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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	Ming-Chung Chen 陳明聰	Ph.D. in Special Education, National Taiwan Normal University.
CEO 執行長	Kai-Ju Huang 黃楷茹	Ph.D. in Special Education, National Taiwan Normal University
Clerk 專案辦事員	Wen-Chi Chang 張文綺	

Faculty (師資)

Name (姓名)	Level of education (最高學歷)	Teaching Course (授課學程)
Cheng-Cheng Yang 楊正誠	Ph.D., University of California, Los Angeles, USA	Educational Research Method 教育研究方法
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
Mao-Neng Li 李茂能	Ph.D., University of Georgia, USA	Advanced Educational 高等教育統計
Ruyun Hung 洪如玉	Ph. D in Philosophy, National Taiwan Normal University, Taiwan Ph. D in Philosophy, University of Bath, UK	Research on Educational Philosophy 教育哲學研究 Research on Subject-Based Pedagogy (II)

學科教學專業研究(II)		
Educational Literature and Research		
Writing		
教育文獻討論與研究撰寫		
Meng-Lung Lai	Ph.D., University of Illinois, USA	Research on Learning Psychology
賴孟龍		學習心理學研究
Research on Taiwan Education and Cultural		
Hsuan-Fu Ho	Ph.D., Columbia University, USA	台灣教育與文化研究
何宣甫		Educational Research Method
教育研究方法		
Yu-Hsia Lin	Ph.D.National Taiwan Normal University	Research on Subject-Based Pedagogy (I)
林玉霞	Department of Human Development and Family Studies	學科教學專業研究(I)
Xiang-tong Liu	PhD in Math Education from the University of Memphis	Research on Subject-Based Pedagogy (I)
劉祥通		學科教學專業研究(I)
Research on International and Comparative Education		
國際與比較教育研究		
Yueh-Chun Huang	Ph.D., National Chung Cheng University, Taiwan	Research on Taiwan Education and Cultural
黃月純		台灣教育與文化研究
Educational Literature and Research		
Writing		
教育文獻討論與研究撰寫		
Juei-Hsin Wang	Ph.D. in National Chung Cheng University Graduate Institute of Education.	Research on Classroom Management
王瑞璦		班級經營研究

Shan-Hua Chen

陳珊華

Ph.D. in Education, National Taiwan

Normal University

Qualitative Research Method

質性研究法

Sz-Chi Wang

王思齊

Ph.D. in Instructional Systems, The

Pennsylvania State University, USA

Research on Instructional Technology

教學科技研究

Ching-Sze Wang

王清思

Ph.D. in Philosophy of Education, Indiana

University Bloomington, USA

Research on Contemporary Issues in

Instruction

當代教學議題研究

Hsuan-Jen Chen

陳炫任

Ph.D. University of Nevada, Reno

Research on Subject-Based Pedagogy

(II)

學科教學專業研究(II)

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.

學生必須在 2 至 4 個學年度內修滿至少 30 學分，其中包含 9 學分必修課程（教育研究方法 3 學分、論文 6 學分）以及 21 學分選修課程。課程內容涵蓋教育研究方法與一般教育學（SBP）相關科目。

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。

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
Selective	3	Research on Curriculum Design

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 Subject-Based Pedagogy (I)
Selective	3	Research on Subject-Based Pedagogy (II)
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

**National Chiayi University Global Master Program of
Teaching Profession Course Selection**

(Applicable for freshman after 114 school year)

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

(115 學年度入學新生適用)

115.01.05 學程課程委員會會議通過

000.00.00 院課程委員會會議通過

000.00.00 校課程規劃委員會通過

000.00.00 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。

為增進英語實用能力，鼓勵學生修習一門全英語授課(EMI)課程，以提升國際競爭力。

第一學年

必修類別：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	EDC0314,EDC0315,EDC0316,EDC0317,EDC0318	12,15,16,18	GP	1,3
教育美學專題研究 Seminar in Aesthetics and Education	1	3.0	3	EDC0314,EDC0315,EDC0316,EDC0317,EDC031	15,16		1,,3,4
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	EDC0316,EDC0317		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			45				
學年小計			48				

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	EDC0316		GP	1,2,3,4,5
教育文獻討論與研究撰寫 Educational Literature and Research Writing	1	3.0	3			RM	1,3
量化研究專題 Special Topic on Quantitative Research	1	3.0	3			GP	1,3
當代思潮與教育專題研究 Seminar in Contemporary Theories and Education	1	3.0	3	EDC0314,EDC0315,EDC0316,EDC0317,EDC0318	11,12,14,15,18	GP	3,4,5
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 Curriculum and Teaching Leadership Instruction	1	3.0	3			GP	1,3,4,5
學科教學專業研究(I) Research on Subject-Based Pedagogy (I)	1	3.0	3	EDC0113,EDC0314,EDC0315,EDC0316,EDC0317	11,12,14,15,18	SBP	1,2,3,4,5
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
學科教學專業研究(II) Research on Subject-Based Pedagogy (II)	2	3.0	3	EDC0314,EDC0315,EDC0316,EDC0317,EDC0318	11,14,15,17,18	SBP	1,2,3,4,5
專業選修小計			54				

第二學年							
必選修類別：論文							
中文字科 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			60				

*選修課程名稱，得依科技發展與特色重點產業異動。

專業職能說明：

- EDC0113. 檢討、修正及改善業務執行。
- EDC0314. 執行教學活動
- EDC0315. 規劃及進行教學評量
- EDC0316. 規劃教學策略及內容
- EDC0317. 發展設計教學內 及教材
- EDC0318. 進行教學/訓練需求評估

共通職能說明：

- 11. 溝通表達
- 12. 持續學習
- 14. 團隊合作
- 15. 問題解決
- 16. 創新
- 17. 工作責任及紀律
- 18. 資訊科技應用

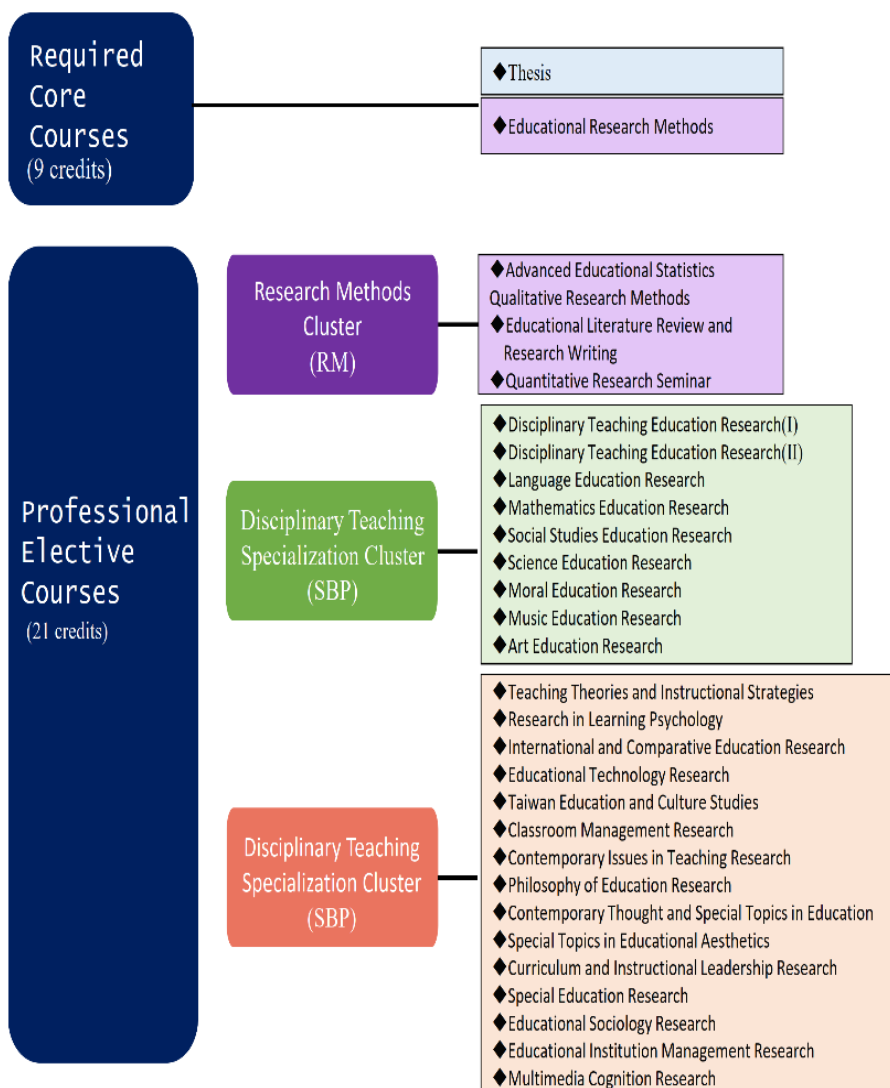
備註說明：(各科目的備註欄代碼請參考此處的說明)

- GP. 一般教學專業學群
- RM. 研究方法學群
- SBP. 學科教學專業學

Course Structure Diagram

Curriculum Framework

Attachment 3

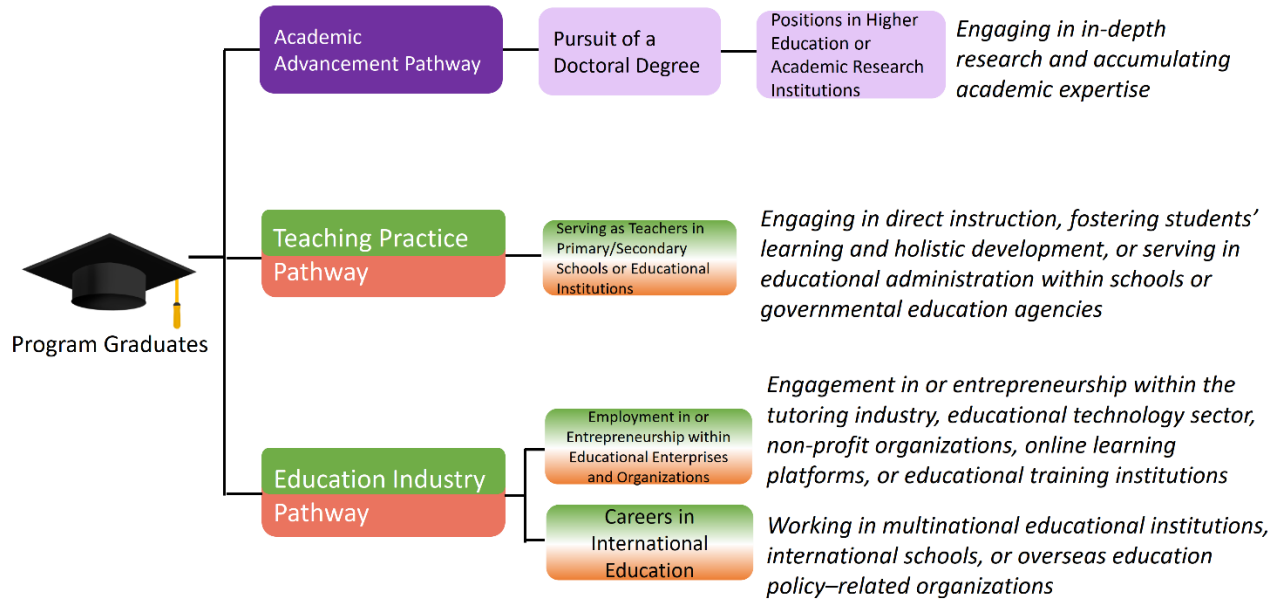


師範學院教學專業國際碩士學位課程架構圖



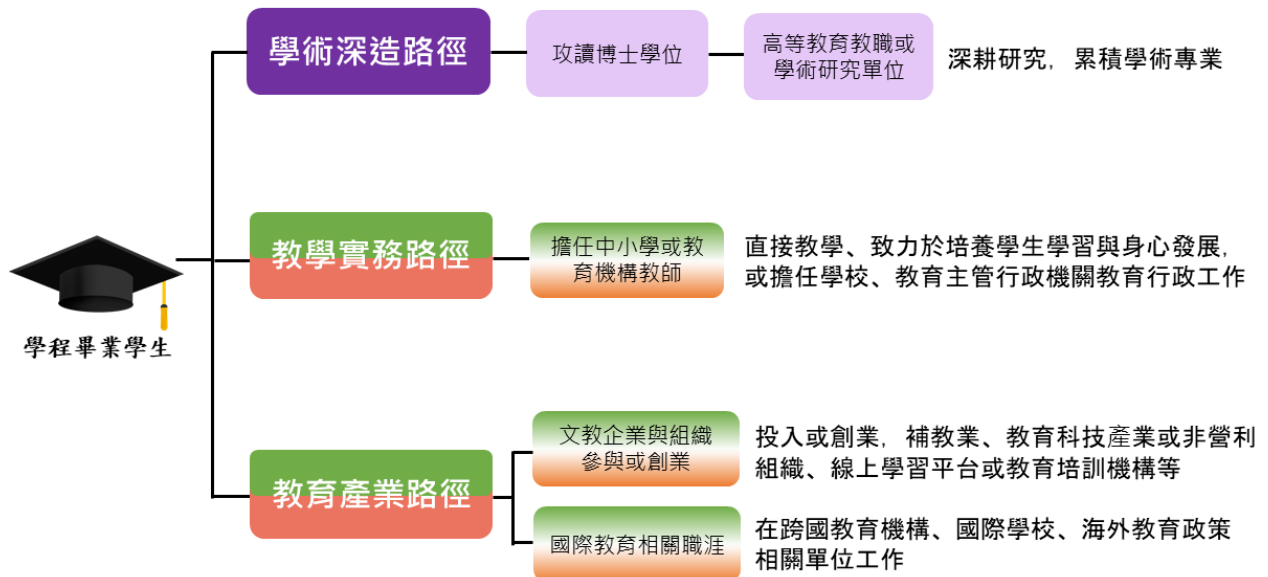
Career Pathway Map

Career Pathway Map



職涯進路圖

生涯職涯進路圖

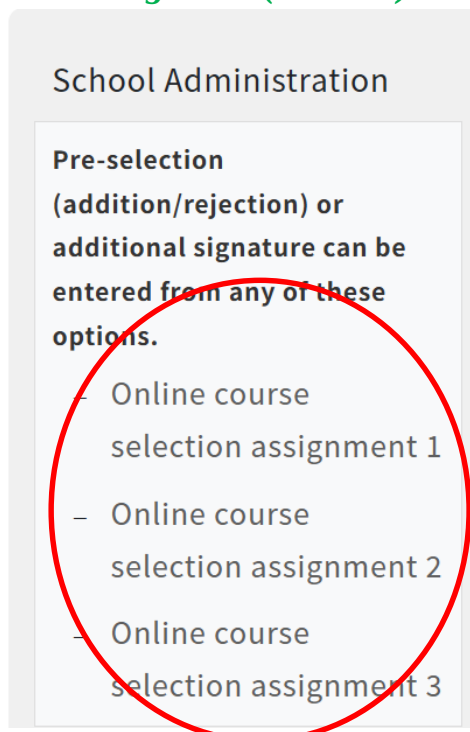


Course Selection Process

Step 1. <https://www.ncyu.edu.tw/ncyu/Contents?nodeId=34519>



Step 2. *Online course selection assignment(1or2or3)*



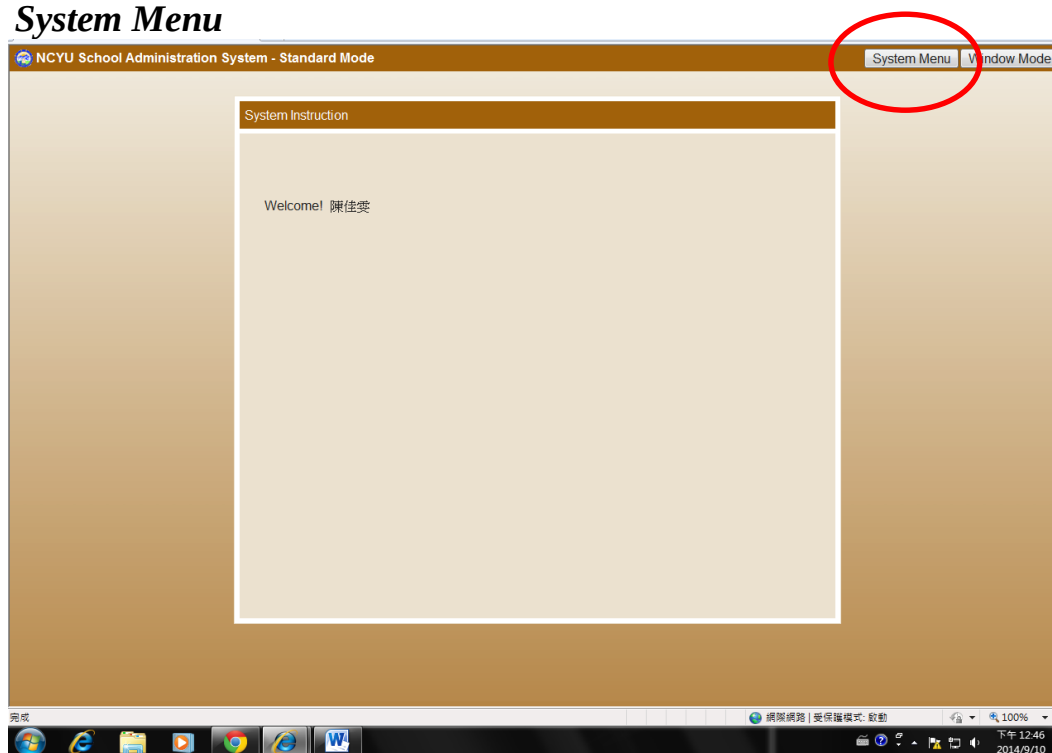
Step3.

User ID --- key in your student number

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

The login form is titled "Please Input Login Data" in a brown header bar. It contains three input fields: "Web Account Id", "Password", and "Captcha". The "Captcha" field displays the text "MKJJ" and a refresh icon. The form is enclosed in a light brown border.

Step 4. System Menu



Step 5. Course Selection

The screenshot displays the NCYU School Administration System interface. At the top, a 'System Menu' window is open, listing various system functions. The 'Course Selection' option is highlighted with a red rectangle. Below the menu, the main interface shows the 'Courses Selection' section. It includes a header with the current semester (103-1) and the course selection period (103/9/15 09:00 ~ 103/9/18 17:00). A red circle highlights the 'Course Catalog' button in the left sidebar. The main content area contains a grid of buttons for various course selection actions, including 'Courses Drop', 'Courses Selection Results', 'Courses Selection Confirm', 'Courses Withdrawal Apply', 'Basic English Courses Add', 'Basic English Courses Drop', and 'Basic English Courses Selecti'.

System Menu

- Log Out
- E-campus
- NCYU Course Catalog
- HOME
- Change Password
- Various applications**
 - Ask for leaving school
- Grade Inquire**
 - Mid-term Grade Inquire
 - Final Grade Inquire
 - Learning by Service Inquire
- Graduation Related operations**
 - Application for Graduation
 - Graduation Inquire
 - Graduation photo upload
 - Download License Software
 - Credit Exemption Inquire
 - Reward and Punishment Records
 - Law and Rules**
 - Course Selection**
 - Absence record
 - Personal Profile Maintenance
 - Student Feedback on Teaching Survey
 - Information of living out of campus

NCYU School Administration System - Standard Mode System Menu Window Mode

Courses Selection

Current Semester: 103-1, Semester for Course Selection: 103-1
(Current Time: Wed Sep 10 12:56:12 CST 2014, Elapsed time: 00:00:02)

This period: Course pre-selection for Freshman
Semester for Course Selection: 103-1
Course Selection Open: 103/9/15 09:00 ~ 103/9/18 17:00

Course Catalog

選課相關最新公告

Courses Selection Plan

Courses Booking

Basic English Courses Add

Courses Drop

Credit Underload Apply

Courses Withdrawal Apply

Basic English Courses Drop

Courses Selection Results

Courses Selection Confirm

Basic English Courses Selecti

Basic English Courses Selecti

Back

Step 6. Courses Booking

This screenshot shows the 'Current Course Selection' page. The page has a light green background with a repeating pattern of white zig-zag lines. On the right side, there is a vertical navigation menu with the following items: 'Current Course Selection' (highlighted in blue), 'This Page', and 'Course Selection Plan'. The main content area on the left contains a list of course selection steps, each with a red square icon and a text label: 'Course Catalog', 'Courses Selection Plan', 'Courses Booking' (highlighted with a red rectangular border), and 'Basic English Courses Add'.

Step 7. Send selection

校務行政系統：一般選課（登記）

Step 8. Send selection

校務行政系統：一般選課（登記）

現在學年、學期：115學年度第一學期，選課學年、學期：115學年度第一學期
(進入本網頁時間：民國115年8月26日 星期三 15:40:22，停留時間：00:00:16)

選課類別：一般專業課程(含專業必修及專業選修課程)

請選擇課程類別：

專業選修課程

專業必修課程

專業選修課程

請選擇上課系所 (查詢 師範學院 研究所碩士班 師範學士學位學程) 視為「開課單位」)：

師範學院 研究所碩士班 師範學士學位學程

依據教務處規定，
研究生可不受年級限制!!
請選擇適用年級：二年級

請選擇上課校區：所有(不分)校區

送出選擇

重新選擇

Step 9. Send selection

請注意：此欄須於報名時填寫清楚！																									
衡定書將於開學後寄回進行，如有對定書課程無法選上!!																									
此修課分發及排選受修課及選課條件限制!!																									
修課序號	開課系統	開課序號	課程名稱	永久課號	開課單位	上課學制	上課學院	上課系所	上課組別	上課年級	上課類別	修別	學分	學時數	上課地點	備註	授課教師	上課星期	上課課表	上課教室	校區	限選條件	預修人數	選上人數	剩餘人數
		60	0002	高等教育統計	260000002	師範國際學院	師範學院	師範國際學院	不分組	1	甲組	選	3	3	1	正課 (萬隆校區)	李茂龍	二	2-4	教職館 B03-217	國際外系必修		50	0	0
		60	0003	教學管理與策略研究	260000003	師範國際學院	師範學院	師範國際學院	不分組	1	甲組	選	3	3	1	正課 (萬隆校區)	王瑞瑋 陳琳 張碧芬	三	5-7	教職館 B03-218	國際外系必修		50	0	0
		60	0004	學習心理學研究	260000004	師範國際學院	師範學院	師範國際學院	不分組	1	甲組	選	3	3	1	正課 (萬隆校區)	賴益盛	四	5-7	教職館 B03-217	國際外系必修		50	0	0
同學選退班級必修科目或選修他校他系課程以抵免或抵修本系課程，請於加選或退選前洽詢系主任是否同意抵免或抵修，再選課。																									
同學選退班級必修科目或選修他校他系課程以抵免或抵修本系課程，請於加選或退選前洽詢系主任是否同意抵免或抵修，再選課。																									

Course Selection Confirm

◎ Step1: Log-in

校務行政系統

Please Input Login Data

[How to reset password](#) · [Search UserId for New Student](#)

UserId

Password

Captcha **XF4U**

Login 中文版

- Please use "Web User ID" to login the system.
- If you are student, the "Web User ID" is your student number, example 1009999.
- If you are a teacher or employee, the "Web User ID" is your employee number, example A9999.
- If you forget your password of "Web User ID", [click here](#) to reset and get new password.
- You can use the empty id and empty password to login the system (only public system function).
- [[Internet Security Statement](#)] [[Privacy Statement](#)][Your remote ip address : 140.130.43.49]
- The english page of login function and online choose course is completed, we will support more english page in the future.

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No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.)
Tel: TEL: +886-5-2717000 FAX: +886-5-2717095
Recommended Browser: Internet Explorer 9.0 and above · Firefox · Google Chrome. Screen Resolution: 1280x1024

Secured by TWCA 已認證

◎ Step2: Couse Selection



◎ Step3: Course 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!

NCYU School Administration System - Standard Mode

Courses Selection Confirm

Current Semester: 103-1, Semester for Course Selection: 103-1
(Current Time: Mon Oct 6 13:38:45 CST 2014, Elapsed time: 00:00:04)
(Sorry, English version is under construction, now only support Chinese in this page.)

您已經完成選課確認作業!!

以下為目前已完成確認之選課資料:

上課班別	開課系所、開課序號、課程名稱	授課教師	學分數	時數	課程類別	選課類別	上課星期	上課節次	上課教室
系課必修	領導與行政學班一年級學年班	569.0002 社會行政學研究	2	2	Required	Required	五	7-8	803-204
	領導與行政學班一年級學年班	569.0003 社會統計學	2	2	Required	Required	五	A-6	803-214
	領導與行政學班一年級學年班	569.0004 社會研究法研究	2	2	Required	Required	五	C-D	803-204
系課選修	領導與行政學班一年級學年班	569.0001 社會社會學研究	2	2	Elective	Elective	五	5-6	803-204
系外課程	大學部健康與安全三年級學年班	365.0072 社會學學	2	2	Required	六	五	3-4	80503

本學期專業課程共計 2 科 10 學分

Bank

Student Feedback on Teaching Survey Process

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

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



Please Input Login Data

[How to reset password](#) 、 [Search UserId for New Student](#)

UserId

Password

Captcha **XF4U** 

Login

中文版

- Please use "Web User ID" to login the system.
- If you are student, the "Web User ID" is your student number, example 1009999.
- If you are a teacher or employee, the "Web User ID" is your employee number, example A9999.
- If you forget your password of "Web User ID", [click here](#) to reset and get new password.
- You can use the empty id and empty password to login the system (only public system function).
- [[Internet Security Statement](#)] [[Privacy Statement](#)][Your remote ip address : 140.130.43.49]
- The english page of login function and online choose course is completed, we will support more english page in the future.

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No.300 Syuefu Rd., Chiayi City 60004, Taiwan (R.O.C.)
Tel: TEL: +886-5-2717000 FAX: +886-5-2717095
Recommended Browser: Internet Explorer 9.0 and above · Firefox · Google Chrome. Screen Resolution: 1280x1024



Step 2: Click “Student Feedback on Teaching Survey”

Step 3: Click “Student Feedback Form”

校務行政系統：教學意見調查系統

(進入本網頁時間：2014/12/29 下午 02:52:22)

您好：

學期接近尾聲，老師即將結束一整個學期（103學年度第1學期）的辛勤教學，而您也將完成本階段的學習。在此同時，學校為了解您對授課教師教學之意見，提供教師教學改進的參考，將於103年12月22日9:00至104年01月09日17:00舉辦期末教學意見調查，希望同學予以配合及填答。

本校自92學年度開始，捨棄以往需用大量的人力、物力及紙張的紙本評量，改採網路評量的方式，為提高填答率，以達客觀之效，對本學期所開授之課程均實施調查，每位同學也應於課程預選前完成網路教學意見調查作業。

師生在學校是相互依存的，學生有待老師的教導，教師因學生的學習而存在。對於教師而言，教學的意見調查是絕對幫助且必要的。因此希望同學秉持客觀、理性的態度填寫您的意見，尤其在問卷上留有開放性的問題，是您與老師的意見交流天地，期盼抒發您對教師誠懇的、建設性的建議或感言，對於老師辛苦的一面，也不吝給予鼓勵及打氣。

敬祝
學業精進

教務處 啟

As the semester is dragging to the end, you are about to accomplish your learning for this phase. In order to understand your reactions to the instruction in class, the University is conducting a survey to collect student feedback on teaching starting from 9:00 on December 22, 2014 to 17:00 on January 9, 2015. We are writing this letter to invite you to fill in the survey.

The University has applied the online survey, instead of the hard copy, for student feedback to increase the return rate since 2003. This survey is conducted in all courses. Therefore, students are required to fill in the online survey before they can select their courses for next semester.

The interests of instructors and students are mutual: students are guided by instructors; instructors are here because of the existence of students. Your feedback means a lot to the instructor. Therefore, we sincerely hope that you express your opinions objectively and rationally. The section of open questions is particularly designed to grant you an opportunity to give feedback in words to the instructor. Your kind and decent comments, suggestions or even encouragement are mostly welcome.

Sincerely,
Office of Academic Affairs

進入填寫說明Form-filling Instructions 進入教學意見調查表Student Feedback Form

System Menu

- Log Out
- E-campus
- NCYU Course Catalog

Various applications

- Ask for leaving school

Grade Inquire

- Mid-term Grade Inquire
- Final Grade Inquire
- Learning by Service Inquire

Graduation Related operations

- Application for Graduation
- Graduation Inquire
- Graduation photo upload

- Download License Software
- Credit Exemption Inquire
- Reward and Punishment Records
- Law and Rules
- Course Selection
- Absence record
- Personal Profile Maintenance
- Student Feedback on Teaching Survey
- Information of living out of campus

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.

The image shows two screenshots of the AREE (Center for Taiwan Academic Research Ethics Education) website. The top screenshot shows the main navigation menu with 'Login' highlighted. Below the navigation menu, there is a large banner for '學術研究倫理教育課程' (Academic Research Ethics Education Course) with a '查看覽表' (View Table) link. To the right of the banner is a 'Login' button and a list of user roles: 'Mandatory Student', 'Mandatory Teacher and others', 'Registrant', 'Manager of Students', 'Manager of Teachers', and 'Manager of Registrant'. The 'Mandatory Student' role is highlighted with a red box and a red circle with the number 2. Below the list is an 'Inquiry' button, also highlighted with a red box and a red circle with the number 1. The bottom screenshot shows the 'Mandatory Student' login page. It has a green header with the title 'Mandatory Student'. The main content area contains instructions in Chinese: '「必修學生」是指學校與資源中心合作學生需依規定完成學術研究倫理教育課程', '學校已經先為學生建立帳號', '帳號是學號，密碼預設學號末5碼，或洽學校承辦窗口（見下表）', '系統已預設必修課程，請依指示閱讀所有必修課程', '閱讀完畢後填寫總測驗，通過總測驗隔日即可下載修課證明', and '您可於下方查詢各校制度與承辦窗口聯繫方式'. On the right side of the page is a login form with fields for 'Keelung City' (dropdown), 'National Taiwan Ocean University' (dropdown), 'account' (text), 'password' (text), and a 'forgot password?' link. Below the password field is a CAPTCHA section with the text 'Please check "I'm not a robot"', a checkbox labeled 'I'm not a robot', and a CAPTCHA image. At the bottom of the form is a 'submit' button.

Sign Up | 繁體中文 | FeedBack

HOME NEWS ABOUT LIST PREVIEW RESOURCES HELP

學術研究倫理教育課程
主題課程與單元分類介紹
查看覽表

1

2

NEWS KNOWLEDGE LAW EPAPER

Sign Up | 繁體中文 | FeedBack

HOME NEWS ABOUT LIST PREVIEW RESOURCES HELP

Mandatory Student

「必修學生」是指學校與資源中心合作
學生需依規定完成學術研究倫理教育課程
學校已經先為學生建立帳號
帳號是學號，密碼預設學號末5碼，或洽學校承辦窗口（見下表）
系統已預設必修課程，請依指示閱讀所有必修課程
閱讀完畢後填寫總測驗，通過總測驗隔日即可下載修課證明
您可於下方查詢各校制度與承辦窗口聯繫方式

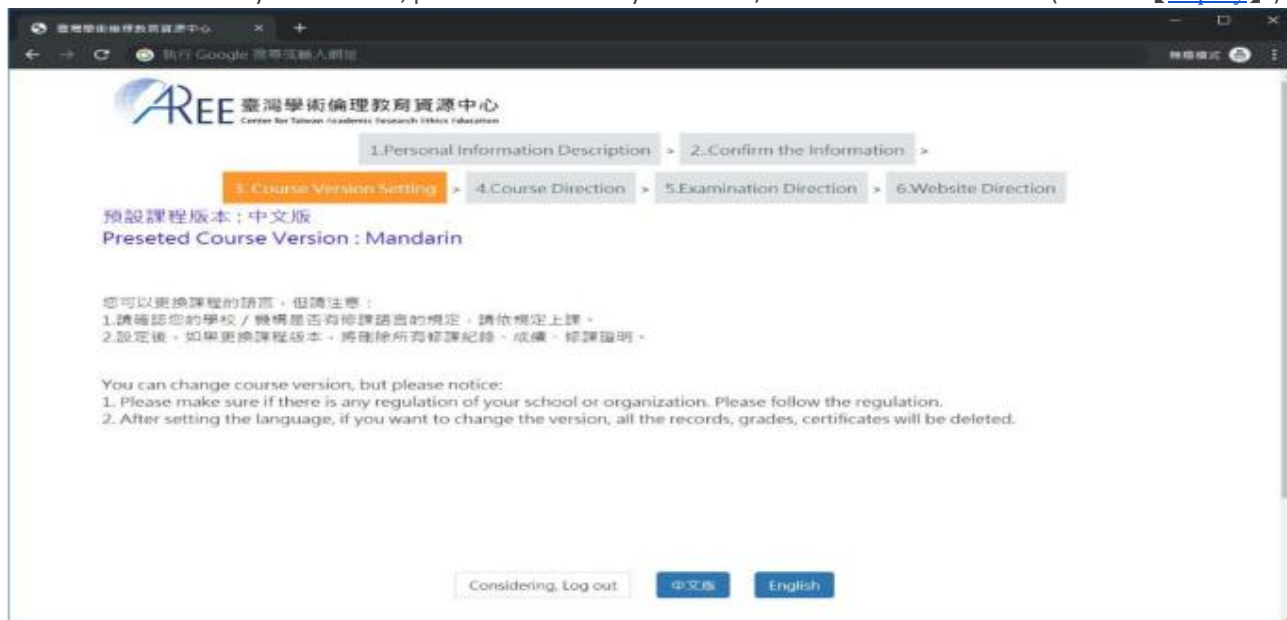
Keelung City
National Taiwan Ocean University
account
password
forgot password?
Please check "I'm not a robot".
I'm not a robot
submit

【2】

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

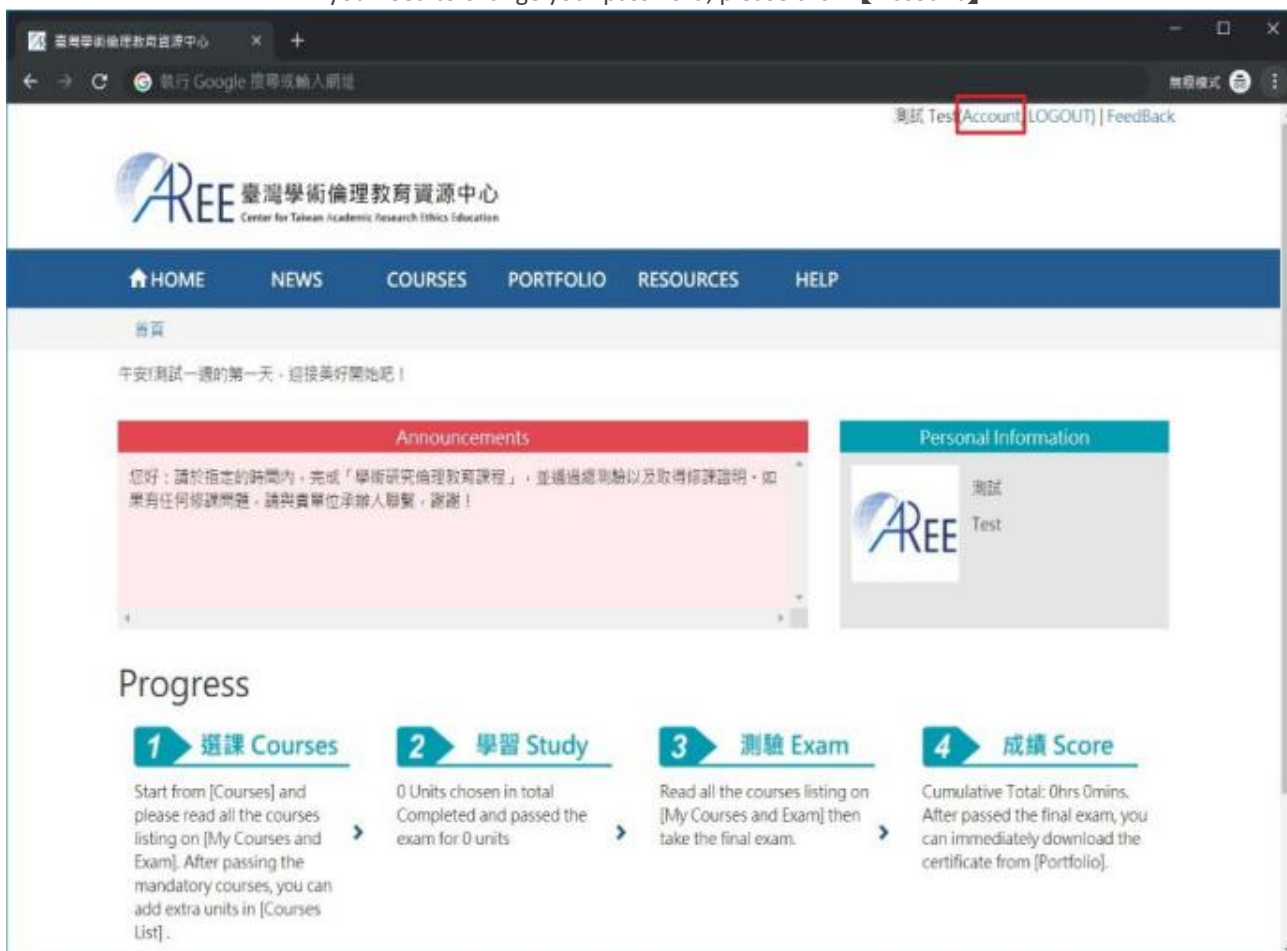
Simultaneously, please also check your personal information.

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】](#) .



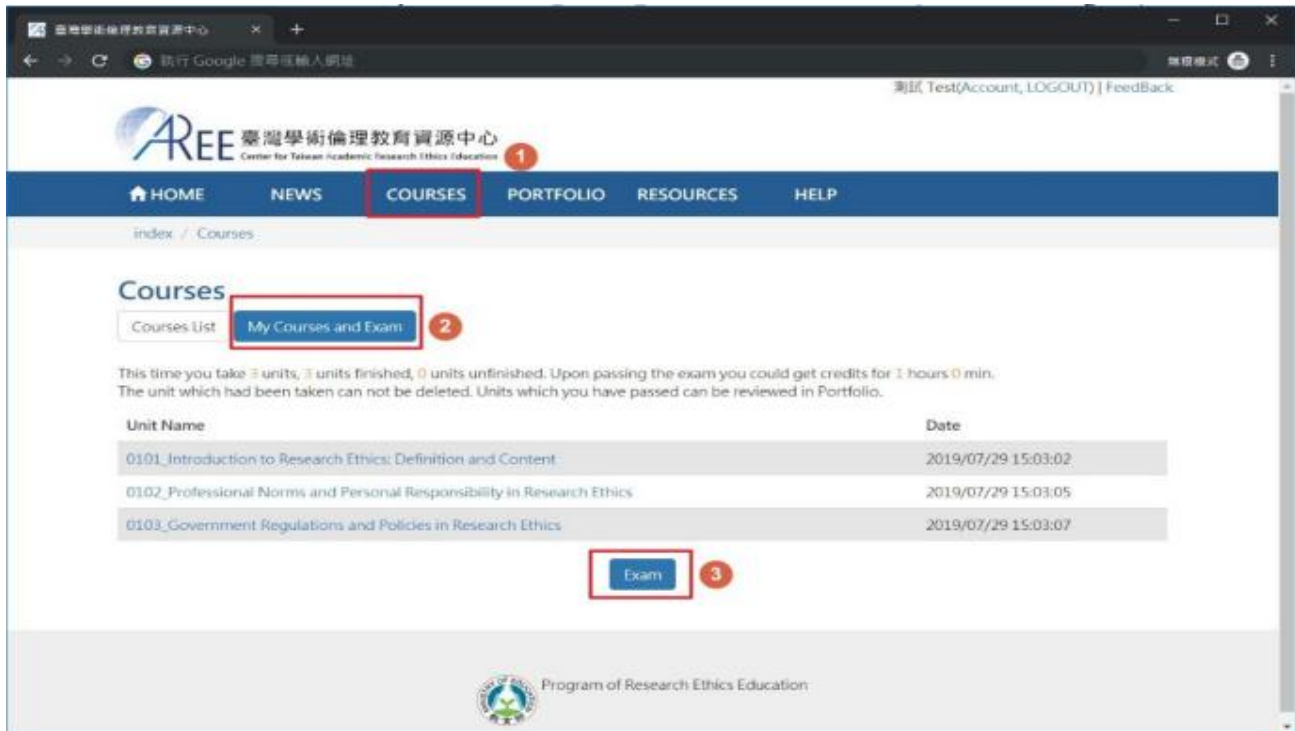
【4】

First time to take courses, please go to 【Courses】 → 【My Courses and Exam】.

Your courses have been pre-added by your school/ institution.

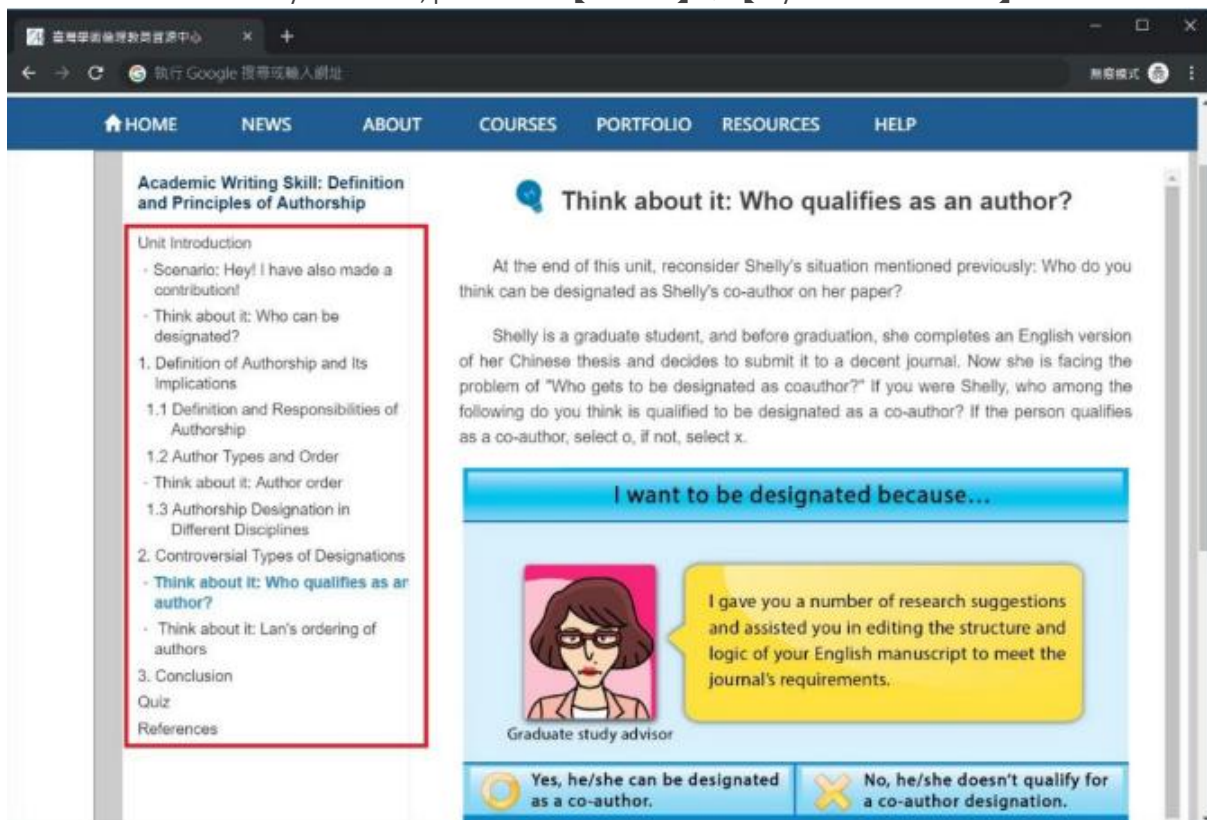
Please click unit name to read the courses.

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 read more.



【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.

The screenshot shows the AREE (Center for Taiwan Academic Research Ethics Education) website. The header includes the logo and navigation links: HOME, NEWS, COURSES, PORTFOLIO, RESOURCES, and HELP. The main content area is titled "Exam" and contains the following text:

This final exam includes: Total 15 Questions. To pass the exam should correct: 11 Questions. (Accuracy up to 85%).

【Exam instructions】

- Five attempts for the final exam are allowed each day. The tally will reset if there's a change in My Courses or at 12 A.M. each day.
- Leaving the webpage or idling for over 2 hours during an exam renders it invalid. Should that happen, you are required to retake the exam.
- The Certificate of Completion is available 12 P.M. the day after passing the final exam.

【 Please peruse the following prior to the exam. 】

- I have studied all the materials in My Courses of the Research Ethics Education Online Program.
- I have completed all the review questions of each unit.
- I am aware that only 5 attempts are allowed each day, and that the Certificate of Completion can only be downloaded at 12 P.M. the following day.
- I am certain that the name as displayed below is correct and valid.

User Name : 測試 Test
If your user name is wrong, please contact manager.

Chances to take the final exam today: 5
The number of times will be counted when click "YES"
Do you wish to begin the exam?

Buttons: No, YES

【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.

The screenshot shows the AREE website during the exam. The header and navigation links are the same as in the previous screenshot. The main content area is titled "Exam" and contains three multiple-choice questions:

- If a researcher intentionally neglects research ethics, which of the following is not a possible consequence?
Ⓐ (1) A researcher could use his good academic reputation to make the public overlook his violation of research ethics.
Ⓑ (2) Physiological or psychological harm could be inflicted on research participants.
Ⓒ (3) The researcher could receive mandatory punishment or penalties due to the violation of professional standards or policies.
Ⓓ (4) The researcher's personal and academic reputation could be affected because the public's trust has been damaged.
- Which of the following descriptions of "research ethics" is incorrect?
Ⓐ (1) The objective of "research" is often to explore answers to specific questions.
Ⓑ (2) "Ethics" refers to the use of a reasoned attitude to constrain human behavioral standards.
Ⓒ (3) The scope of discussion of "research ethics" includes the legitimate use of credit, honesty, and social capital.
Ⓓ (4) The subjects of "research ethics" standards are master's and doctoral students, and do not include current undergraduate students or teachers.
- Regarding the writing and publishing of academic works, which of the following is correct?
Ⓐ (1) There are no academic plagiarism concerns when recycling text from the researcher's own previously published work.
Ⓑ (2) Generally speaking, if a researcher copies fewer than 25 characters of someone else's text, that is not plagiarism.
Ⓒ (3) If a researcher paraphrases someone else's article, he/she should clearly and accurately note the source.
Ⓓ (4) Behaviors that violate research ethics are in direct violation of Taiwan's Copyright Act.

【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.

Exam

答對率
86.67%

You answered 13 in 15 questions correctly, your correct rate is 86.67%.
Congratulations! You have passed the final exam.
To protect your rights, please immediately download your certificate.
You can check the previous result of final exam in [Exam Records].

Analysis

Error Questions

0102_Professional Norms and Personal Responsibility in Research Ethics

Wrong Answers

- Which of the following research behaviors does not follow the principle of "respect for human rights and dignity"?
(1) When reporting the results of the study, the subject's name is presented as a pseudonym rather than using the real name.
(2) By request of the subject, the research process was explained in detail, and their questions were also answered in detail.
(3) Subjects have the right to withdraw from the study at any time, and should not suffer any loss or liability for doing so.
(4) Researchers have the right to use various incentives or rewards to attract potential research subjects to participate in the research actively.

Reference Unit: 0102_Professional Norms and Personal Responsibility in Research Ethics

【9】

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

Portfolio

3 Completed Units X 20 Minutes = 1 hrs 0 mins Cumulative Total

Exam Records

The latest time: 2019/07/29 15:29:59
The latest score: 93.33
The latest result: view

Certificate

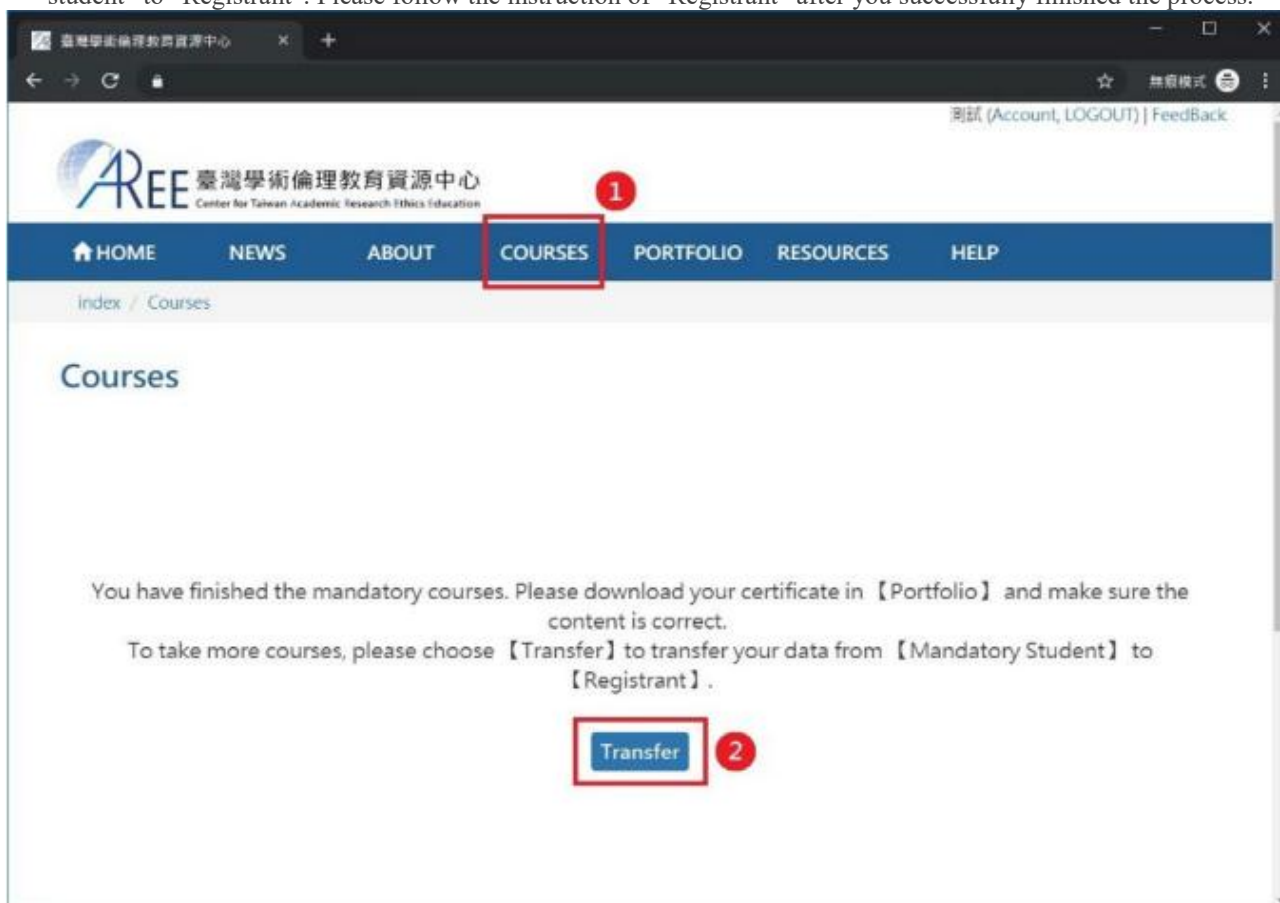
Issue time: 2019/07/29 15:29:59
After passed the final exam, you can immediately download the certificate. If any changes, please re-download the newest one.

Unit History (Displays only the units that you've passed)

Unit Name	Date
0101_研究倫理定義與內涵	2019/07/29

【10】

After passing the final exam, if you'd like to read other courses, please transfer your status from “Mandatory student” to “Registrant”. Please 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 dealt 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、研究方法與設計(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。



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: https://ncyuweb.ncyu.edu.tw/lib/gradation.aspx?site_content_sn=58177

檔案下載	
論文上傳常見問題Q&A	
國立嘉義大學研究生建檔暨上傳學位論文或各類報告操作手冊	PDF(3,267.80 KB)
本校校徽浮水印PDF圖檔	PDF(138.92 KB) / PNG(598.52 KB)
國立嘉義大學學位論文或各類報告抽換變更申請書	ODT(25.96 KB) / PDF(362.57 KB)
國立嘉義大學學位論文或各類報告不提供延後提供公眾閱覽申請書	ODT(23.37 KB) / PDF(239.73 KB)
國家圖書館學位論文延後公開申請書	ODT(30.57 KB)
國家圖書館學位論文抽換申請書	ODT(27.03 KB) / PDF(103.60 KB)
論文清冊空白表格	ODS(4.99 KB) / RAR(4.87 KB)
論文電子檔公開修改確認表	ODT(6.75 KB) / PDF(56.60 KB)
系所收取紙本論文作業說明	PDF(674.41 KB) / ODT(748.68 KB)
國立嘉義大學學位論文或各類報告授權書	ODT(36.20 KB) / PDF(96.01 KB)
業務聯絡	

館際合作

藝文 Activity

最新藝文

嘉義大學圖書館 Facebook粉絲專頁

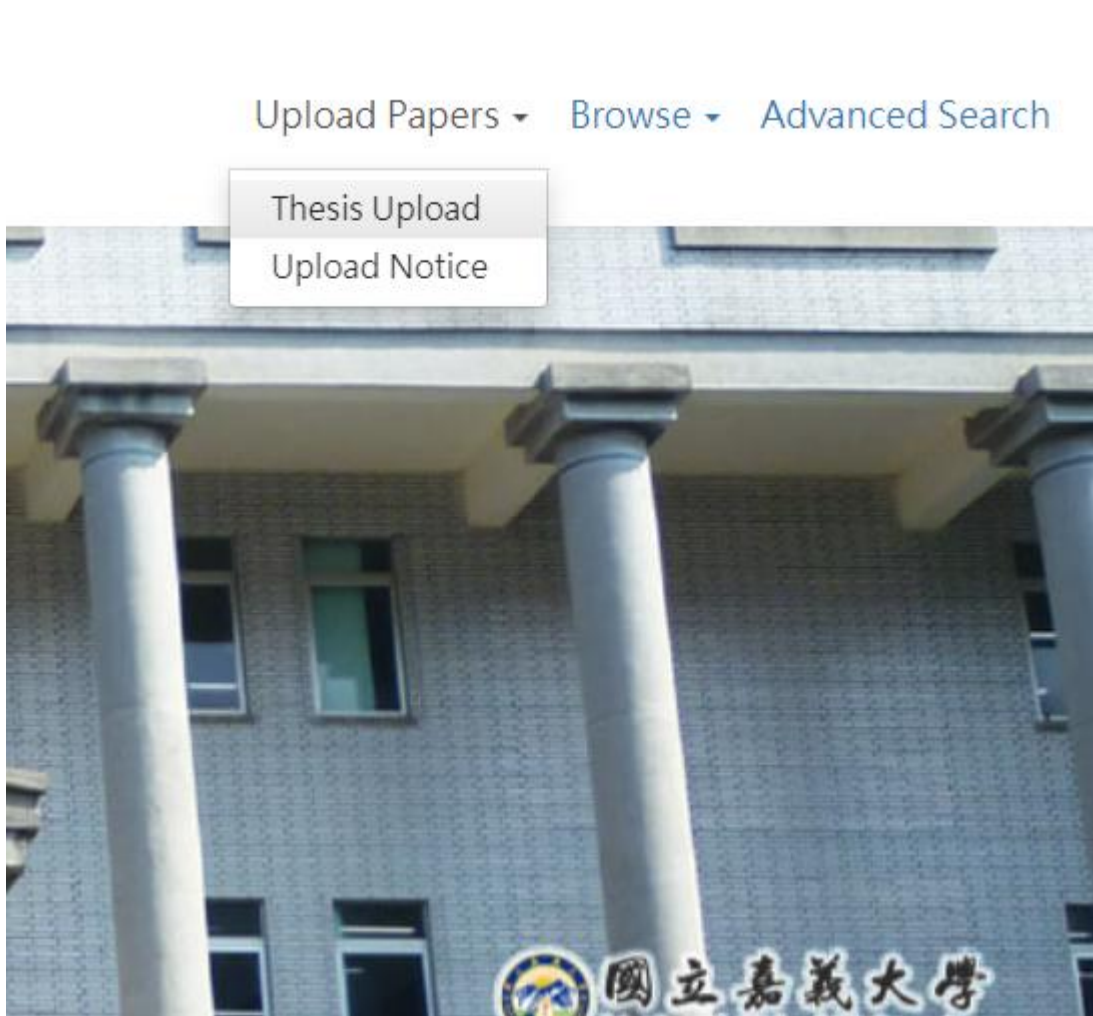
服務 Service

密碼，請攜帶學生證或身分證（可證明您確為本人之證件）親至本館借還書櫃檯查詢或於[網站上認證](#)。

- 論文電子檔上傳至本系統後，無須另行上傳國家圖書館之全國博碩士論文系統，本館將定期整批轉檔予國家圖書館建檔。
- 若已自行上傳至國家圖書館之全國博碩士論文系統者，請自行與系所助教聯繫登入該系統進行"系所助教查核"，如此才可讓讀者於該系統中檢索得到。

Thesis (report) submission step

- Three days before uploading their theses to the University's 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.
- Log in to our university's 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.



- The paper system upload function is divided into five steps
- Paper filing Upload full text file → Print power of attorney → audit. The following is an individual description
- of each step.
- 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

Submission Process : Thesis Fulltext Authorize Submit Staff Review Nopass Print

Upload Thesis - Step1: Create Thesis Profile

Status: the data is stored, you can proceed to the next step.

Tips:

Please provide all required information for steps 1 to 4. You may only proceed to the next/following step if you have provided all required information and pressed the "Save and Continue" button in the current step. Information can be temporarily saved until the next time you log in by pressing the "Save(Temp)" button.

Author Thesis/Dissertation Advisor Committee Abstract

Table of Contents References

*Author Name (in Chinese) The text with red star is required field.

*Author Name (in English) e.g., 王大明 Wang, Ta-Ming, ',' and 'T' need a blank space

*Email Fill in permanent Email

*Student ID All letters are supposed to be upper case

*Degree Master

School National Chiayi University

*College Teachers College Department Global Master Program of Teaching Profession

Status: the data is stored, you can proceed to the next step.

Tips:

Please provide all required information for steps 1 to 4. You may only proceed to the next/following step if you have provided all required information and pressed the "Save and Continue" button in the current step. Information can be temporarily saved until the next time you log in by pressing the "Save(Temp)" button.

Please complete all of the required information.

Author Thesis/Dissertation Advisor Committee Abstract

Table of Contents References

*Author Name (in Chinese)

*Author Name (in English) e.g., 王大明 Wang, Ta-Ming, ',' and 'T' need a blank space

*Email Fill in permanent Email

*Student ID All letters are supposed to be upper case

- 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) and select the full-text authorization option for the paper.

Submission Process : Thesis

Upload Thesis

Step1: Create Thesis Profile

Step2: Upload Fulltext File and Setting Public access to the printed form — **Click step2.**

Step3: Make A

Step4: Submit

Step5: Print Au Form

Submission Process : Thesis — **Fulltext** — Authorize — Submit — Staff Review — Nopass — Print

Step2: Upload Fulltext File and Setting Public access to the printed form

Status: the data is stored, you can proceed to the next step.

Tips:

You are required to upload approved manuscript in pdf format.
After upload PDF file, click "Save and Continue" button to the next step.

Electronic Fulltext and Public access to the printed form

1. Upload Electronic Fulltext
*Fulltext name **Browse file**

2. Public access to the printed form

Release now (Browse only)

Delay release (Browse only)

Delay to Choose Date then release

Click Browse file and choose the file of your thesis.

Select the publication time of the paper.

- Step 3 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 attorney of the University and the National Library (one original should be handed in to the Department when leaving the University).

Please choose whether you agree to authorize National Chiayi University and the National Library to use your thesis.

Step3: Make Authorization

Status: the data is stored, you can proceed to the next step.

E-file authorized to Chiayi **E-file authorized to NCL**

Paid authorization to Database vendor

Tips:

電子全文授權注意事項：

1. 本校基於學術發展自由、促進資源運用、鼓勵研究生讀研將其學位論文電子檔以非專屬、無償方式授權本校於內部網路或網際網路公開傳播。

2. 步驟三授權共有3個必填資訊：「無償授權國立嘉義大學」/「無償授權國家圖書館」/「本校認可第三人」，三者填填齊完整才能點選「授權儲存」。

Do you agree to authorize electronic full-text browsing/printing for free? (Please choose one of the following two options)

- Step 4 Print the authorization form after your submission has been approved.

Step5: Print Authorization Form

Status:

You must pass the submit step before print the authorization form.

Tips:

If you would like to delay public release of the hard copy thesis/dissertation for the National Central Library, please fill in 「Application for Embargo of Thesis/Dissertation」.

- 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.
- 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:

- 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. Chen about this, last time, they exempted the department from answering this survey)
- 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.
- 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.
- 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 sametime.)

- 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
- 出納組– 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 <https://oia.ncyu.edu.tw/>
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 the building of Administrative Center. 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.

National Chiayi University Academic Calendar 2025 – 2026 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.

Year	Month	Week	Date							Events
			Sun	Mon	Tue	Wed	Thu	Fri	Sat	
2026	Feb.		1	2	3	4	5	6	7	(1) Spring semester begins; Application for thesis/dissertation defense begins for Spring semester. (2-10) On-line course add/drop (1st stage) (course registration); Freshmen course pre-registration.
			8	9	10	11	12	13	14	(10) Administrative Meeting (11) Announcement of course registration results
			15	16	17	18	19	20	21	(16-20) Lunar New Year (20) Deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving.
		1	22	23	24	25	26	27	28	(23) Classes begin for the Spring 2026 semester. (23-28) On-line course add/drop (2nd stage). (27-28) Peace Memorial Day (national holiday)
	Mar.	2	1	2	3	4	5	6	7	
		3	8	9	10	11	12	13	14	(9-13) Application for department transfer. (10) University Affairs Meeting (13) Deadline for courses selection confirmation.
		4	15	16	17	18	19	20	21	
		5	22	23	24	25	26	27	28	
		6	29	30	31					
	Apr.					1	2	3	4	(1) Students' make-up holiday for NCYU Anniversary Celebration on Nov.22, 2025 ; Faculty and staff inter-school Activity Day (No work).. (2) Faculty, staff, and students' inter-school Activity Day (No work, No classes).. (3-4) Children's Day (national holiday) (5-6) Tomb Sweeping Day (national holiday)
		7	5	6	7	8	9	10	11	(7) Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends.
		8	12	13	14	15	16	17	18	(13-24) Midterm Exam (specific date determined by teacher). (14) Administrative Meeting
		9	19	20	21	22	23	24	25	(20) Gender Equity Education Day
		10	26	27	28	29	30			(4/27-5/15) Period for accepting applications for course withdrawal begins.
	May							1	2	
		11	3	4	5	6	7	8	9	(5) Academic Meeting (9) Deadline for uploading midterm course grades.
		12	10	11	12	13	14	15	16	(12) Administrative Meeting (13) NCYU Career Day (15) Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends.
		13	17	18	19	20	21	22	23	(18-22) Application for a minor or double major. (23) Graduation ceremony
		14	24	25	26	27	28	29	30	(5/29-6/3) Course pre-selection for Fall semester (1st stage).
		15	31							
	Jun.			1	2	3	4	5	6	(6/1-7/31) Period for online application for tuition and miscellaneous fees waiver for Spring semester. (1) Notification of ineligibility for Final examination. (4) Announcement of course pre-selection results (1st stage). (5-10) Course pre-selection for Fall semester (2nd stage).
		16	7	8	9	10	11	12	13	(8-26) Final Exam. (Specific date determined by teacher). (9) University Affairs Meeting (11) Announcement of course pre-selection results (2nd stage).
		17	14	15	16	17	18	19	20	(15-26) Flexible Supplemental Instruction Week (Please refer to the course syllabus) (19) Dragon Boat Festival (national holiday)
		18	21	22	23	24	25	26	27	(22) Application deadline for leave of absence : Online clearance procedure for undergraduates begins.
			28	29	30					(29) Summer break begins.
	Jul.				1	2	3	4		(4) Deadline for uploading final course grades.
			5	6	7	8	9	10	11	
			12	13	14	15	16	17	18	(13) Summer class begins. (14) Administrative Meeting
			19	20	21	22	23	24	25	
			26	27	28	29	30	31		(31) Spring semester ends; Deadline for thesis/dissertation defense for Spring semester.

National Chiayi University Academic Calendar 2025 – 2026Fall 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.

Year	Month	Week	Date							Events
			Sun.	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	
2025	Aug.							1	2	(1) Fall semester begins; Application for thesis/dissertation defense begins for Fall semester ; High-voltage equipment maintenance for Lantan Campus.
			3	4	5	6	7	8	9	(8) High-voltage equipment maintenance for Minxiong Campus.
			10	11	12	13	14	15	16	(12) Administrative Meeting (8/14-9/5) Accepting freshmen online application for tuition and miscellaneous fees waiver. (15) High-voltage equipment maintenance for Lantan Campus in dormitory and livestock farm areas.
			17	18	19	20	21	22	23	(22) High-voltage equipment maintenance for Xinmin Campus. (23) High-voltage equipment maintenance for Linsen Campus. > National referendum
			24	25	26	27	28	29	30	(8/25-9/3) On-line course add/drop (1st stage) (course registration) : Freshmen course pre-registration. (26-28) Laboratory and Practice Safety Training
			31							
	Sep.			1	2	3	4	5	6	(1-2) Freshmen Orientation (for students enrolled in day division) (4) Announcement of course registration results. (5) Deadline to pay tuition and fees; deadline for graduate students to complete thesis or dissertation and school-leaving.
		1	7	⑧	9	10	11	12	13	(8) Classes begin for the Fall 2025 semester and Freshmen Orientation (for students enrolled in division of continuing education). (8-12) Freshman Health Checkup (8-13) On-line course add/drop (2nd stage). (9) Administrative Meeting
		2	14	15	16	17	18	19	20	
		3	21	22	23	24	25	26	27	(26) Deadline for courses selection confirmation.
		4	28	29	30					(28-29) Teachers' Day(national holiday)
	Oct.					1	2	3	4	
		5	5	6	7	8	9	10	11	(6) Mid-Autumn Festival (national holiday) (10) National Day of the Republic of China (national holiday)
		6	12	13	14	15	16	17	18	(14) University Affairs Meeting (17) Reimbursement of 2/3 tuition/miscellaneous fees for school-leaving students ends.
		7	19	20	21	22	23	24	25	(24-25) Taiwan's Restoration and Kinmen Guningtou Victory Memorial Day (national holiday)
		8	26	27	28	29	30	31		(10/27-11/7) Midterm Exam (specific date determined by teacher)
	Nov.								1	
		9	2	3	4	5	6	7	8	
		10	9	10	11	12	13	14	15	(10-28) Period for accepting applications for course withdrawal begins. (11) Administrative Meeting
		11	16	17	18	19	20	21	22	(19) NCYU Sports rehearsal. (21) NCYU Sports Day (22) NCYU Anniversary celebration; Deadline for uploading midterm course grades
		12	23	24	25	26	27	28	29	(25) Academic Meeting (28) Reimbursement of 1/3 tuition/miscellaneous fees for school-leaving students ends.
		13	30							
	Dec.			1	2	3	4	5	6	(1-5) Application for a minor or double major. (1-31) Period for online application for tuition and miscellaneous fees waiver for Fall semester.
		14	7	8	9	10	11	12	13	(9) University Affairs Meeting (12-17) Course pre-selection for Spring semester (1st stage).
		15	14	15	16	17	18	19	20	(15) Notification of ineligibility for Final examination. (18) Announcement of course pre-selection results (1st stage). (19-24) Course pre-selection for Spring semester (2nd stage).
		16	21	22	23	24	25	26	27	(12/22-1/9) Final Exam. (Specific date determined by teacher). (25) Constitution Day(national holiday) Announcement of course pre-selection results (2nd stage).
		17	28	29	30	31				(12/29-1/9) Flexible Supplemental Instruction Week (Please refer to the course syllabus).
2026	Jan.						1	2	3	(1) Founding Day of the Republic of China (national holiday) (2) Application deadline for leave of absence.
		18	4	5	6	7	8	9	10	(5) Online clearance procedure for undergraduates begins
			11	12	13	14	15	16	17	(12) Winter break begins. (13) Administrative Meeting (17) Deadline for uploading final course grades.
			18	19	20	21	22	23	24	
			25	26	27	28	29	30	31	(31) Fall semester ends ; Deadline for thesis/dissertation defense for Fall semester.

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

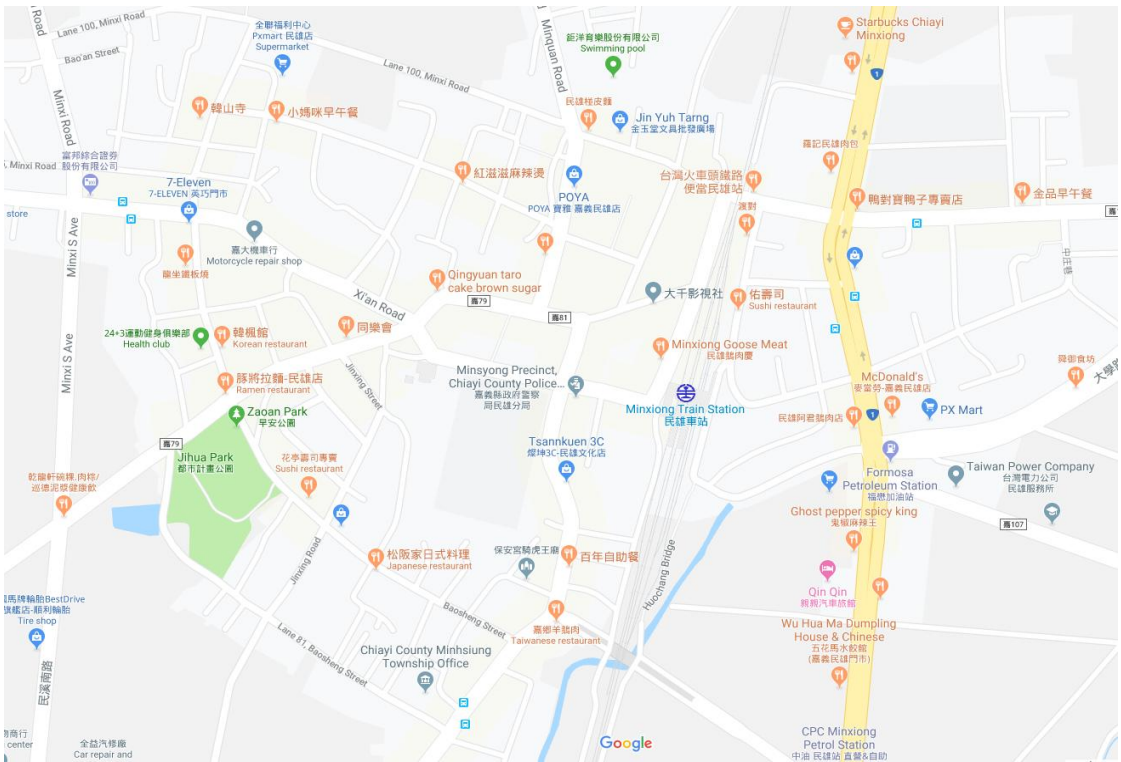
• Off-Campus

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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	07- 8057631
Domestic Information Counter / 國內班機服務台	07- 8057630
Website: http://www.kia.gov.tw/english/e_index.asp	
Taoyuan International Airport / 桃園國際機場	
Terminal 1 Service Counter / 第一航廈服務電話	03-3983728
Terminal 1 Service Counter / 第二航廈服務電話	03-3982143
Website: http://www.taoyuan-airport.com/english/Index/	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

國立嘉義大學民雄校區平面圖
Map of Minsyong Campus, National Chiayi University



Map of Minsyong



Disaster prevention information

[Official website: https://www.tfdp.com.tw/cht/index.php?code=list&ids=16](https://www.tfdp.com.tw/cht/index.php?code=list&ids=16)

GO NOW!

Scan QR code access quickly



Don't Panic During an Earthquake

3 Steps to Stay Safe

What to do when an earthquake strikes?



Step 1

DROP

Drop down immediately to lower your center of gravity and avoid being knocked over.



Step 2

COVER

Seek cover under a sturdy table or furniture to protect your head and neck.



Step 3

HOLD ON

Hold on to your support until the shaking stops to avoid injuries from moving.

Important Notes:

1. Watch out for falling objects, glass shards, and ceiling structures.
2. Check for structural damage to the building (wall cracks, ceiling peeling, tilting, etc.).
3. If there's a fire source, turn off gas and power immediately (if it is safe to do so).
4. Use stairs when evacuating; do not use elevators due to risks of aftershocks and power outages.
5. Carry an emergency kit and prepare a Family Disaster Response Card (emergency contacts and evacuation sites) in advance.












內政部消防署
NATIONAL FIRE AGENCY
Ministry of the Interior



Three Steps for Typhoon Preparedness:



Protecting Our Homes Together

1. Pre-disaster Preparation



Emergency Supplies: Prepare an emergency kit (drinking water, dry food, flashlight, power bank, medicine, masks, rain gear, whistle, copies of important documents, etc.).

Inspect Protective Facilities: Reinforce doors and windows, check roofs and drainage systems, clear gutters and drains, and prepare sandbags or flood barriers.

Stay Informed: Monitor weather news and government updates; use the "Fire & Disaster Prevention e-Point" APP to check typhoon paths, rain forecasts, and alerts.

Evacuation Planning: Use the APP to locate the nearest emergency shelters and confirm meeting points and contact methods with family members.

2. Response During Disaster



■ **Avoid Going Out:** Stay indoors during heavy rain and strong winds; avoid wave-watching or going to mountains/river; stay away from windows and exterior walls.

■ **Monitor Warnings:** Keep track of real-time updates via TV, radio, and Cell Broadcast Service (CBS) alerts on your phone.

■ **Evacuate High-Risk Areas:** If living in low-lying, riverside, or hillside areas, follow government instructions for preemptive evacuation to a safe location.

3. Recovery: After the Typhoon

Safety Inspection: Ensure the building's structural safety before entering; watch out for loose soil/rocks, standing water, and downed power lines.

Cleanup and Disinfection: Clear standing water and disinfect the environment to prevent mosquito-borne and infectious diseases.

Continue Monitoring: Be aware of potential impacts from peripheral circulation; avoid entering danger zones until all warnings are lifted.

