。
3.學生在提出論文口試之前，必須於二個月前先通過論文計畫審查。
※補充：
碩、博士班研究生(含碩士在職專班)應至本校所規定之網路教學平台自行修習「學術倫理教育」課程，並通過線上課程測驗達及格標準，經出示修課證明始得申請學位口試。未通過者不得申請學位口試。

第一學年

必選修類別：專業必修

中英文科目名稱	學期	授課時數	學分數	專業職能	共通職能	備註	核心能力對應項次
教育研究方法Educational Research Method	1	3.0	3			RM	1,3
專業必修小計			3				

第一學年

必選修類別：專業選修

中英文科目名稱	學期	授課時數	學分數	專業職能	共通職能	備註	核心能力對應項次
高等教育統計Advanced Educational Statistics	1	3.0	3			RM	1,3
教學理論與策略研究Research on Teaching Theories and Strategies	1	3.0	3			GP	1,2,3,5
語文教育研究Research on Language Instruction	1	3.0	3			SBP	1,3,5
數學教育研究Research on Math Instruction	1	3.0	3			SBP	1,3,5
學習心理學研究Research on Learning Psychology	1	3.0	3			GP	1,3
多媒體認知研究Research on Multimedia Cognition	2	3.0	3			GP	1,2,3
社會科教學研究Research on Teaching of Social Studies	2	3.0	3			SBP	1,3,4
科學教育研究Research on Science Education	2	3.0	3			SBP	1,2,3,5
國際與比較教育研究Research on International and Comparative Education	2	3.0	3			GP	1,3,4
教育測驗與評量研究Research on Educational Testing and Assessment	2	3.0	3			GP	1,3
教學科技研究Research on Instructional Technology	2	3.0	3			GP	2,3
認知心理學研究Research on Cognitive Psychology	2	3.0	3			GP	1,3,5
課程設計研究Research on Curriculum Design	2	3.0	3			GP	1,3,5
質性研究法Qualitative Research Method	2	3.0	3			RM	1,3
專業選修小計			42				
學年小計			45				

***選修課程名稱，得依科技發展與特色重點產業異動。**

第二學年

必選修類別：專業選修

中英文科目名稱	學期	授課時數	學分數	專業職能	共通職能	備註	核心能力對應項次
多元文化教育研究Research on Multicultural Education	1	3.0	3			GP	1,3,4,5
批判思考教學研究Research on Critical Thinking Instruction	1	3.0	3			GP	1,3,4,5
音樂教育研究Research on Music Education	1	3.0	3			SBP	1,3,5
班級經營研究Research on Classroom Management	1	3.0	3			GP	1,2,3,4,5

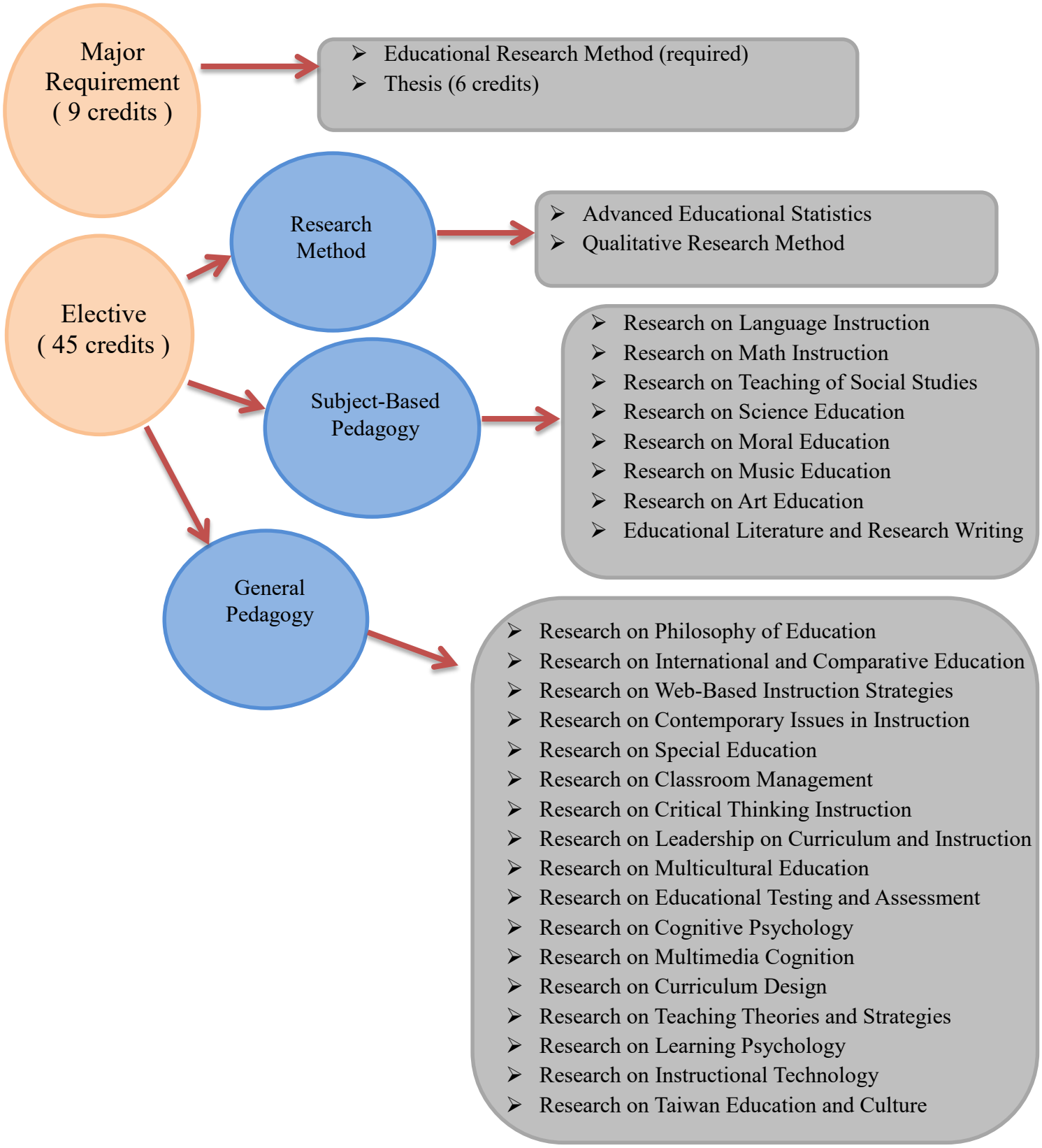
第二學年							
必選修類別：專業選修							
中英文科目名稱	**學期**	**授課時數**	**學分數**	**專業職能**	**共通職能**	**備註**	**核心能力對應項次**
教育文獻討論與研究撰寫Educational Literature and Research Writing	1	3.0	3			SBP	1,3
量化研究專題Special Topic on Quantitative Research	1	3.0	3			RM	1,3
臺灣教育與文化研究Research on Taiwan Education and Culture	1	3.0	3			GP	4,5
課程與教學領導研究Research on Leadership on Curriculum and Instruction	1	3.0	3			GP	1,3,4,5
藝術教育研究Research on Art Education	1	3.0	3			SBP	1,3,5
特殊教育研究Research on Special Education	2	3.0	3			GP	3,4,5
教育社會學研究Research on Sociology of Education	2	3.0	3			GP	1,3,4
教育哲學研究Research on Philosophy of Education	2	3.0	3			GP	1,4
教育機構經營研究Research on Management of Education Institution	2	3.0	3			GP	1,3,5
當代教學議題研究Research on Contemporary Issues in Instruction	2	3.0	3			GP	3,5
網路教學策略研究Research on Web-Based Instruction Strategies	2	3.0	3			GP	2,3,5
專業選修小計			**45**				
第二學年							
必選修類別：論文							
中英文科目名稱	**學期**	**授課時數**	**學分數**	**專業職能**	**共通職能**	**備註**	**核心能力對應項次**
碩士論文Thesis	1	0.0	3				3
碩士論文Thesis	2	0.0	3				3
論文小計			**6**				
學年小計			**51**				

***選修課程名稱，得依科技發展與特色重點產業異動。**

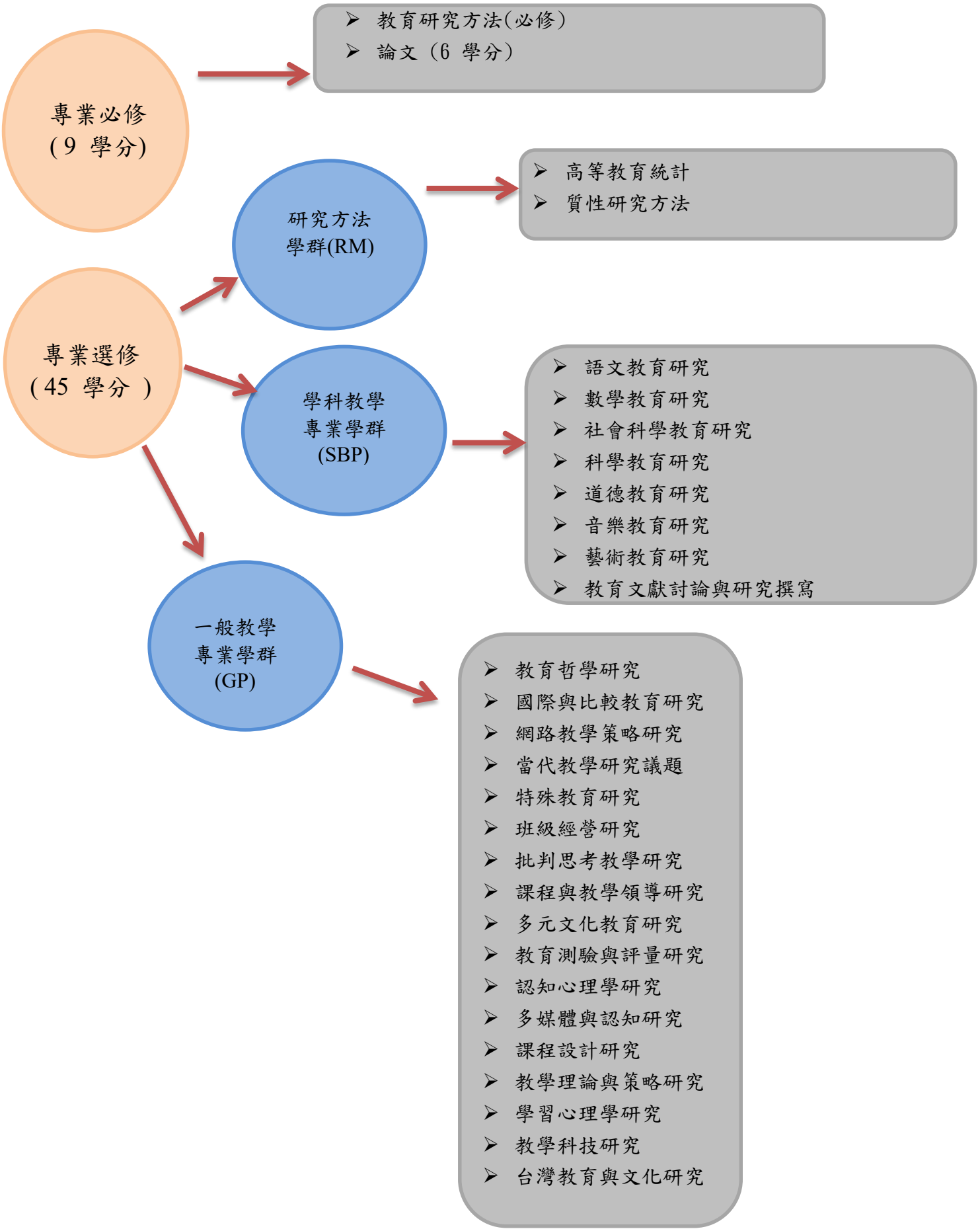
備註說明：(各科目的備註欄代碼請參考此處的說明)

GP.一般教學專業學群
RM.研究方法學群
SBP.學科教學專業學群

Global Master Program of Teaching Profession Course Structure Diagram



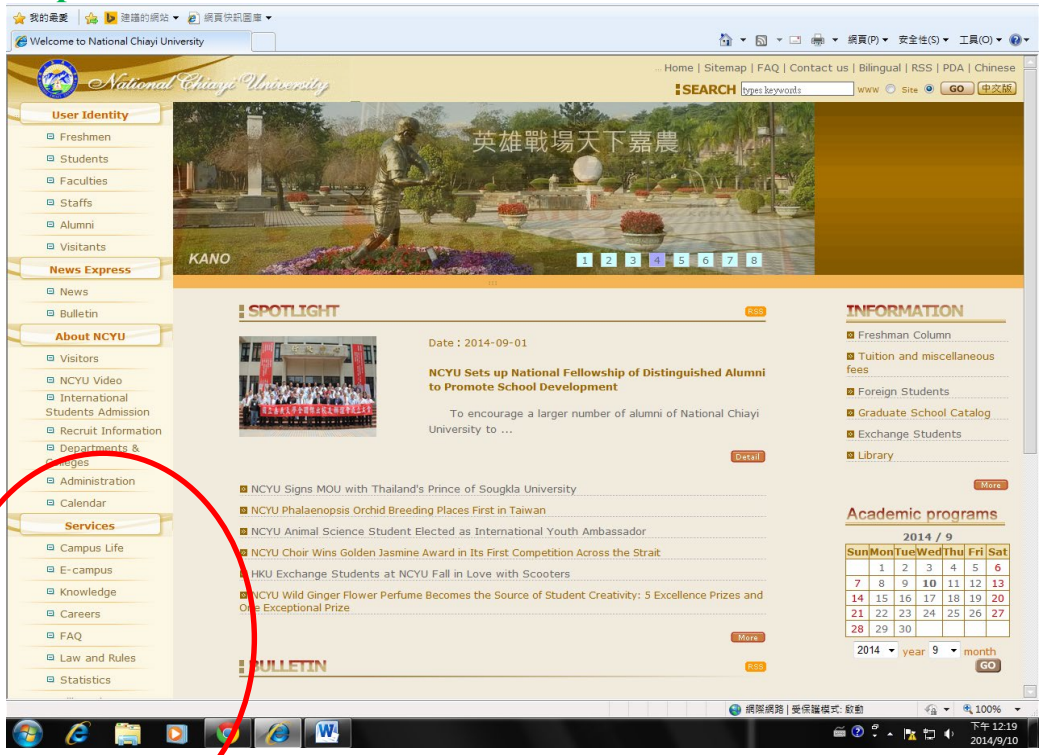
師範學院教學專業國際碩士學位課程架構圖



Course Selection Process

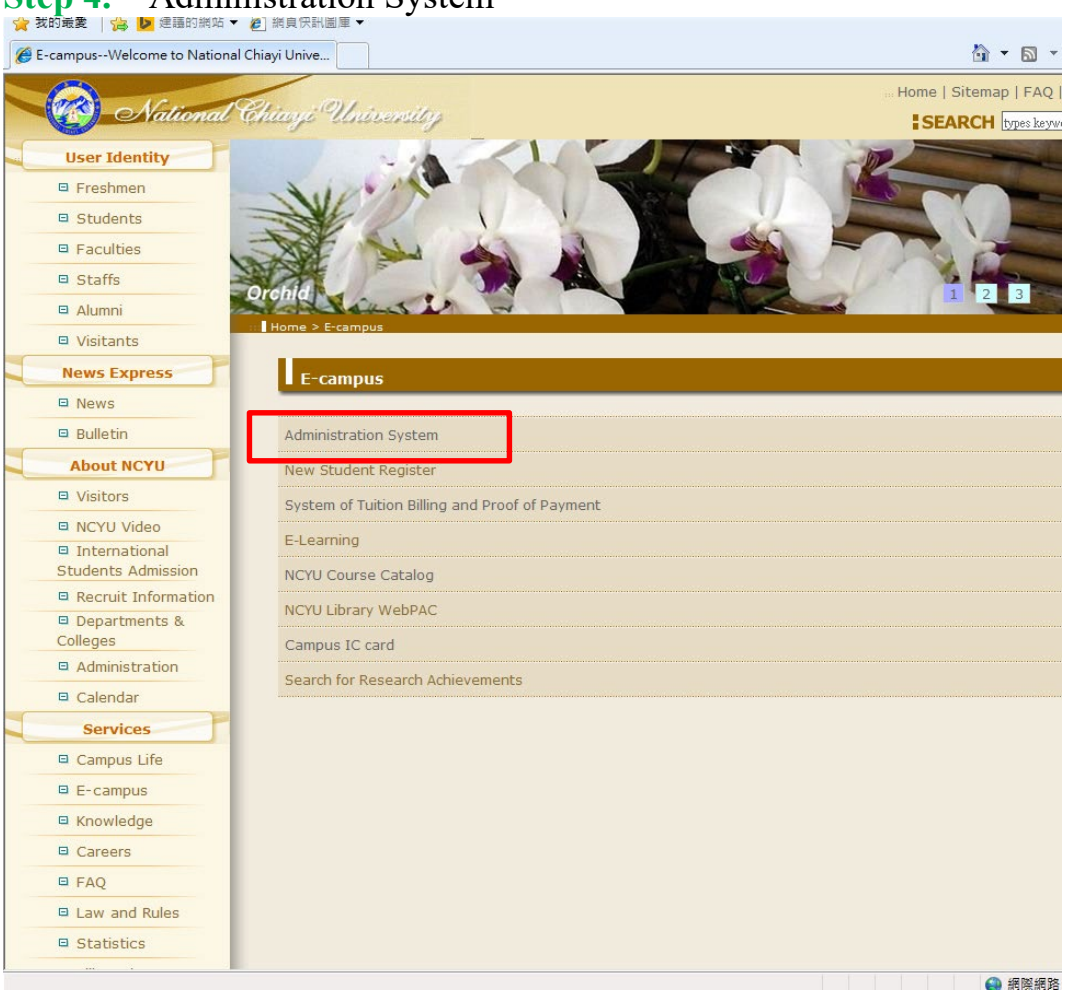
Step 1. http://www.ncyu.edu.tw/

Step 2. Servises



Step3. E-campus

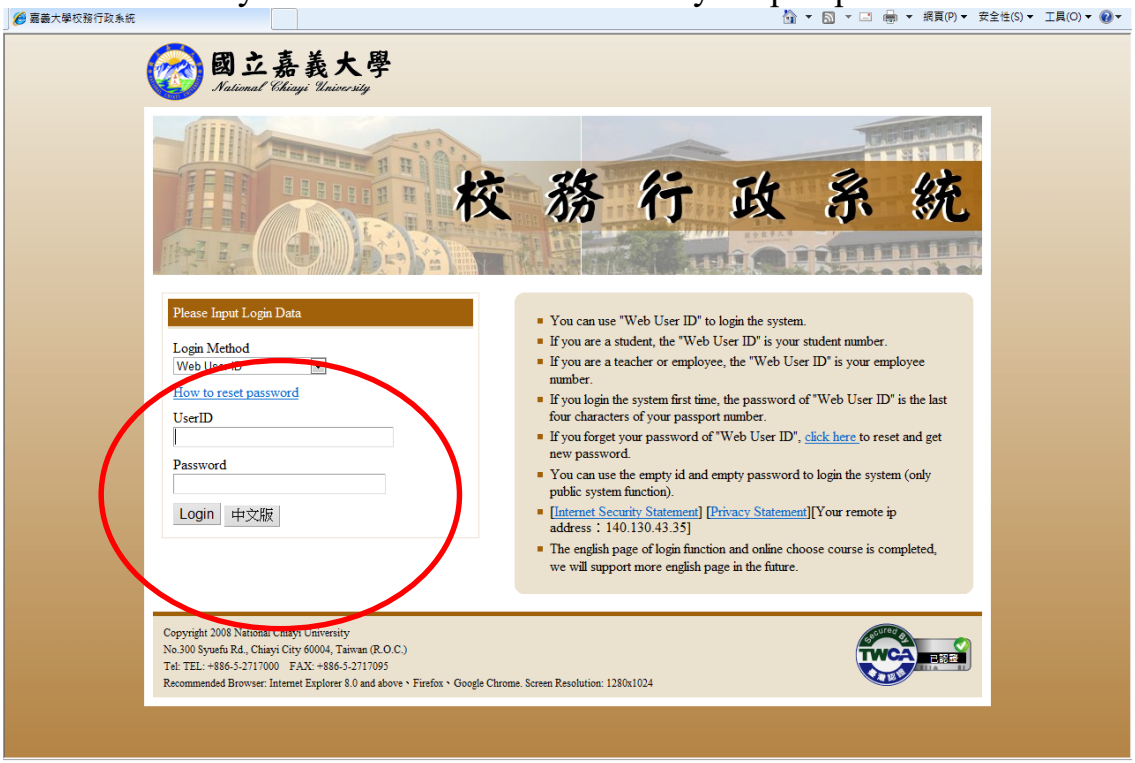
Step 4. Administration System



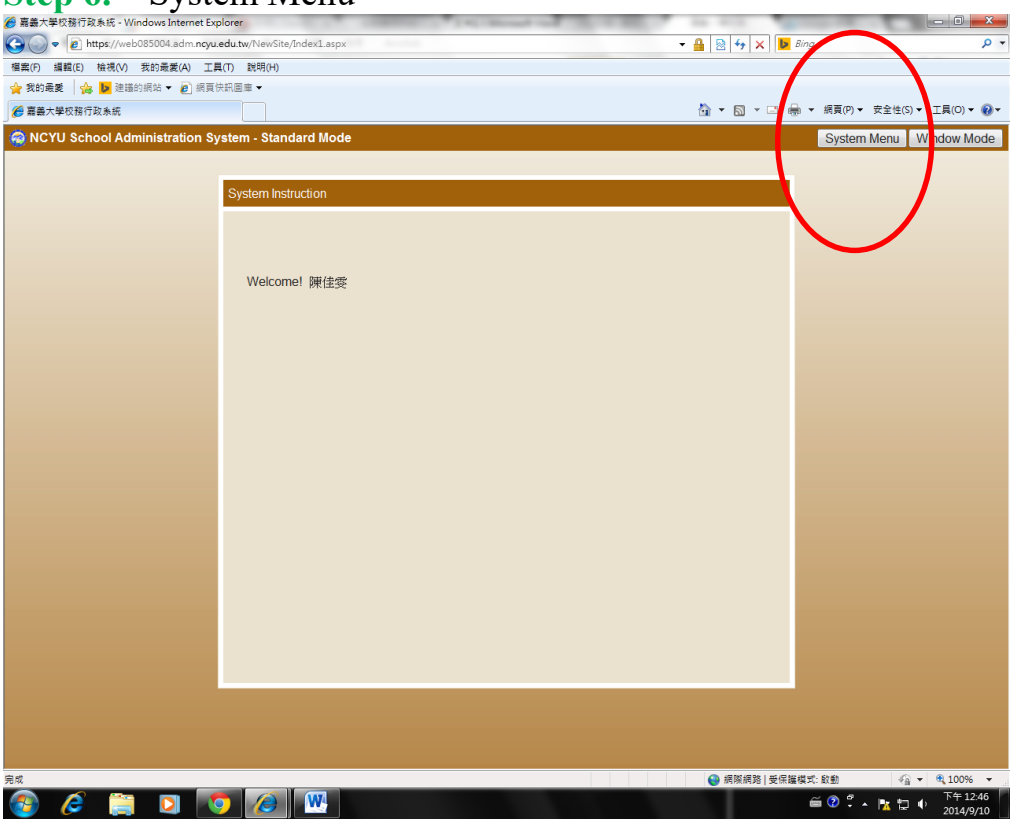
Step 5.

User ID --- key in your student number

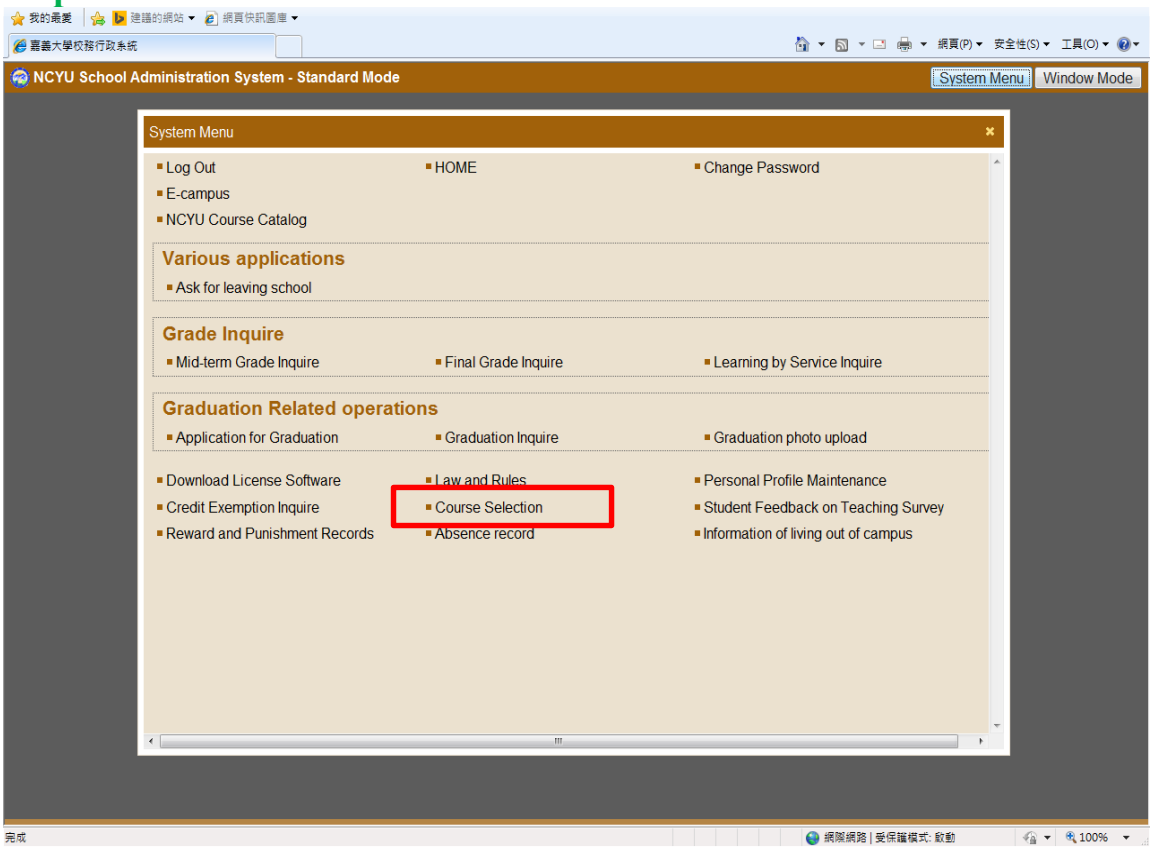
Password --- key in the last four characters of your passport number



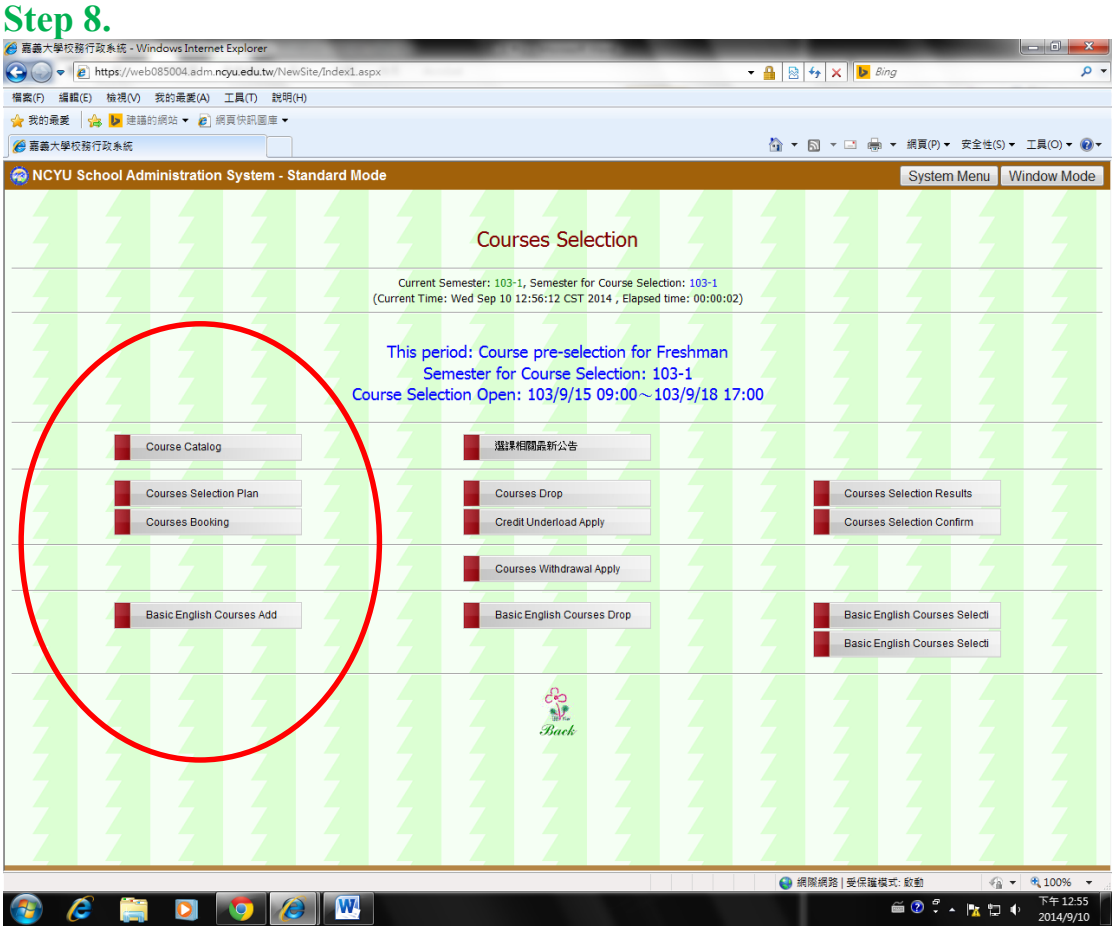
Step 6. System Menu



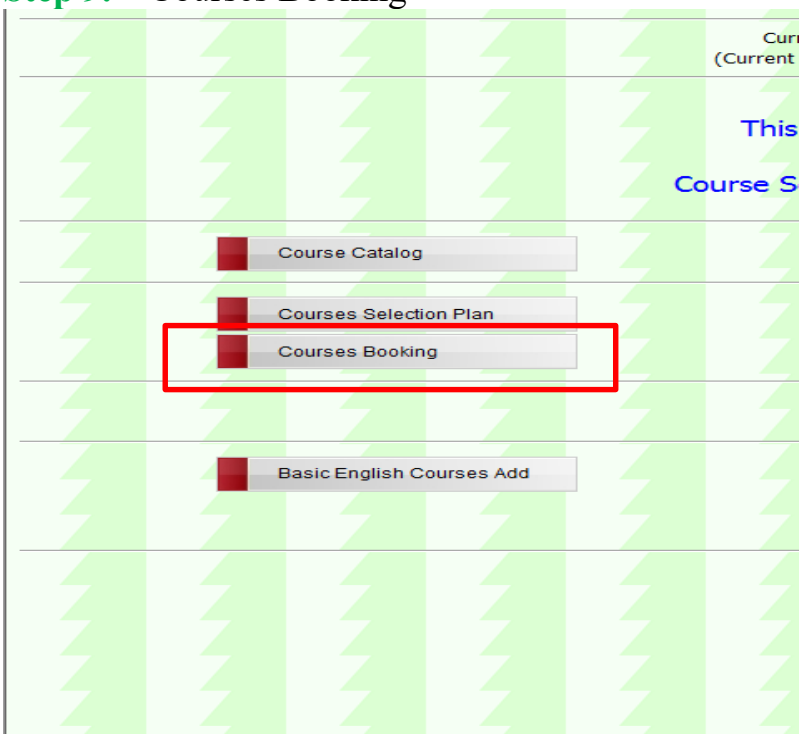
Step 7. Course Selection



Step 8.



Step 9. Courses Booking



Course Selection Confirm

◎ Step1: Log-in

◎ Step2: Couse Selection

◎ Step3: Couse Selection Confirm

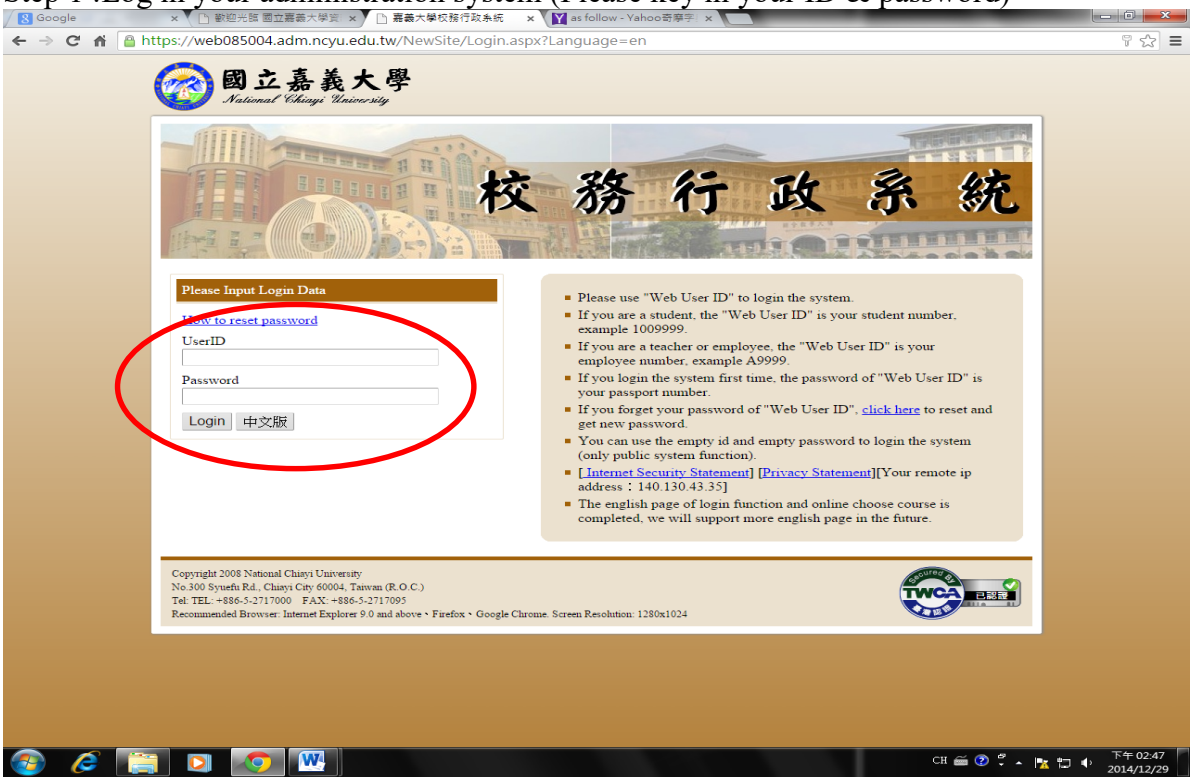
◎ Step4: 請確認以上選課結果，並同意進行確認。 (confirm)

◎ Step5: You have finished the last process of course selection!

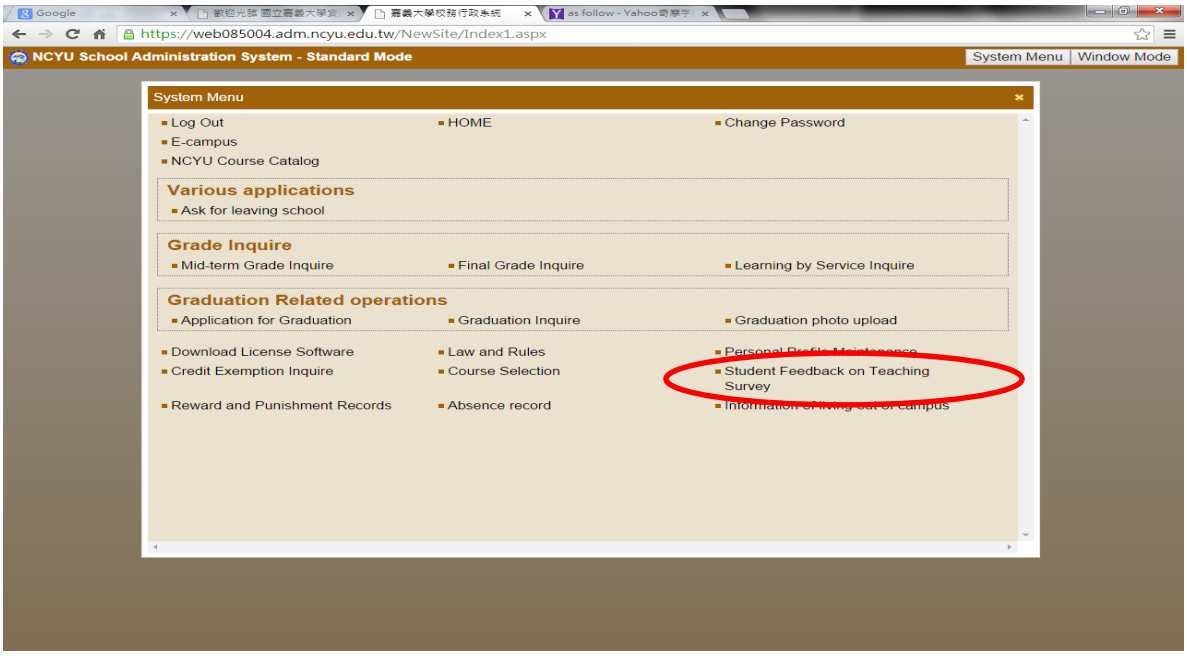
Student Feedback on Teaching Survey Process

Before doing course selection of the second semester, you have to finish “Student Feedback on Teaching Survey”. The prodedures are as follows:

Step 1 :Log in your administration system (Please key in your ID & password)



Step 2: Click “Student Feedback on Teaching Survey”



Step 3: Click “Student Feedback Form”

Step 4: Select EVERY “Courses and instructors” and finish the survey

Notice

※If you “Disagree” or “Strongly disagree” any statements, you have to write down your reason on the blank.

※You can leave any comment on teacher’s teaching or suggestions. Professors will receive the results only. They won’t know “who” give these comments or suggestions.

臺灣學術倫理教育資源中心操作手冊必修學生

(Mandatory Students English Guide)

Taiwan Academic Ethics Education Resource Center Operations Manual Compulsory Students

本手冊適用將本課程列為必修、口試或畢業門檻之學校學生。

This manual is applicable to students as a compulsory course, oral or graduation threshold of students school.

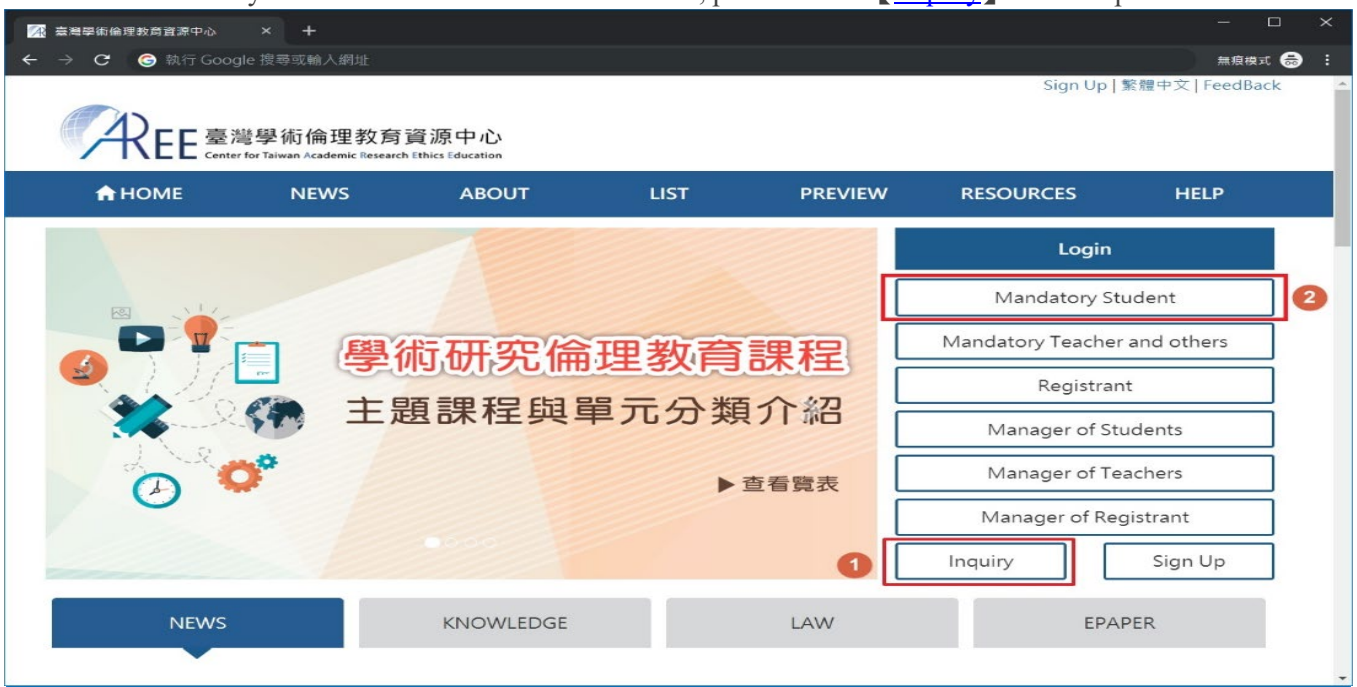
https://ethics.nctu.edu.tw

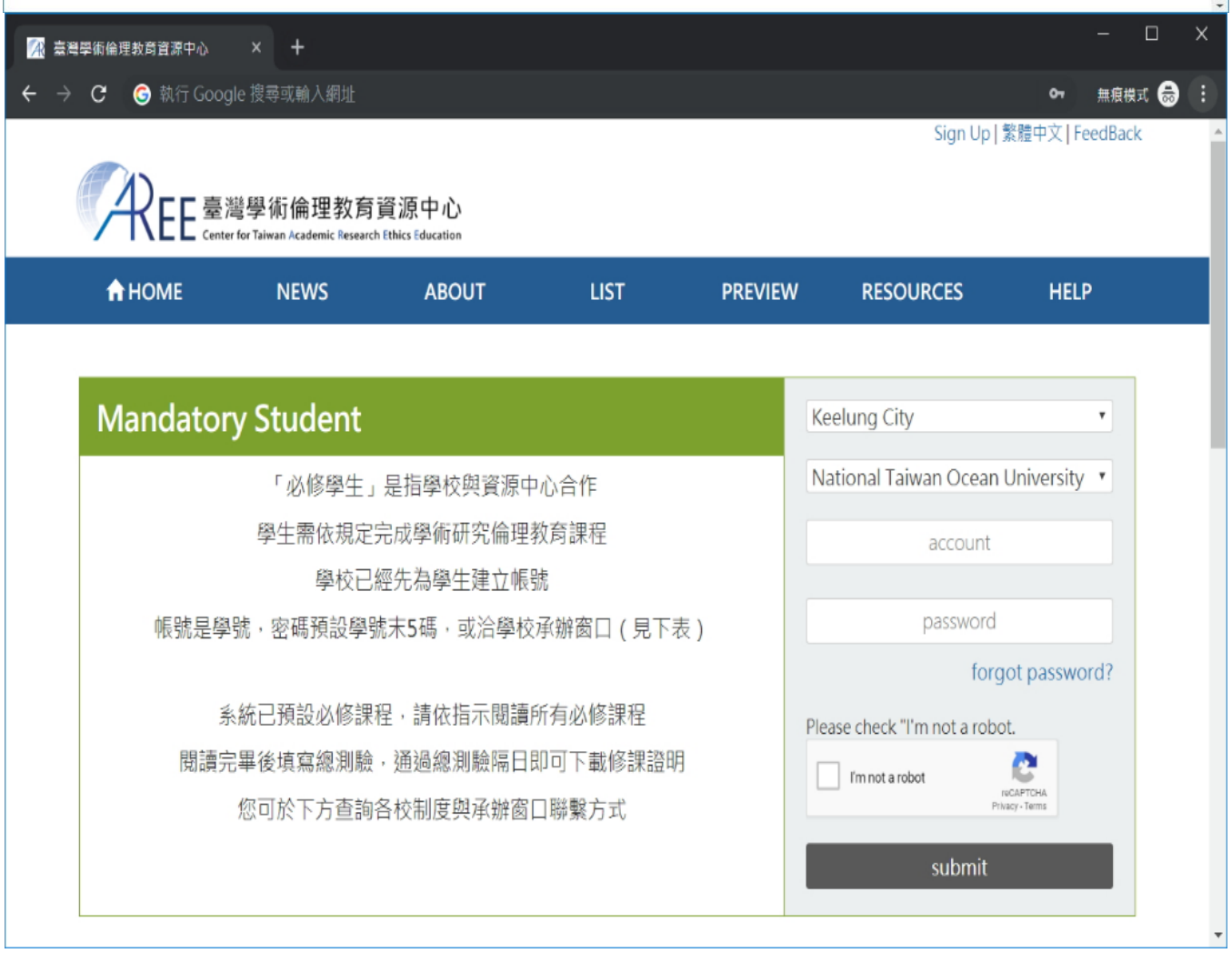
【1】

Please choose “Mandatory students” as your status, and choose your school’s location and name.

The account is your student ID number；password is the last 5 digit of your student ID.

If you’re not sure which status to choose, please click 【Inquiry】to look up.



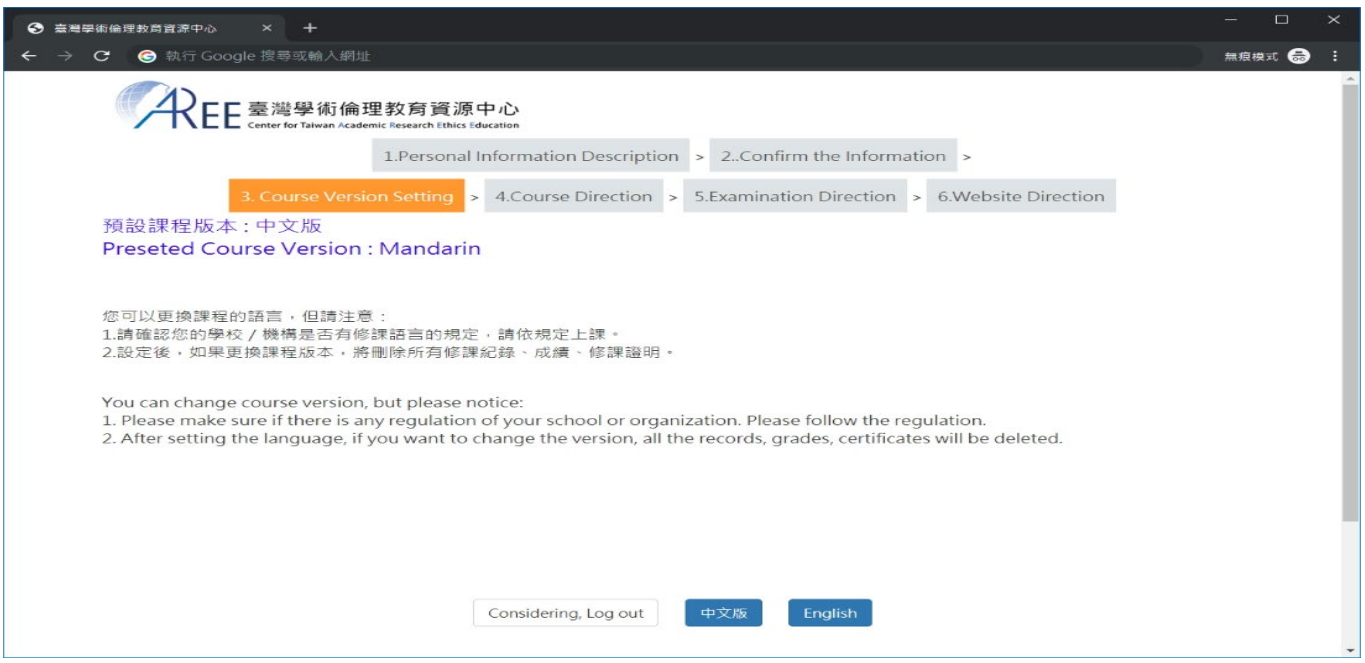


【2】

First time to use this website, you should choose course version.

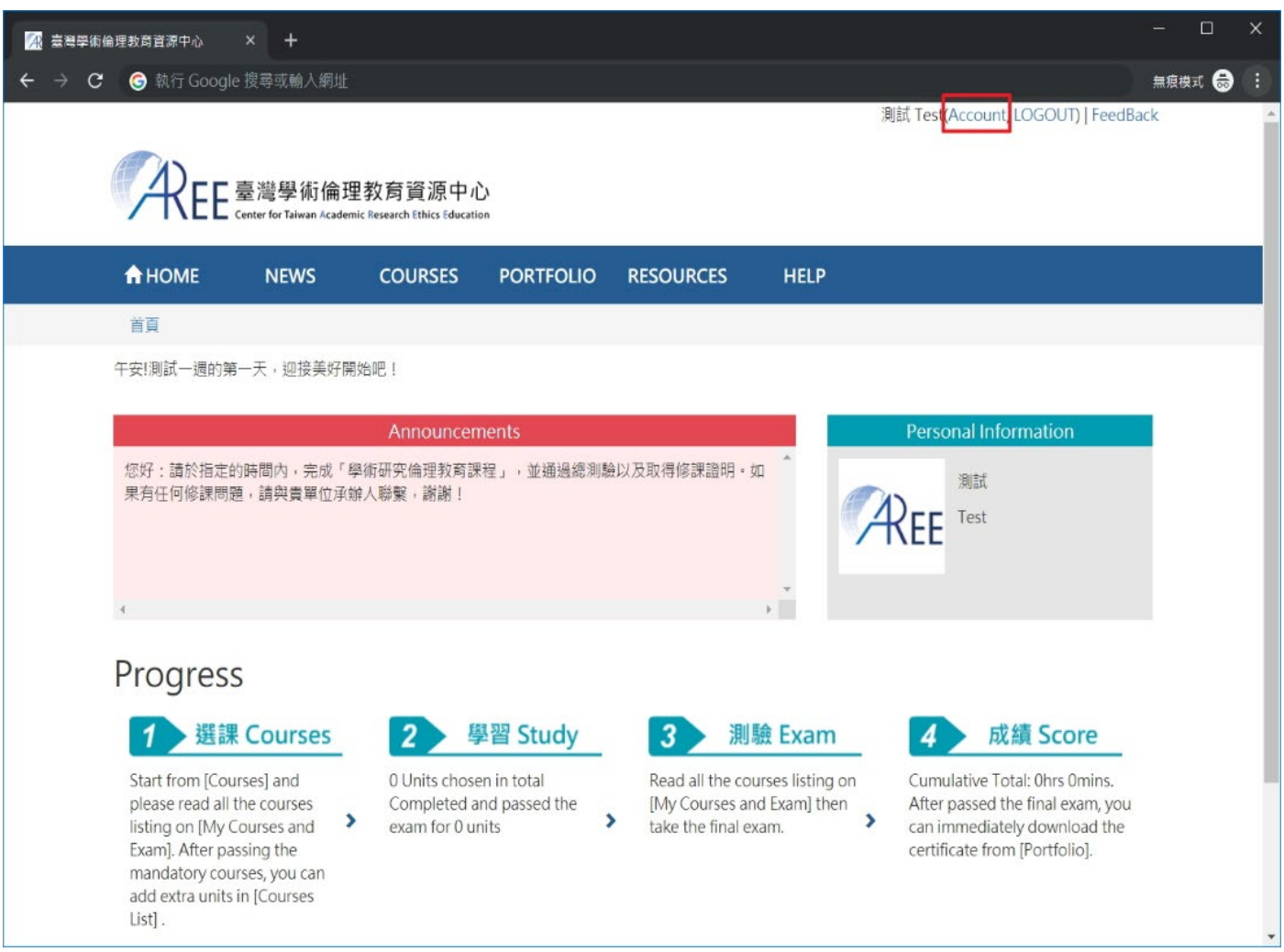
Simultaneously, please also check your personal information.

If needs to correct any information, please contact with your school/ institution administrator. (refer to【Inquiry】)



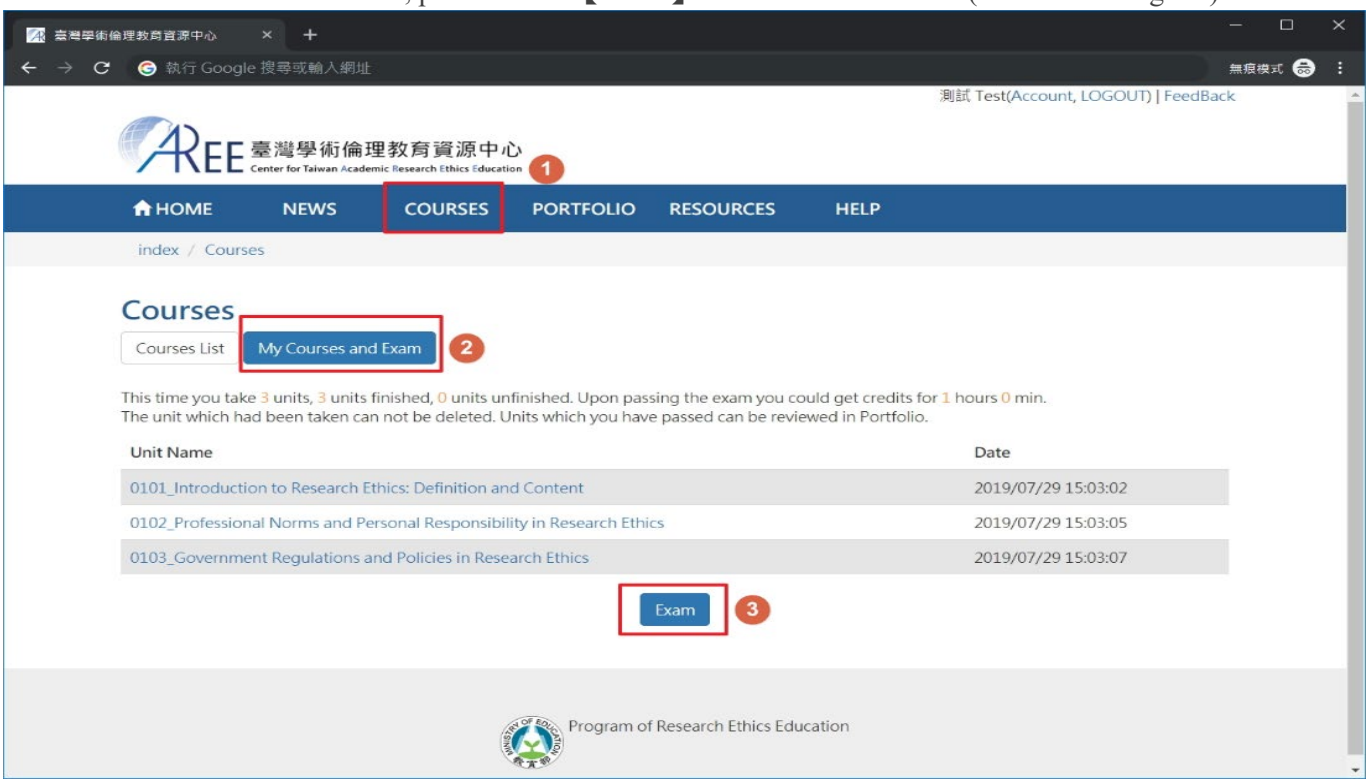
【3】

If you need to change your password, please click 【Account】.



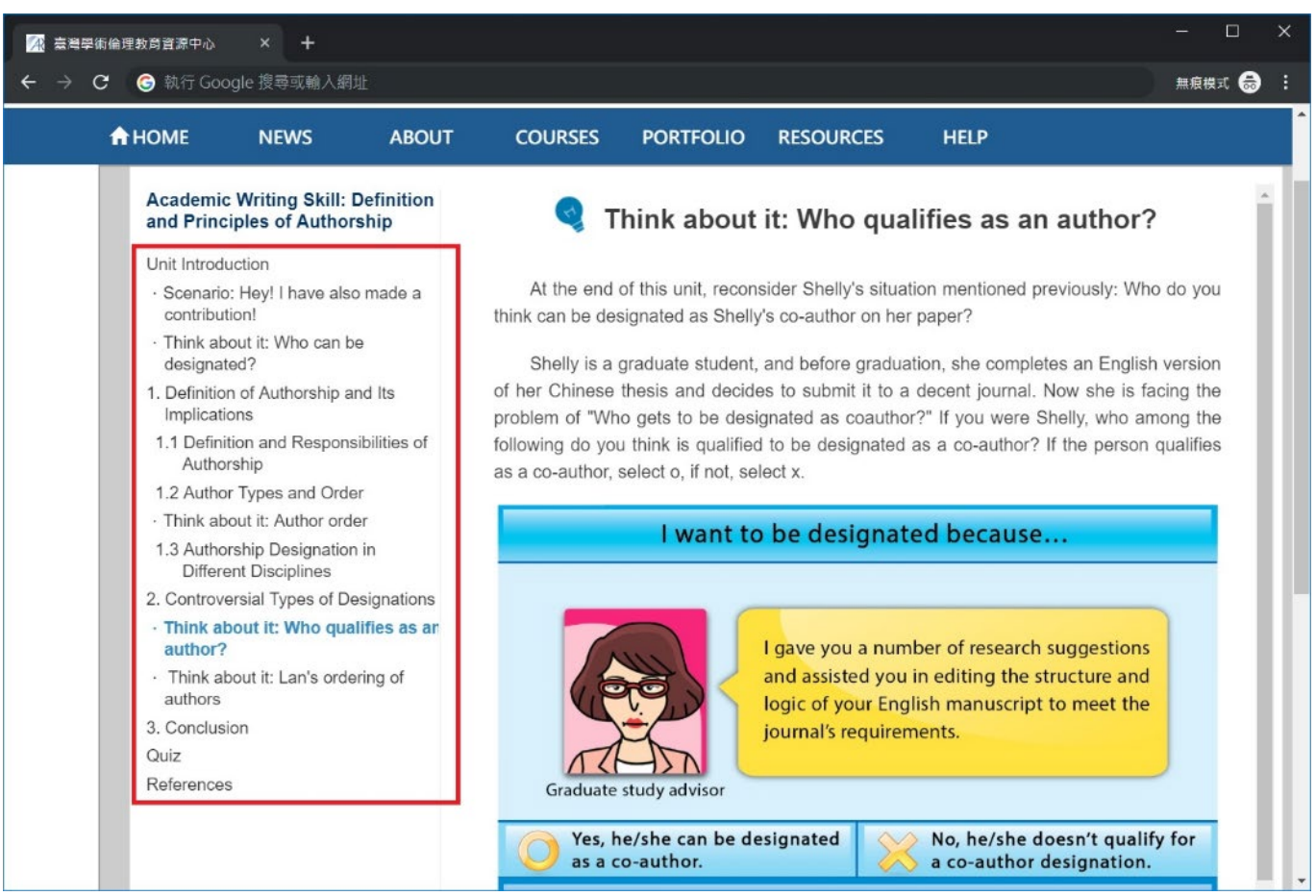
【4】

First time to take courses, please go to 【Courses】→ 【My Courses and Exam】.
Your courses have been pre-added by your school/ institution.
Please click unit name to read the courses.
After read all of them, please click 【Exam】to take the final exam. (Schematic Diagram)



【5】

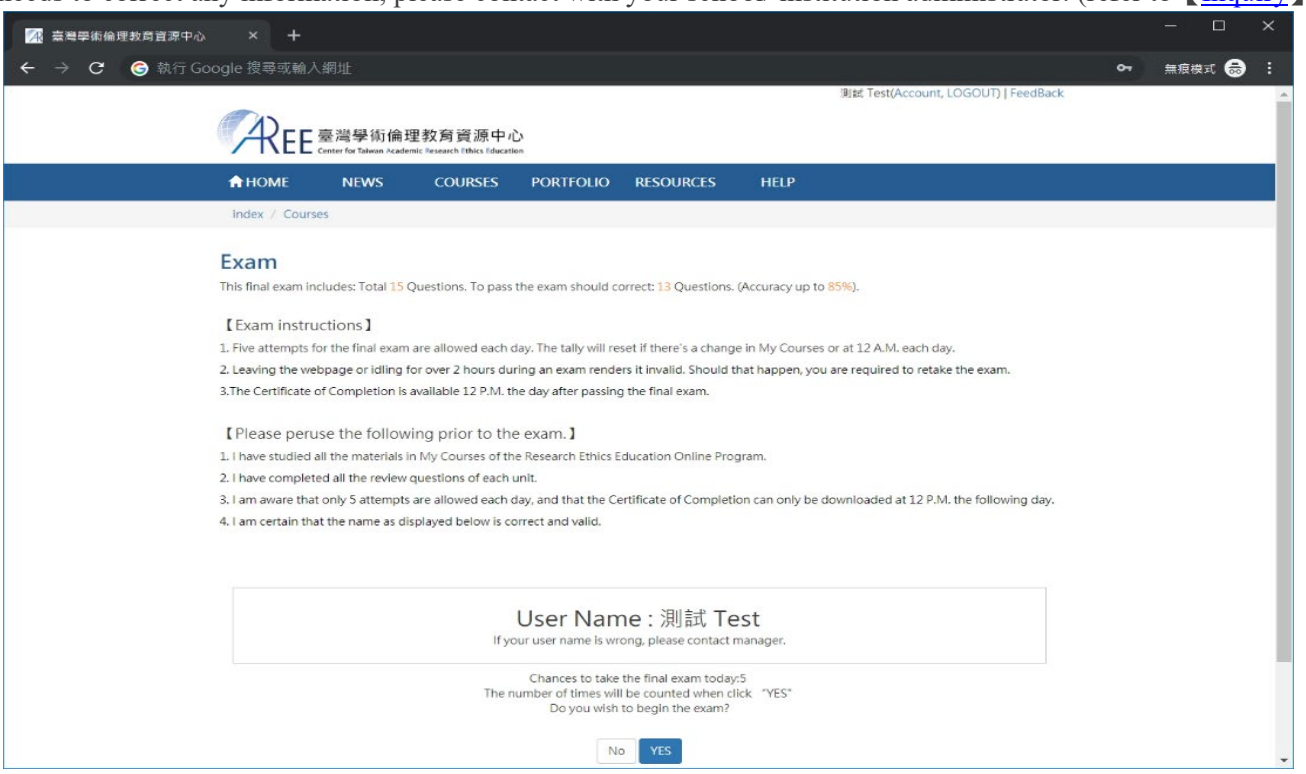
After start reading the course, there are section names on the left of the website, you can read the content by click the section names. After you finished, please click 【Courses】→ 【My Courses and Exam】to readmore.



【6】

You have 5 chances per-day.

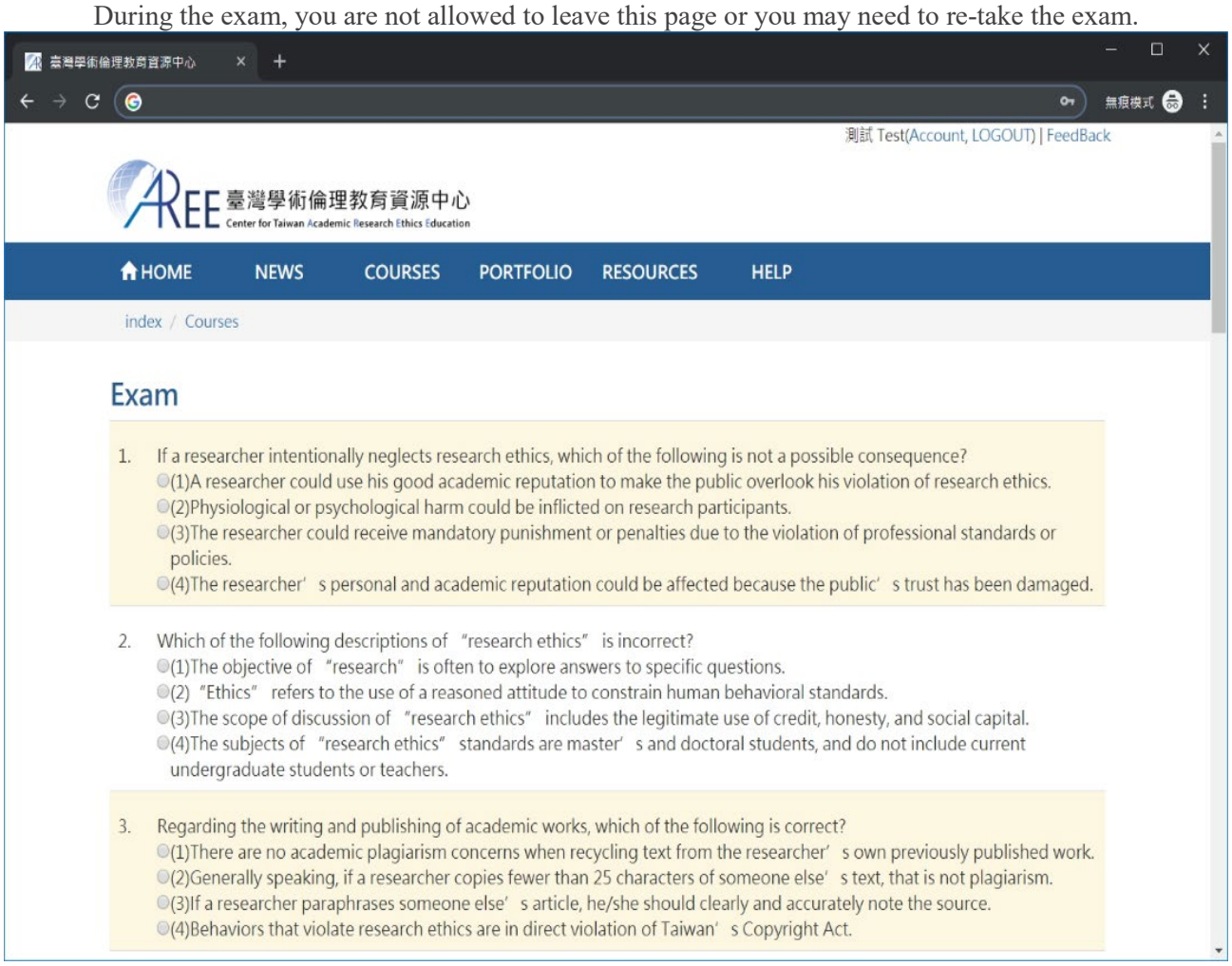
Your name will be presented in certificate, please make sure your name is right before you take the final exam. If needs to correct any information, please contact with your school/ institution administrator. (refer to【Inquiry】)



【7】

Each question is multiple choice question and is requested to answer.

During the exam, you are not allowed to leave this page or you may need to re-take the exam.



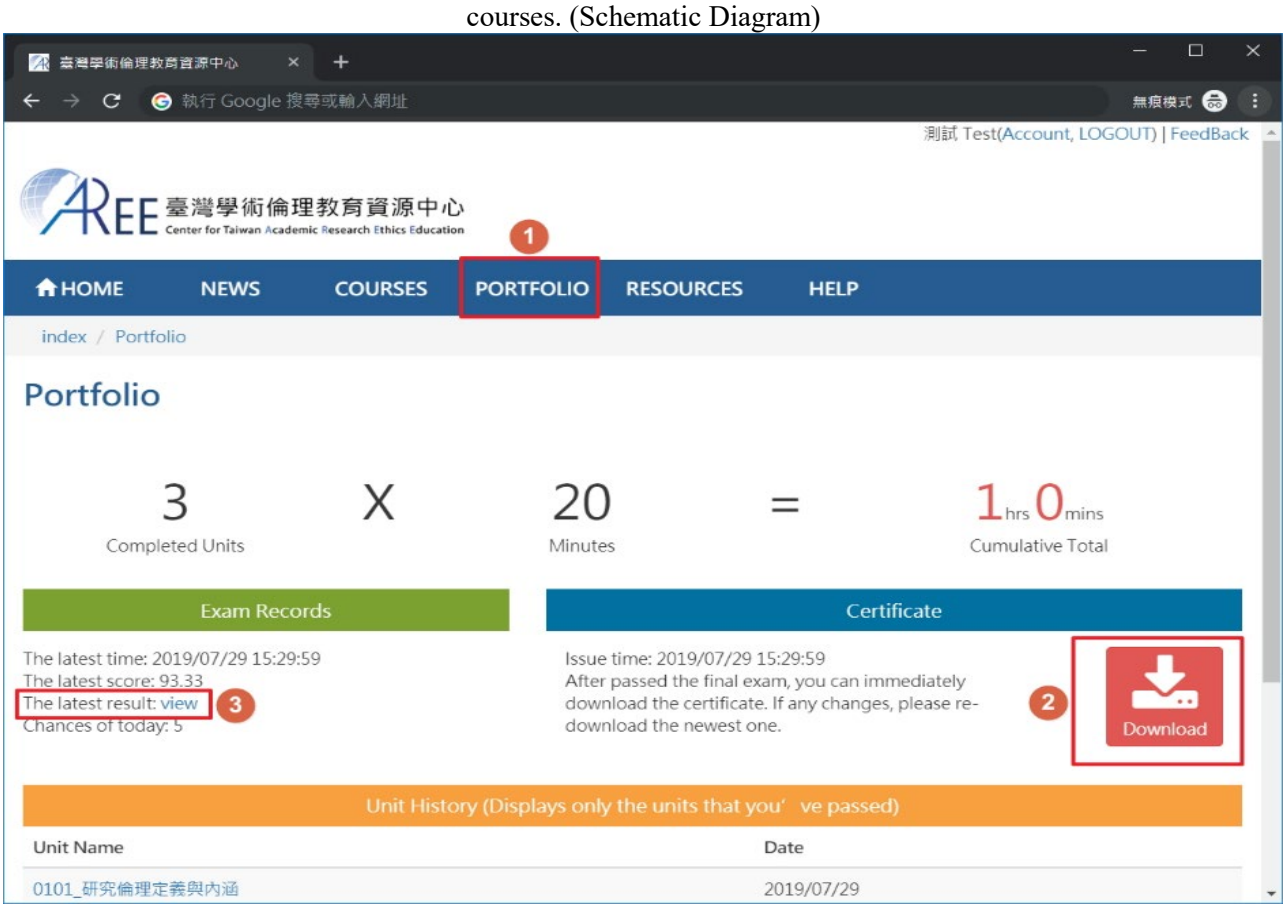
【8】

After the final exam, it will show you the correct rate, analysis of wrong questions, and reference units.

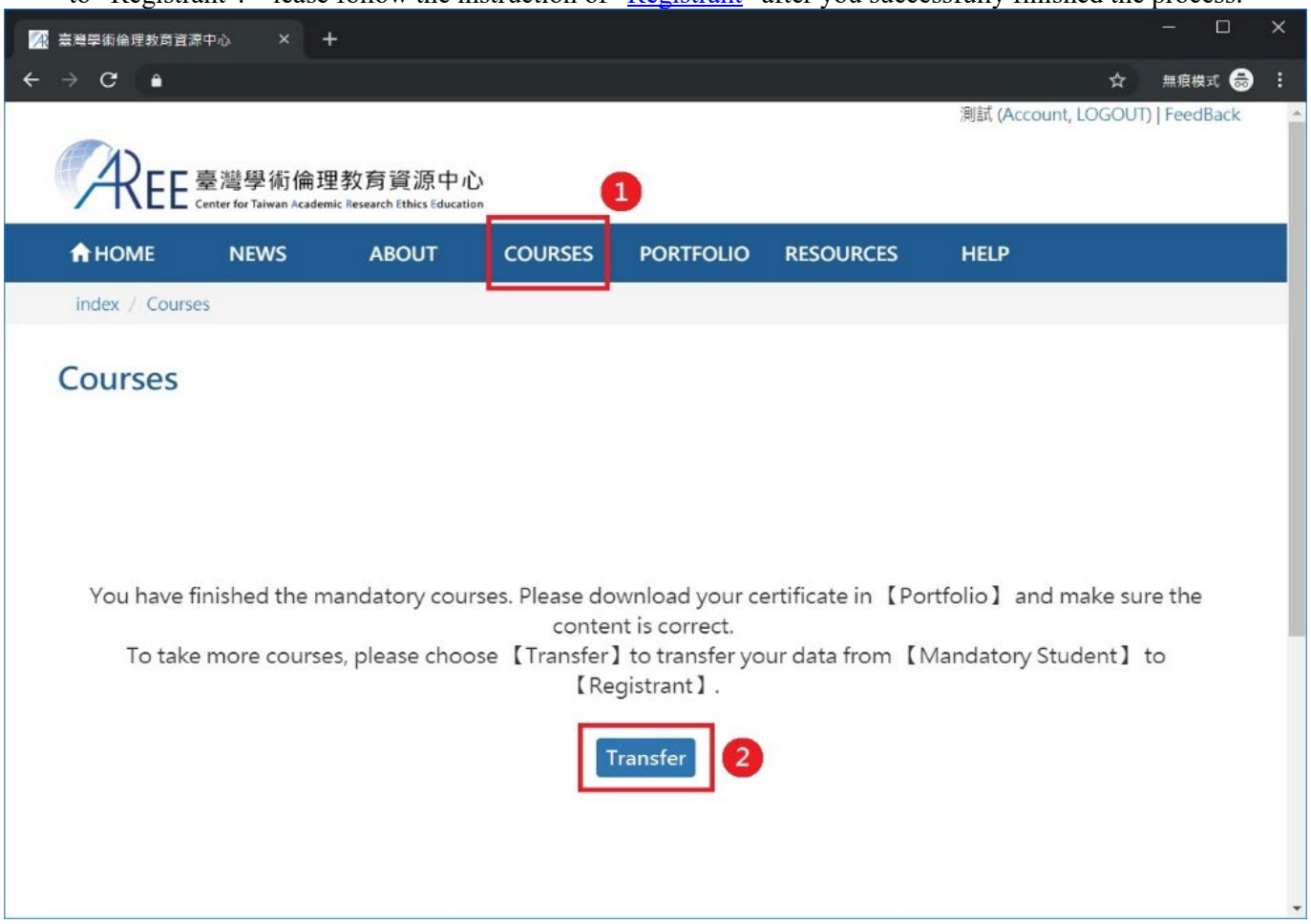
If you don't pass the final exam, please review the courses then re-take the final exam.

【9】

If you passed the final exam, please go to 【Portfolio】to download your certificate and also you can review the courses. (Schematic Diagram)



After passing the final exam, if you'd like to read other courses, please transfer your status from "Mandatory student" to "Registrant". lease follow the instruction of "Registrant" after you successfully finished the process.



National Chiayi University

Global Master Program of Teaching Profession

Master Degrees Examination Guidelines

I. The examination is conducted in accordance with regulations of master degrees examination approved on January 19th, 2015 臺教高(二)字 No.1040008946.

II. Goal:
1. Stimulate academic research culture and pursue excellent quality
2. Foster students' academic research ability and multiple professional Development
3. Enhance students' academic standards and foster advanced academic research talents

III. Thesis and thesis advisor application process
1. Time: One month prior to the second semester in school
2. Fill in "Thesis application form" and "Form of Graduate Students' Advisors for Thesis"
3. Thesis title and the advisor would be confirmed in the meeting held by the office, and this meeting should invite committee members to attend.

IV. Master degrees examination process: The examination in our program is implemented in two phase which the first is thesis proposal examination and the second is the degree examination (That is final oral examination. Hereinafter referred to as final oral examination.)
1. The first phase- Thesis proposal examination
(1) Before applying for the proposal, "Introduction", "Literature review", "Research design and methods (Subjects of the study, pre-test research tools, and statistical or analytical method need to determine)", and main "References" should be done.
(2)The application form, outline of thesis proposal, and the list of commission members should be turned in two weeks prior to the examination after the agreement of advisor. Once the verify is passed, the examination of thesis proposal can be carried out. If the proposal needs to revise after the examination, thesis proposal examination should be applied again.
(3) After the adoption of the proposal, the thesis can start to be written.
2. The second phase- Final oral examination
(1) Final oral examination should be applied one month prior to the examination. Transcript for all semesters, abstract, thesis advisor's recommendation letter, the photocopy of external published papers, seminar record card need to be attached in the application form.
(2)The examination can be carried out after it is approved and informed formally by office. The letters of appointment should be issued to commission members as well. The result is not recognized when the examination is held voluntarily.

V. Implement method:
1. Thesis proposal examination can be applied when student finishes registering for the first semester in the second academic year. Yet, the final oral examination should be applied two months after the thesis proposal examination.
2. Final oral examination is conducted according to the school calendar. Deadline for the first semester is on January 31st and deadline for the second semester is on July 31st. The application will be dealed with in the next semester if it is submitted late. Also, if the thesis should be revised after final oral examination, the revision needs to be done within the deadline; otherwise, it is fail.
3. Every thesis proposal examination or final oral examination needs to finish in two hours.
4. Application information for final oral examination should be sent to the office one month prior to the examination.

5. The applicant is responsible for invite and receive commission members before the start of thesis proposal examination or final oral examination.
6. If the advisor is absent, the examination should be cancelled.
7. The commission for the two examinations will be formed by the advisor and two members recommended by the advisor.
8. The results of the examination need to be sent to our office by the advisor in a week.

9. Prepare the information as references for commission on your own in examinations.

10. The examination is inspected by the advisor and the other two commission members jointly. The commission member can only include one person from outside school in principle. Special circumstances can be dealt with separately.

VI. If the thesis proposal examination is fail, it needs to be applied again. If the final oral examination can't be passed in the last semester of provision length of schooling, the application is not accepted again.

VII. These regulations or any amendments can be implemented after passed in the meeting and approved by school.

國立嘉義大學

教學專業國際碩士學位學程論文審查實施要點

一、 依據 104 年 1 月 29 日臺教高(二)字第 1040008946 號核定本校研究生學位考試辦法辦理。

二、目標：

(一) 激勵學術研究風氣及追求卓越品質。

(二) 培養學生學術研究能力與多元專業發展。

(三) 提昇學生論文學術水準並培養高級學術研究人材。

三、論文題目及論文指導教授申請過程：

(一) 申請時間：一般碩士班在就讀第二學期結束前一個月。

(二) 申請時須先填寫論文撰寫及擬聘指導教授申請書。

(三) 論文題目之確定及指導教授之選聘均由本學程召開學程會議為之，本項會議召開時應延請本學程委員參加。

四、論文審查過程：本學程論文審查分論文計畫審查及學位考試(即學位論文口試，以下稱學位論文口試)兩階段施行。

(一) 第一階段論文計畫審查

1. 申請論文計畫審查前，需完成論文緒論、文獻探討、研究方法及設計(需確定研究對象、預試之研究工具及擬用統計或分析方法)、主要參考文獻等部份。
2. 論文計畫審查應於審查兩週前填具申請表，經指導教授同意將申請表、論文計畫大綱及論文考試委員委員會名單送本所審核，審核通過始可進行計畫審查。經審查若題目方向有更改，需重提論文計畫審查。
3. 論文計畫審查通過後，方可進行論文之書寫。

(二) 第二階段學位論文口試

1. 學位論文應於**口試一個月**前檢附本所歷年成績單、論文摘要、論文指導教授推薦函、已對外發表之期刊論文影本、參加本所舉辦之各類型學術研討會紀錄表各一份，送本所依規定辦理。
2. 學位論文口試應經學校核定發給口試委員聘書並由本學程正式通知後始可進行，否則自行舉辦之學位論文口試結果，本學程不予承認。

五、實施方式：

(一) 論文計畫審查於學生第二學年第一學期自完成註冊手續日起，得向學程辦公室提出申請，惟論文審查時間距離論文口試時間至少須在二個月以上。

(二) 論文學位口試依學校行事曆辦理，上學期學位考試截止日期為一月三十一日，下學期學位考試截止日為七月三十一日，逾期則併入下一學期辦理。經論文學位口試審定需修正者，必須在修業期限內修訂完成送所辦理，否則視同不及格。

(三) 每次論文計畫審查或學位論文口試以二小時為原則。

(四) 學位論文口試申請有關資料須於**發表前一個月**送學程辦公室。

(五) 論文計畫審查或學位論文口試，由研究生負責邀請與接待。

(六) 指導教授未克出席時，不得進行論文計畫或學位論文口試審查。

(七) 論文計畫之審查或學位論文口試，由指導教授及指導教授推薦本學程提聘之委員組成審查小組，辦理論文計畫審查或學位論文口試。

(八) 論文計畫審查或學位論文口試之結果，由指導教授於會後一週內將審查結果送本學程。

(九) 論文計畫審查或學位論文口試時請發表者自行準備發表資料，供與會人員參閱。

(十) 碩士學位論文口試或論文計畫審查由指導教授推薦評審委員三人共同評審，評審委員之推薦原則上校外一人，如有特殊情況另行處理。

六、論文計畫若不通過時，則需重新提出論文計畫；論文學位口試未能依規定在修業年限之最後一學期通過論文口試者，則不予重考。

七、本要點經學程會議通過後，依層級陳報核可後實施，修正時亦同。

國立嘉義大學 National Chiayi University

Procedure on how to upload thesis on NCYU website and process clearance and diploma

1. Congratulations! Your hard work has paid off and its time to process your diploma. :)
2. Upon approval of your advisor, upload your thesis on the NCYU library website.

- After revising your thesis, you need to **put a watermark of the school's logo** in the center of your whole thesis document and **save it as a PDF file**. You can download the logo from this link:
- http://www.ncyu.edu.tw/lib/gradation.aspx?site_content_sn=5066

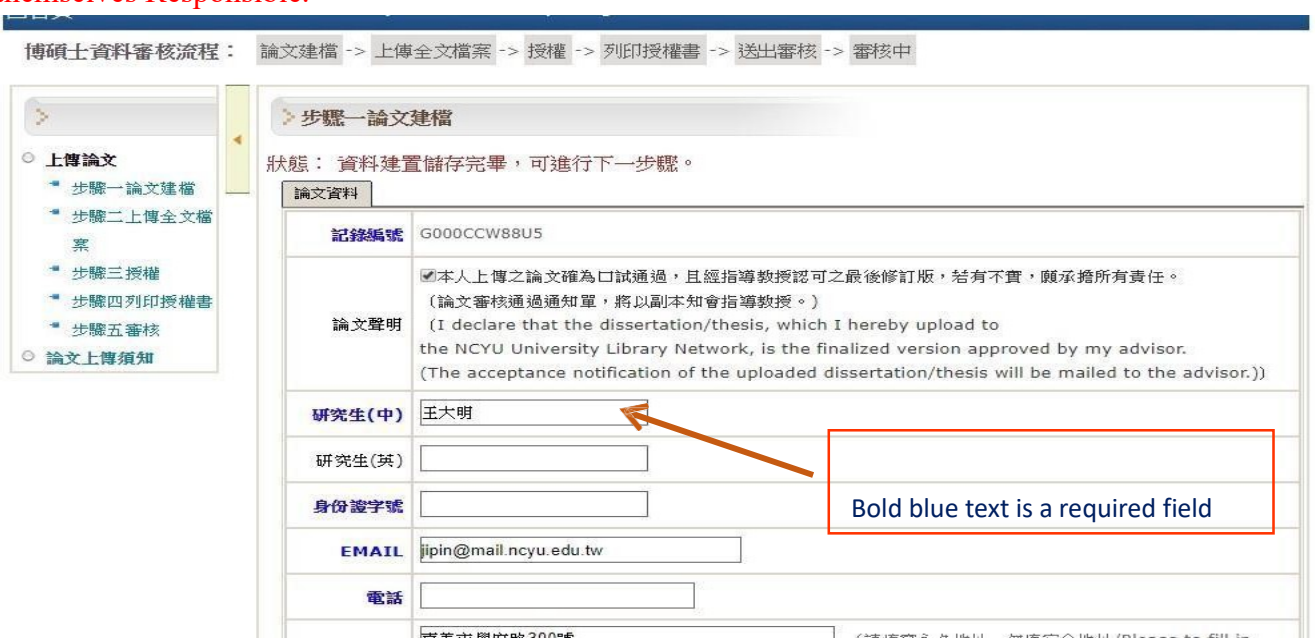
-

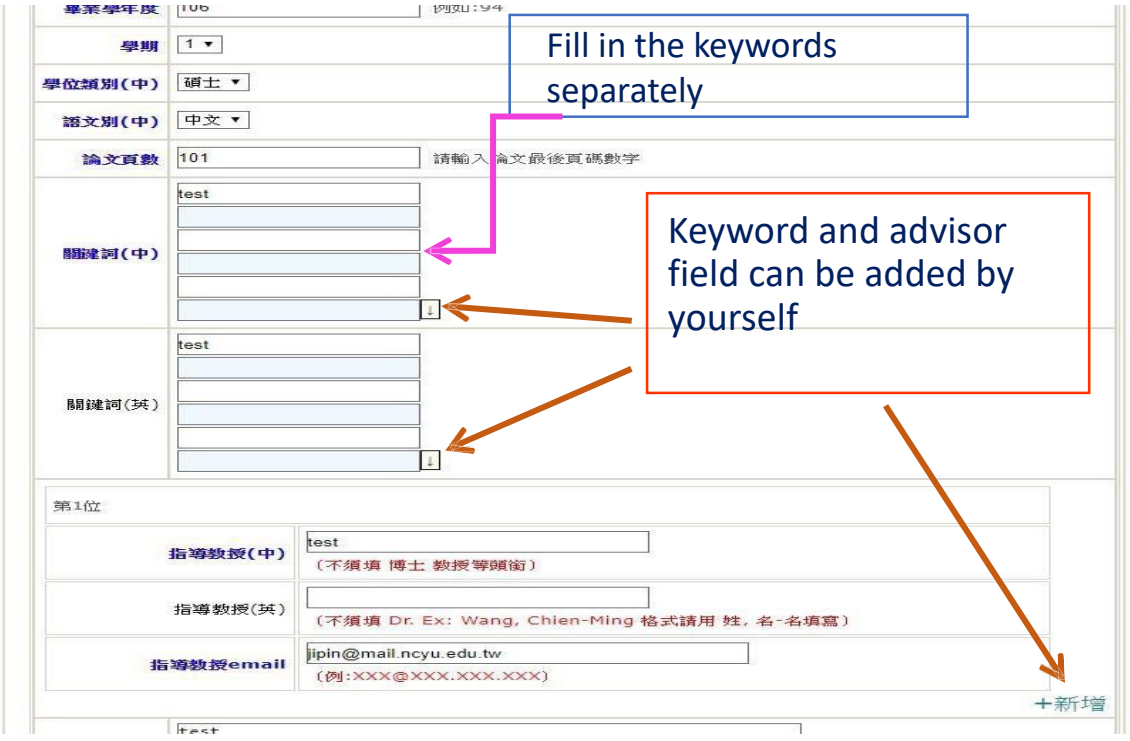
- Subsequently, go to this link:
  - https://libaleph.ncyu.edu.tw/pds?func=load-login&calling_system=aleph&url=http://libetd.ncyu.edu.tw/cgi-bin/gs32/gsweb.cgi/ccd=LD5tcJ/pdsdispatch?
- The screen will show a page similar to this:

Thesis (report) submission steps

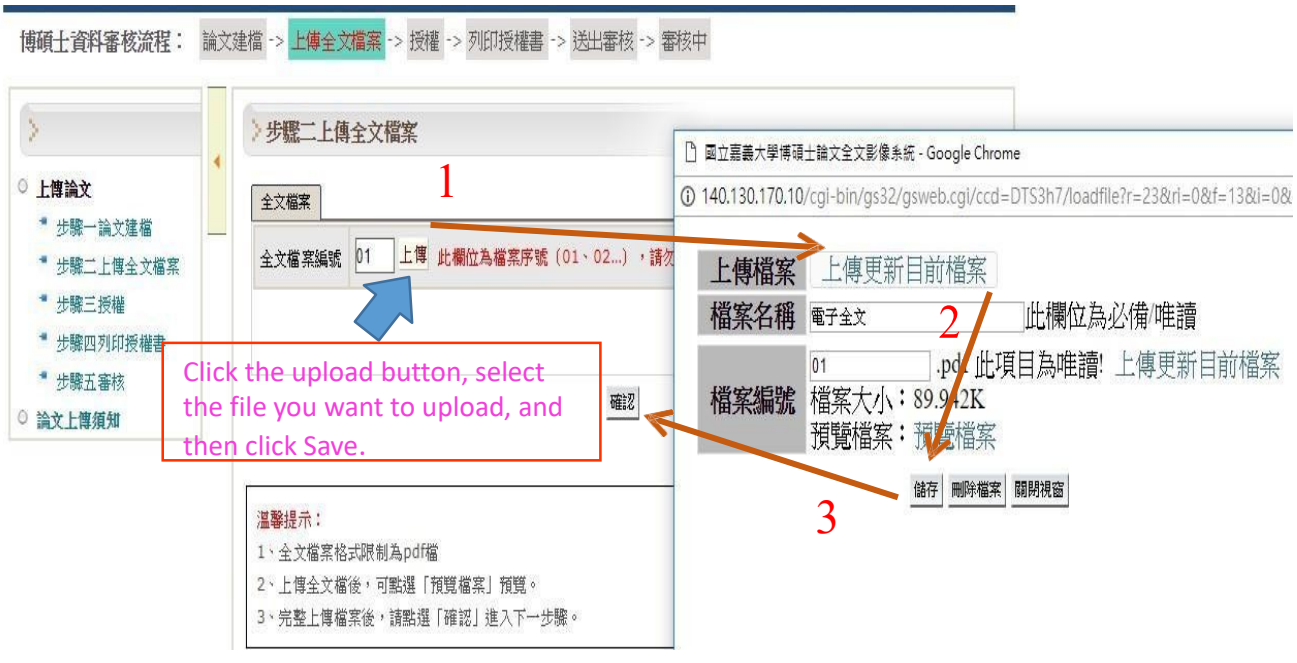
- 1、 Three days before uploading their theses to the Universitys doctoral and masters thesis system, graduate students should first submit the original of the confirmation of the authorized publication of Dissertations (reports) of National Chiayi University to the library for checking.
- 2、 Log in to our universitys dissertation system
- One Click "upload theses" and enter the account number and password of the school administration system. If you forget the login password, please go to the school administration system to reset it.

- 1. The paper system upload function is divided into five steps
- Paper filingUpload full text file→Print power of attorney → audit. The following is an individual description of each step.
- 3、 Step 1: Please input the basic information, bibliography, abstract, Professor, reference and other fields in order to create the paper file. After filling in, click confirm.
- Please note:
- (1) Bold type is a required field. After all the data are filed and uploaded to the electronic file, the data will be filed and enter the pending stage.
- (2) There is no paper-based data for checking when the librarians check. They can only check whether the information in each field is filled in and whether the format of the electronic file meets the requirements. Whether the information content of the file is correct and complete is left to the graduate students themselves Responsible.

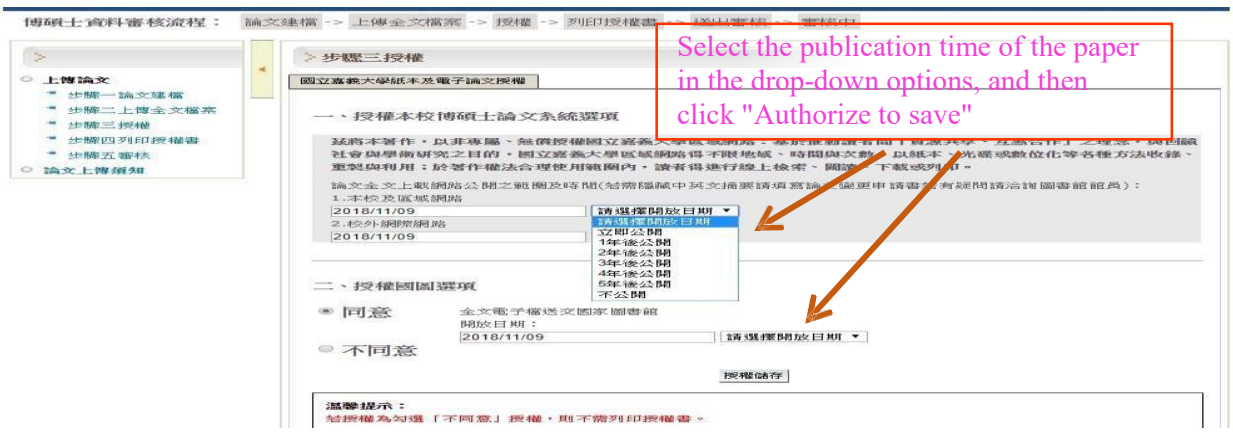




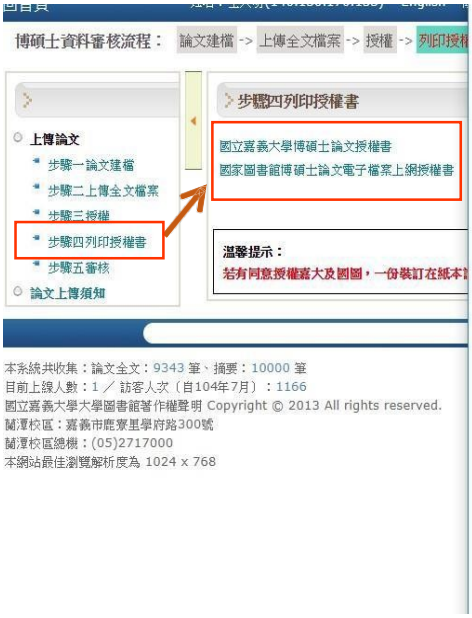
- 4. Step 2: Upload the full text electronic file of the paper (be sure to merge the full text electronic file into one file, and upload it with the student ID as the file name)

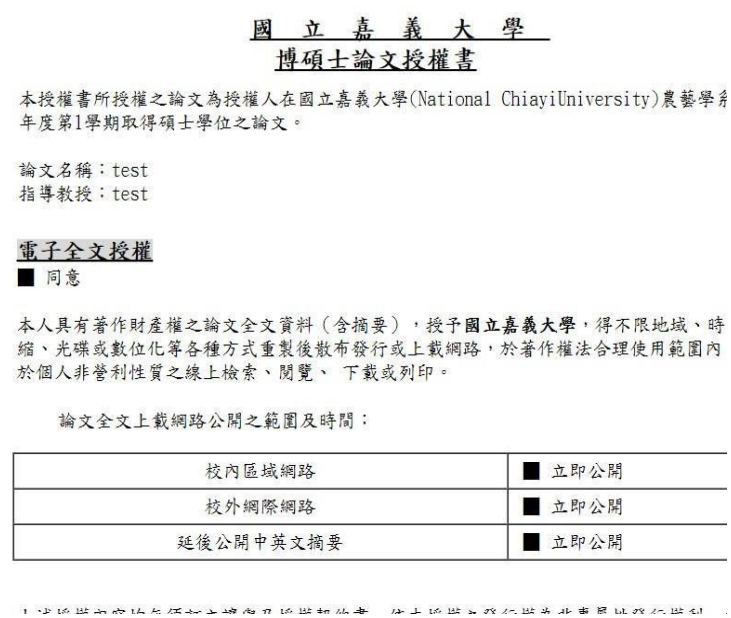


- Step 3 Select the full-text authorization option for the paper.



- 6、 Step 4 completes the thesis authorization. The following screen will appear after the authorization letter is printed. Please print the authorization letter of the University and the National Library , and bind it on the title page of the paper,In order, they are the power of





國 立 嘉 義 大 學
博碩士論文授權書

本授權書所授權之論文為授權人在國立嘉義大學(National ChiayiUniversity)農藝學系
年度第1學期取得碩士學位之論文。

論文名稱：test
指導教授：test

電子全文授權
■ 同意

本人具有著作財產權之論文全文資料（含摘要），授予**國立嘉義大學**，得不限地域、時間、光碟或數位化等各種方式重製後散布發行或上載網路，於著作權法合理使用範圍內於個人非營利性質之線上檢索、閱覽、 下載或列印。

論文全文上載網路公開之範圍及時間：

校內區域網路	■ 立即公開
校外網際網路	■ 立即公開
延後公開中英文摘要	■ 立即公開

attorney of the University and the National Library (one original should be handed in to the Department when leaving the University).

- 7、 Step 5 send out for audit The review time takes two working days. To know the progress of the review, please log in to the thesis system to check or pay attention to the e-mail box you filled in to see if you have received the notification letter of approval or rejection.

- Note that you have to wait for the approval of the library before having your thesis printed out and bind. The total number of thesis copies will depend whether your advisor and committee members would want a copy. *Four* thesis copies are to be submitted to the library while allot *two* copies for the department. If you still have no idea where to get your thesis print and bind, you can have it done in：
    - o 精展影印 located at 嘉義市彌陀路365 號（體育館旁）. They give discounts to NCYU students and work really fast. The layout for the front cover of the thesis for the department is already available here.

3. While waiting for the confirmation from the library you can also process your clearance.

- To see the list of departments that need clearance go to the administration system page of the school's website. Then click "Application for Graduation".
- You do not have to print this form. You can just check this link from time to time to see if you already have completed the list.
- This tab will show you a checklist of departments and whether you are already cleared or not.

  Here is a list of departments and where to go/what to do if it is still left unchecked or without mark:
    - o 學生事務處 學生職涯發展中心 – The Students Affairs Office – Career Development Center.
        - You have to complete the graduate survey (ask Ms. Vivian about this, last time, they exempted the department from answering this survey)
    - o 駐警隊 – University Police.
        - Check with the security guards both in Xin Min campus or your respective dormitory. They will check whether or not you have paid for the parking fee of your motorcycle/scooter.
    - o 總務處保管組 –
        - Check if you have returned the graduation clothes (toga) already. The office is located in ground floor of building B, where you borrowed them.
    - o 語言中心 – The Language Center.
        - If you are a beginner student in Chinese class, you must have at least attended the beginner's class during the first year and the practical modern Chinese class for the consecutive year. You have to give a photocopy of your class cards together with a form to Ms. Emily at the language center. The language center is located at the third floor, right above the library.

- 圖書館 – The Library
  - Kindly return all books borrowed from the library. You must have uploaded your thesis and upon approval print & bind 4 copies and submit it to the library. (Last time, they asked to leave the copies in the department so they can collect all of the graduating students' theses at the same time.)
- 體育館– The Gymnasium.
  - You have to return any sports equipment borrowed from the gym.
- 系所辦公室 – Department Office.
  - Any thesis or office materials borrowed must be returned. Plus, 2 copies of your thesis must be submitted before you will be cleared in this department.
- 指導教授 – Your advisor
- 系主任/所長 – Dean
- 出納组– The Cashier
  - Settle your unpaid accounts with the cashier in Lantan Campus or call the International Student Affairs office if you have scholarship.
- 學務處生輔組 – The Student Affairs Office – Student Assistance Department
  - 宿舍事宜 – Dormitory Matters
  - 兵役事宜 – Military Matters
    - You will have to fill out the International Student Alumni General Information form. The link is http://www.ncyu.edu.tw/oia_eng/itemize_list.aspx?site_content_sn=43371. Check with the International Student Affairs regarding the procedure on how to mail it back to them.

- The last department you have to go to is the administration department located at the first floor of building B (where you borrowed the graduation clothes). You have to return your ID and make sure that all the departments have already cleared you.
- Other documents such as English diploma, transcripts and English transcripts are upon request. There are corresponding fees and limitations to each document you request.
- Allot at least three days for the process of diploma. The release of other requested document is approximately after three days or so.

Whew! That's it! (It's a looooooooooooong process I know!) Now you have your diploma and ready to leave the university. It is time to open another chapter in your life! Good Luck

National Chiayi University Academic Calendar 2020 - 2021 Fall Semester

Year	Month	Week	Date							Events
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
2020	Aug.								1	**(1)** Fall semester begins; Application for master's thesis defense begins for fall semester
			2	3	4	5	6	7	8	
			9	10	11	12	13	14	15	**(11)** Administrative Meeting
			16	17	18	19	20	21	22	**(8/17-9/11)** Accepting freshmen online application for tuition and miscellaneous fees waiver; Accepting enrolled student loan applications for fall semester
			23	24	25	26	27	28	29	**(23)** Grandparents' Day **(8/24-9/11)** Accepting freshmen loan applications for fall semester
			30	31						
	Sep.				1	2	3	4	5	**(1-4)** Orientation for incoming international students **(5-6)** Dorm opening for new students
			6	7	8	9	10	11	12	**(7-8)** Freshmen English Proficiency Test; Freshmen Orientation (for students enrolled in day division) **(7-10)** Period for course registration (Freshmen course pre-registration included) **(11)** Announcement of course selection results; deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving
		1	13	~~14~~	15	16	17	18	19	**(14)** Classes begin; application for Student Exchange Program begins; freshmen orientation (for students enrolled in division of continuing education) **(14-18)** Period to add/drop courses online begins; Freshmen physical examination **(15)** Administrative Meeting
		2	20	21	22	23	24	25	26	**(26)** Make-up workday for adjusted holiday (Oct.2)
		3	27	28	29	30				**(28)** Online mailbox opens to accept suggestions to instructors
	Oct.						1	2	3	**(1)** Mid-Autumn Festival (national holiday) **(2)** Adjusted Holiday
		4	4	5	6	7	8	9	10	**(9)** Adjusted Holiday **(10)** National Day of the Republic of China (national holiday)
		5	11	12	13	14	15	16	17	**(13)** University Affairs Meeting
		6	18	19	20	21	22	23	24	**(23)** Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends
		7	25	26	27	28	29	30	31	
	Nov.	8	1	2	3	4	5	6	7	
		9	8	9	10	11	12	13	14	**(9-13)** Midterm exam week **(10)** Administrative Meeting
		10	15	16	17	18	19	20	21	**(11/16-12/4)** Period for accepting applications for course withdrawal begins **(18)** NCYU Sports Day (Road running) **(20-21)** NCYU Sports Day **(21)** NCYU Anniversary celebration
		11	22	23	24	25	26	27	28	**(27)** Deadline for uploading midterm course grades
		12	29	30						
	Dec.				1	2	3	4	5	**(1-31)** Period for online application for tuition and miscellaneous fees waiver for Spring semester **(4)** Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends
		13	6	7	8	9	10	11	12	
		14	13	14	15	16	17	18	19	**(14)** Teaching evaluation begins **(15)** University Affairs Meeting **(18-23)** Course pre-selection for spring semester (1st stage)
		15	20	21	22	23	24	25	26	**(24)** Announcement of course pre-selection results (1st stage) **(25-30)** Course pre-selection for spring semester (2nd stage)
		16	27	28	29	30	31			**(31)** Announcement of course pre-selection results for spring semester (2nd stage)
2021	Jan.							1	2	**(1)** Founding Day of the Republic of China (national holiday)
		17	3	4	5	6	7	8	9	**(4)** Notification of eligibility for final examination **(8)** Application deadline for leave of absence
		18	10	11	12	13	14	15	16	**(11)** Online clearance procedure for undergraduates begins **(11-15)** Final exam week **(12)** Administrative Meeting
			17	18	19	20	21	22	23	**(18)** Fall semester ends; winter break begins **(1/18-2/19)** Accepting student loan applications for spring semester **(22)** Deadline for uploading final course grades
			24	25	26	27	28	29	30	
			31							**(31)** Last day of master's thesis defense for fall semester

Year	Month	Week	Date							Events
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
2021	Feb.			1	2	3	4	5	6	**(1)** Spring semester begins; Application for master's thesis defense begins for spring semester
			7	8	9	10	11	12	13	**(9)** Administrative Meeting **(10)** Adjusted Holiday **(11)** Lunar New Year's Eve **(12-16)** Lunar New Year
			14	15	16	17	18	19	20	**(15-18)** Course registration begins **(19)** Announcement of course registration results; deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving
		1	21	⊘	23	24	25	26	27	**(22)** Classes begin; application for Student Exchange Program begins **(22-26)** Period to add/drop courses online begins
		2	28							**(28)** Peace Memorial Day (national holiday)
	Mar.			1	2	3	4	5	6	**(1)** Peace Memorial Day (national holiday) make up
		3	7	8	9	10	11	12	13	**(8)** Online mailbox opens to accept suggestions to instructors **(8-12)** Accepting applications for department transfer
		4	14	15	16	17	18	19	20	**(16)** University Affairs Meeting
		5	21	22	23	24	25	26	27	
		6	28	29	30	31				
	Apr.						1	2	3	**(1)** Field trip **(2)** Children's Day make up
		7	4	5	6	7	8	9	10	**(4)** Children's Day (national holiday)& Tomb Sweeping Day (national holiday) **(5)** Tomb Sweeping Day make up **(6)** Field trip **(7)** Anniversary celebration of NCYU make up **(8)** Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends
		8	11	12	13	14	15	16	17	**(13)** Administrative Meeting
		9	18	19	20	21	22	23	24	**(19-23)** Midterm exam week
		10	25	26	27	28	29	30		**(4/26-5/14)** Period for application for course withdrawal begins **(30)** Deadline for uploading bachelor photo
	May								1	
		11	2	3	4	5	6	7	8	**(5)** NCYU Career Day **(7)** Deadline for uploading midterm course grades
		12	9	10	11	12	13	14	15	**(11)** Administrative Meeting **(14)** Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends
		13	16	17	18	19	20	21	22	**(17-21)** Accepting applications for minor and double major
		14	23	24	25	26	27	28	29	**(24)** Teaching evaluation begins **(5/24-7/31)** Period for online application for tuition and miscellaneous fees waiver for Fall semester, Academic Year 2021-2022 **(5/28-6/2)** Course pre-selection for fall semester (1st stage)
		15	30	31						
	Jun.					1	2	3	4	5	**(3)** Announcement of course pre-selection results (1st stage) **(4-9)** Course pre-selection for fall semester (2nd stage)
		16	6	7	8	9	10	11	12	**(6)** Graduation ceremony **(10)** Announcement of course pre-selection results (2nd stage)
		17	13	14	15	16	17	18	19	**(14)** Dragon Boat Festival (national holiday) **(15)** Notification of eligibility for final examination; University AffairsMeeting **(18)** Application deadline for leave of absence
		18	20	21	22	23	24	25	26	**(21)** Graduation application for undergraduates begins **(21-25)** Final exam week
			27	28	29	30				**(28)** Spring semester ends; summer break begins
	Jul.						1	2	3	**(2)** Deadline for uploading final course grades
			4	5	6	7	8	9	10	**(5)** Summer class begins
			11	12	13	14	15	16	17	**(13)** Administrative Meeting
			18	19	20	21	22	23	24	
			25	26	27	28	29	30	31	**(31)** Last day of master's thesis defense for spring semester

(Adjusted holidays and adjusted working days are in accordance to announcements from Directorate-General of Personnel Administration, Executive Yuan.) (If any important item on the calendar requires change, the office responsible must apply by official paper, and after being approved, announce the change.)

Important Numbers

- **On-Campus**

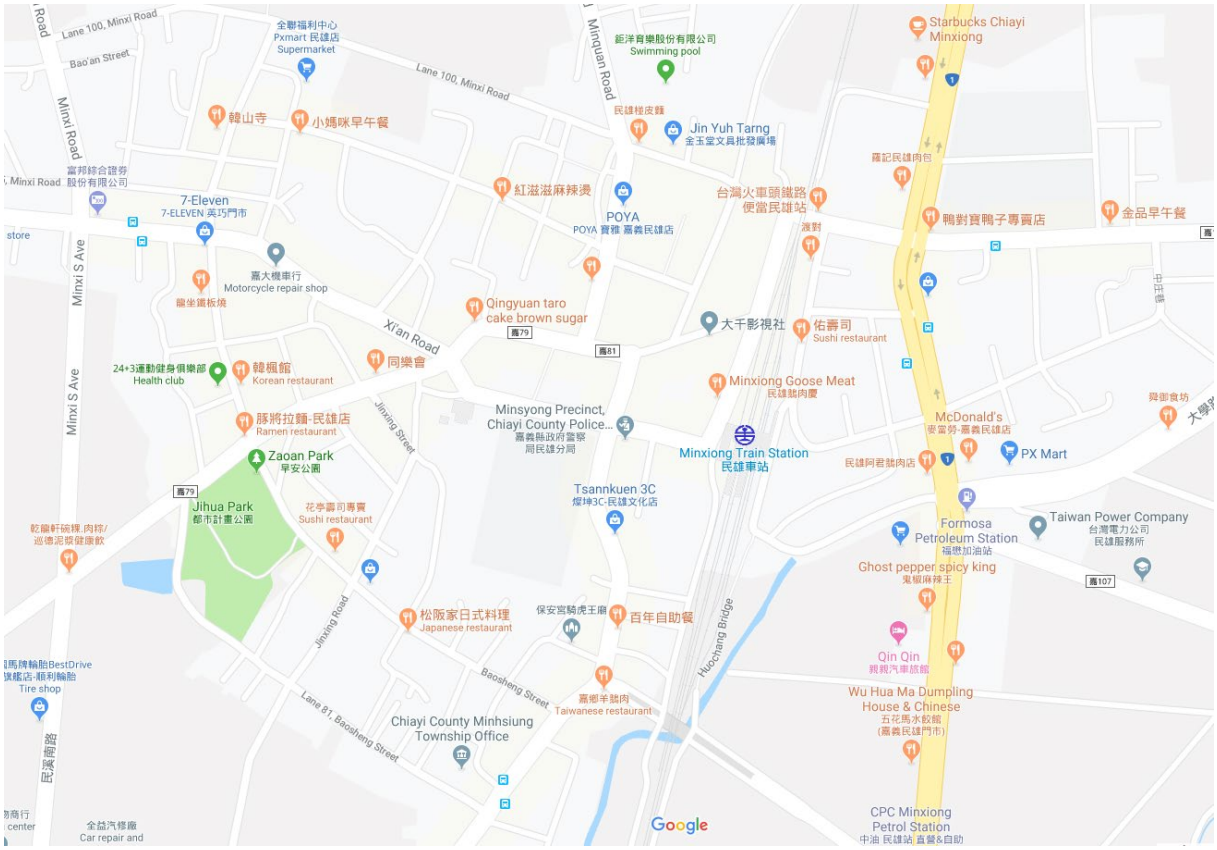
Office	Contact number & Service
Office of International Affairs 國際事務處	(05)2717296、7298 Please check the website: http://www.ncyu.edu.tw/oia_eng/gradation.aspx?site_content_sn=43369
Division of Student Assistance Office of Student Affairs 生活輔導組	(05)2717052 Please check the website: http://www.ncyu.edu.tw/life_eng/content.aspx?site_content_sn=14229
Division of Sanitation And Health Services Office of Students Affairs 衛生保健組	(05)2717069 Please check the website: http://www.ncyu.edu.tw/heal_eng/content.aspx?site_content_sn=16590
Division of Registration 註冊與課務組	(05)2717020 Please check the website: http://www.ncyu.edu.tw/register_eng/content.aspx?site_content_sn=24442
Guidance Adviser 教官室 (24 hours)	(05) 2717373

- **Off-Campus**

Fire & Emergency /火警、緊急事故	119
Police & Traffic Accident /警察報案、交通事故	110
Local Call Directory /市區電話查詢	104
Long Distance Call Directory /長途電話查詢	105
International Information Directory /國際電話查詢或掛發	100
Inquiry for International Telecommunication Service (free) / 查詢國際電信業務電話（免費）	080-080-100
Kaohsiung International Airport / 高雄國際機場 International Information Counter /國際班機服務台 Domestic Information Counter / 國內班機服務台 Website: http://www.kia.gov.tw/english/e_index.asp	 07- 8057631 07- 8057630
Taoyuan International Airport/ 桃園國際機場 Terminal 1 Service Counter/ 第一航廈服務電話 Terminal 1 Service Counter/ 第二航廈服務電話 Website: http://www.taoyuan-airport.com/english/Index/	 03-3983728 03-3982143 03-3983274
Chiayi Railway Station--Information Counter / 嘉義市火車站服務中心 Website: http://service.tra.gov.tw/chiayi/#	 05 - 2228904
Information for Foreigners / 外國人在台生活諮詢服務網 Website: http://iff.immigration.gov.tw/mp.asp?mp=T002	 0800-024-111
Taxi/ 計程車	05 - 2257715

Map of National Chiayi University

Map of Minsyong



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