# **Tamkang University**

# Master's Program in Taiwan and Asia-Pacific Studies, College of International Studies (English-Taught Program)

Academic Year 107 (Fall 2018) Foreign Student Handbook

Effective September 2018
Please respect intellectual property rights.

## I. Regulations on Credits and Course Selection

### 1. Regulations on Credits

- (1) MA Students
  - ♦ The period of study is limited to a maximum of 4 years.
  - ♦ Total required credits for Graduation: 24 (excluding thesis)

# 2. Regulations governing the selection of classes and credits awarded

#### (1) Master's Students

- ♦ All courses are elective.
- ♦ The maximum number of credits that can be selected per semester is 15 credits; the minimum requirement is that one course must be taken every semester.
- ♦ Only a maximum of 6 credits from courses out of the program will be recognized as graduation credits.
  - The courses must be instructed in All-English and from graduate institutes (Master's Programs)

#### (2) Grading Policy

♦ Course grades, qualifying exam grades, and thesis or dissertation grades use a 100% standard with 70% as the minimum passing grade.

#### (3) Classroom Regulations

- ❖ Students who are ill or unable to attend classes must inform the instructor of their reason for absence and seek permission for a leave. Those who do not obtain such permission formally will be considered to have an unexcused absence. Students who had accumulated number of unexcused absences equal to or greater than 1/3 of the classes for the semester will be reported to the university after consultation with the instructor and will not be allowed to take the final exam and will be given a score of zero for the course grade.
- ❖ Instructors will decide whether a final exam or final report will be required of students. Students are entitled to ask instructors on which

### 3. Suspension of Studies and Return to Study Regulations

- (1) Suspension of studies from one semester up to one year may be applied; such absences requires an additional year to complete the academic program; However suspension of studies longer than this will results in an inability to resume studies and expulsion from the program.
- (2) Resume of studies must begin when registration for the semester occurs, not during the semester.

#### **II.Choice of Thesis Advisor**

- 1. Period: Each year March and September (Check the institute's announcements periodically on this subject)
- 2. Documents to submit: Thesis Advisor Agreement Form
- 3. Regulation: Choice of advisors will come from the Institute's (or College's) full and part time professors. In the case where the student is engaged in research in which there is no professor with sufficient expertise, student is allowed to seek an advisor outside of the Program.

## **III.Proposal Submission**

- 1. Master's Students (Document Review of Materials)
  - (1) Qualifications: Students who have obtained 24 credits are allowed to submit a thesis proposal (Note that qualifiers and thesis proposal may be applied for at the same time).
  - (2) Application period: Each year May and November
  - (3) Period of Review: The review will conclude before the end of the semester.
  - (4) Submission of documents:
    - ♦ Thesis proposal review report
    - ♦ List of review committee names
    - ♦ Thesis proposal (Name of Thesis Advisor on cover page)
  - (5) Students who are on study suspension can still apply to submit a thesis

proposal.

#### IV. Oral Defense of Thesis

- 1. Qualifications: (Each of the following must be completed)
  - (1) The thesis proposal must be completed and acceptable
  - (2) Students had completed the "Academic Research Ethics Education Courses".
- 2. Application period: March and October every year
- 3. Oral Defense Week: June and December every year
- 4. Documents to be Submitted:
  - (1) Online registration of thesis topic and information
  - (2) Application form for oral defense (學位考試申請表)
  - (3) List of review committee names

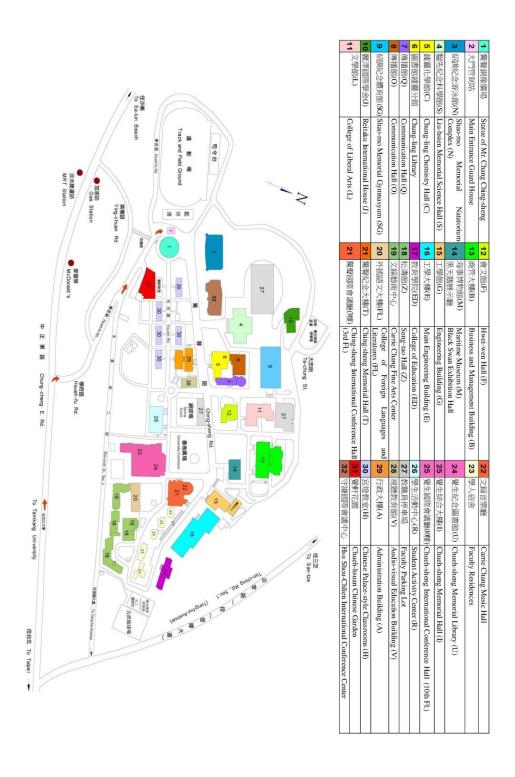
## V. Final Requirements for Exiting the Program

After finishing the oral defense, all remaining requirements for graduation must be accomplished within one month. Those failing to do so must take responsibility for the consequences.

- 1. Student must connect to the Electronic Thesis and Dissertation Service (ETDS) and fill-out personal information and download the copyright release form (Details can be obtained from the website http://etds.lib.tku.edu.tw. After creating an account, students must inform the Institute's Assistant for verification. Once this process is completed successfully, the system will mail a confirmation receipt「審查通過通知單」。
- 2. Three (3) copies of thesis or dissertation are given to Library (among these three, one copy must have the original signatures of committee members and original copyright release form)
- Students will give each member of the oral committee a copy of the thesis or dissertation
- 4. Students will complete the online survey「應屆畢業生流向問卷」

- 5. Students can access to Platform for Procedure of Checking Graduates Exiting the Program (<a href="http://sinfo.ais.tku.edu.tw/tkuGrd/">http://sinfo.ais.tku.edu.tw/tkuGrd/</a>) to confirm whether the procedure is finished.
- 6. Students are mandatory to print all finished and confirmed sheet from Platform for Procedure of Checking Graduates Exiting the Program. Bring this sheet and go through every related administrative unit on the sheet, along with your student ID card, personal stamp, ONE verified printed master thesis, and an exit form from International and Mainland Student Guidance Section to acquire your diploma.

# Tamsui Campus Map



# Taipei Campus (D Building):



Address: No.5, Ln. 199, Jinhua St., Da'an Dist., Taipei City 10650, Taiwan (R.O.C.) (10650 台北市大安區金華街 199 巷 5 號)

**Instructions:** Take MRT Red Line (Tamsui Line) to Dongmen Station, take Exit 4 and head to Lishui St. (The trip from Tamsui to Taipei Campus is around 1 hour)

## **Picture of Taipei Campus**



# **Course Time:**

Period	Time	Period	Time
1	0810-0900	8	1510-1600
2	0910-1000	9	1610-1700
3	1010-1100	10	1710-1800
4	1110-1200	11	1810-1900
5	1210-1300	12	1910-2000
6	1310-1400	13	2010-2100
7	1410-1500	14	2110-2200

## **Course Enquiry**

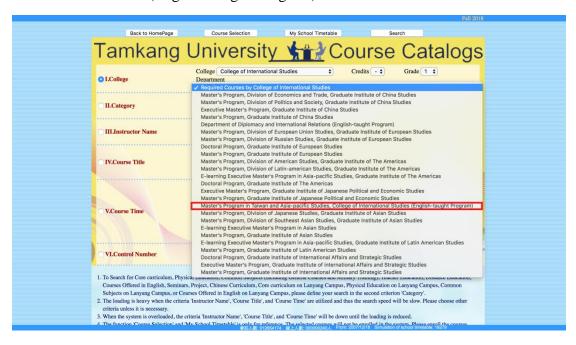
- 1. Go to: http://esquery.tku.edu.tw/acad/default.asp?func=eng
- 2. Select Course Search



3. Select "College of International Studies" under College



4. Select "Master's Program in Taiwan and Asia-Pacific Studies, College of International Studies (English Taught-Program)



5. Click on "Search"

	Fall 2018					
Back to HomePage	Course Selection My School Timetable Search					
Tamkang	University  Course Catalogs					
• I.College	College College of International Studies   Credits - Grade 1   Department  Master's Program in Taiwan and Asia-pacific Studies, College of International Studies (English-taught Program)   Taiwan and Asia-pacific Studies, College of International Studies (English-taught Program)					
○ II.Category	Category         O General Education Curriculum         \$ Credits         \$ Program           Classics In World Literature (Field L)         \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$					
○ III.Instructor Name	Instructor Name or Code Show the courses offered with the faculty containing these words in their names. (It is not for instructor code)					
IV.Course Title	Course Title  Day Mon ‡ Period 1 \$\display \times 4 \$\display\$ Show the courses containing these words in their titles.  Start the function of selecting multiple times.  List all courses taking place at these times.					
○ V.Course Time	College/Category College of International Studies \$  Department/Program  Master's Program, Division of Economics and Trade, Graduate Institute of China Studies \$  Day Mon \$  Period 1 \$  List practicum only. (Only main courses will be listed if this item is not ticked.)  List all courses taking place at these times.  List main courses and their practicum.					
VI.Control Number	Please enter Control Number (Control Number is composed of four digits.)					
1. To Search for Core curriculum, Physical Education, Common Subjects (including General Courses and Military Training), Teacher Education, Distance Education, Courses Offered in English, Seminars, Project, Chinese Curriculum, Core curriculum on Lanyang Campus, Physical Education on Lanyang Campus, Common Subjects on Lanyang Campus, or Courses Offered in English on Lanyang Campus, please define your search in the second criterion 'Category'.  2. The loading is heavy when the criteria 'Instructor Name', 'Course Title', and 'Course Time' are utilized and thus the search speed will be slow. Please choose other criteria unless it is necessary.  3. When the system is overloaded, the criteria 'Instructor Name', 'Course Title', and 'Course Time' will be down until the loading is reduced.  4. The function, Course Substitution and Mr. School Timestable is only for reference. The selected courses will not be nowledged in the caystern. Please nertil the courses.						

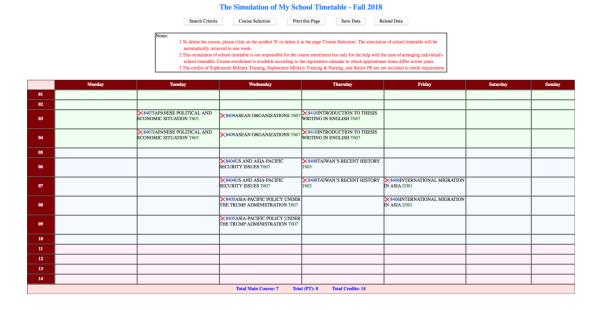
6. The list of courses offered for the semester will be shown.



- A. Click on select to add courses to the simulation timetable.
- B. Click on the "Control Number" to view the syllabus.
- 7. Click on "My School Timetable" to view the simulation timetable.



8. The timetable will be shown



9. To view other courses conducted in All-English, select "Category" and under "category", select "All-English Instructions:



10. Choose "Graduate School Courses Offered in All-English"

Back to HomePage	Course Selection My School Timetable Search
	University
○ I.College	College College of Liberal Arts \$ Credits [- \$ Grade [1 \$ \$) Department [E-learning Executive Master's Program in Digital Publishing and Archiving \$ \$
<b>○</b> II.Category	Category OAI English Instructions ○
III.Instructor Name	Instructor Name or Code these words in their names. (It is not for instructor code)
IV.Course Title	Course Title  Day Mon † Period 1 † ~ 4 †  Show the courses containing these words in their titles.  Start the function of selecting multiple times.  List all courses taking place at these times.
V.Course Time	College/Category ②All English Instructions ②
VI.Control Number	Please enter Control Number (Control Number is composed of four digits.)
Courses Offered in English, Semina Subjects on Lanyang Campus, or C 2. The loading is heavy when the crite criteria unless it is necessary. 3. When the system is overloaded, the	sical Education, Common Subjects (including General Courses and Military Training), Teacher Education, Distance Education,  us. Project, Chinese Curriculum, Core curriculum on Lanyang Campus, Physical Education on Lanyang Campus, Common  ourses Offered in English on Lanyang Campus, please define your search in the second criterion 'Category',  ria 'Instructor Name', Course Title', and 'Course Time' are utilized and thus the search speed will be slow. Please choose other  criteria 'Instructor Name', 'Course Title', and 'Course Time' will be down until the loading is reduced.  'Ms. School Timethable' is only for reference. The selected courses will hot be enrolled in the system. Please enroll the courses.

# 11. Scroll down to view All-English courses offered by the College of International Affairs

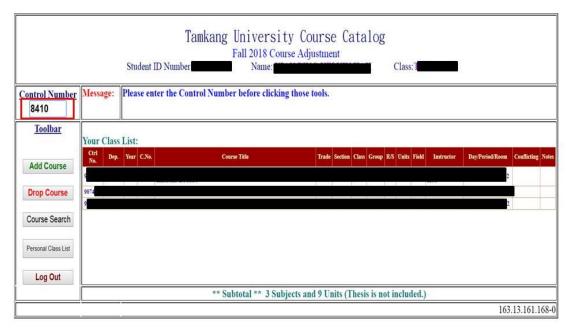
$\overline{}$	Decartment: TRCXM - MASTER'S PROGRAM, GRADUATE INSTITUTE OF CHINA STUDIES											
<u>9</u>	1	<u>8355</u>	I0178		0	A		s	2	INSTITUTIONAL CHANGE AND ECONOMIC DEVELOPMENT IN CHINA Course Instructed in All English	李志強 (100***) Ll, CHI-KEUNG	Tue / 8,9 / T 501
								Г	epart	ent: TREXM - MASTER'S PROGRAM, GRADUATE INSTITUTE	E OF EUROPEAN STUDIES	
<u>•</u>	1	<u>8373</u>	10355		0	A		S	3	RUSSIAN ECONOMY: YESTERDAY, TODAY, AND TOMORROW Course Instructed in All English	8 (Full) 許菁芸 (152***) HSU, JING-YUN	Mon / 6,7,8 / T 603
				Depar	tment:	TRHX	<b>M</b> - MA	STER'S	PROG	AM IN TAIWAN AND ASIA-PACIFIC STUDIES, COLLEGE OF I	INTERNATIONAL STUDIES (ENGLISH-TA	UGHT PROGRAM)
<u>&amp;</u>	1	<u>8404</u>	10285		0	Α		s	2	US AND ASIA-PACIFIC SECURITY ISSUES Course Instructed in All English	陳一新 (066***) CHEN I-HSIN	Wed / 6,7 / T 607
<u>&amp;</u>	1	<u>8405</u>	10286		0	Α		s	2	ASIA-PACIFIC POLICY UNDER THE TRUMP ADMINISTRATION Course Instructed in All English	陳一新 (066***) CHEN I-HSIN	Wed / 8,9 / T 607
<u>&amp;</u>	1	<u>8406</u>	I0312		0	A		S	2	INTERNATIONAL MIGRATION IN ASIA Course Instructed in All English	蔡青龍 (040***) TSAY CHING-LUNG	Fri / 7,8 / D 301
<u>&amp;</u>	1	<u>8407</u>	10316		0	A		s	2	JAPANESE POLITICAL AND ECONOMIC SITUATION Course Instructed in All English	蔡錫勳 (114***) TSAI HSI-HSUN	Tue / 3,4 / T 603
<u>&amp;</u>	1	<u>8408</u>	T2700		0	Α		s	2	TAIWAN'S RECENT HISTORY Course Instructed in All English	林 立 (105***) LIEN LIE	Thu / 6,7 / T 603
<u>&amp;</u>	1	<u>8409</u>	T2799		0	A		S	2	ASEAN ORGANIZATIONS Course Instructed in All English	林若等 (100***) LIN JUO-YU	Wed / 3,4 / T 607
<u>&amp;</u>	1	<u>8410</u>	T8017		0	Α		s	2	INTRODUCTION TO THESIS WRITING IN ENGLISH Course Instructed in All English	柯大衞 (069***) KLEYKAMP DAVID LEE	Thu / 3,4 / T 607
								Depa	rtmer	: TRLXM - MASTER'S PROGRAM, GRADUATE INSTITUTE OF	F LATIN AMERICAN STUDIES	
<u>**</u>	1	<u>8418</u>	T8027		0	Α		s	1	INTRODUCTION TO RESEARCH METHODS Course Instructed in All English	白方濟 (065***) FRANCISCO LUIS PEREZ	Tue / 6 / T 801
						De	partme	nt: TRT7	(D - D	CTORAL PROGRAM, GRADUATE INSTITUTE OF INTERNATION	ONAL AFFAIRS AND STRATEGIC STUDIE	is
<u>•</u>	1	9078	T8054		0	A		s	3	CRITICAL INTERNATIONAL ISSUES Course Instructed in All English	黄介正 (114***) HUANG,ALEXANDER C.	Fri / 7,8,9 / D 302
						De	partme	nt: TRT	KM - 1	ASTER'S PROGRAM, GRADUATE INSTITUTE OF INTERNATION	ONAL AFFAIRS AND STRATEGIC STUDIE	S
<u>∞</u>	1	8430	T0817		0	A		s	3	PROFESSIONAL ENGLISH AND WRITING FOR INTERNATIONAL AFFAIRS Course Instructed in All English	胡映雪 (121***) YING-HSUEH MOELLER	Wed / 9,10,11 / T 603
	Department: TSCXM - MASTER'S PROGRAM, DEPARTMENT OF CHEMISTRY											
2	1	<u>8655</u>	T0095		0	A		s	2	SEMINAR (I) Course Instructed in All English	謝忠宏 (144***) HSIEH, CHUNG-HUNG	Wed / 7,8 / Q 409
	Department: TSPXM - MASTER'S PROGRAM, DEPARTMENT OF PHYSICS											
<u>%</u>	1	8669	S0771		0	Α		s	3	ATOMISTIC SIMULATION OF OPTOELECTRONIC MATERIALS Course Instructed in All English	薛宏中 (107***) HSUEH, HUNG-CHUNG	Wed / 2,3,4 / S 314
	Total 73 Items. (Please click the button 'Add' below to draw the intended course into 'My School Timetable'.)											

## **Selection/Dropping of Courses**

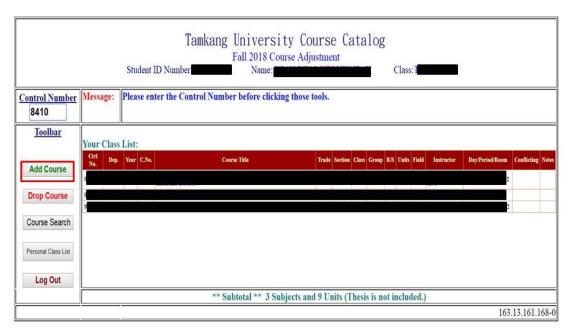
- 1) Go to: http://www.ais.tku.edu.tw/EleCos\_English/loginE.aspx
- 2) Fill in "Student ID. No.", "Password", "Verify Code"



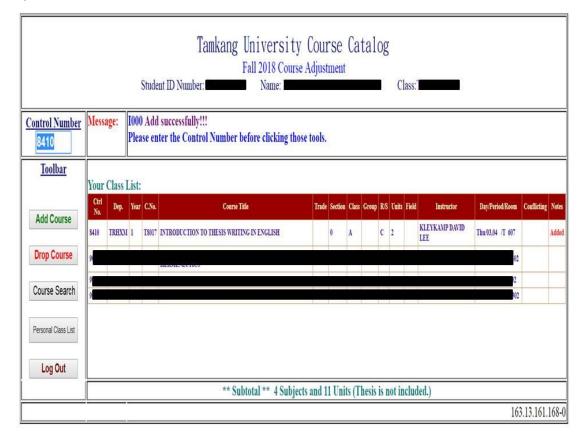
3) Click on Log In



4) Key in the control number of the course you wish to take (e.g.:8410)



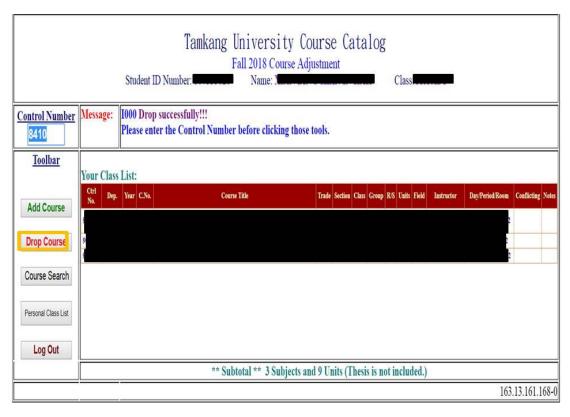
5) Click on "Add Course" to choose the course.



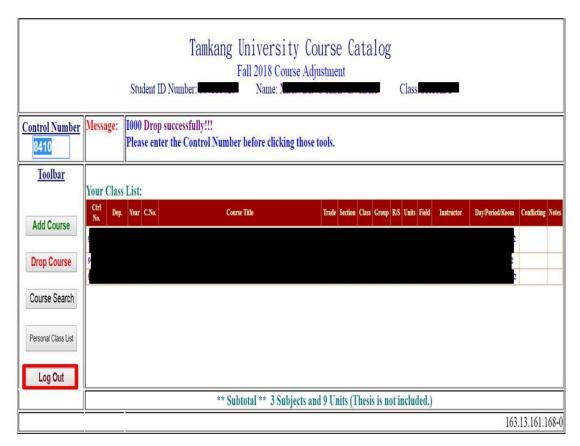
6) If your course is added successfully, the interface will show that the course was added successfully.



7) If you want to drop a course, key in the control number, and choose "Drop Course".



7) A notification that the course was dropped successfully will be shown.



8) Remember to log out after making changes to your course selection.

# Important dates for Master's Program in Taiwan and Asia-Pacific Studies

2018 Fall Semester					
Date	Day	Event			
2018/09/10	Monday	Starting of classes			
2018/09/17-2018/09/25		Selection/dropping courses			
2018/09/24	Monday	Mid-Autumn Festival (Holiday)			
2018/10/10	Wednesday	Double 10 <sup>th</sup> Festival (Holiday)			
2018/10/22-2018/11/04		Mid-Term course evaluation			
2018/10/29-2018/11/26		Application for thesis oral defense			
2018/11/12-2018/11/18		Mid-Term Exam Week			
2018/12/03-2018/12/07		Mid-Term course dropping			
2018/12/03-2019/01/13		Thesis oral defense period			
2018/12/17-2018/12/30		Final course evaluation			
2018/12/31	Monday	New Year Eve (Holiday)			
2019/01/01	Tuesday	New Year (Holiday)			
2019/01/07-2019/01/13		Final Exam Week			
2019/01/07-2019/01/31		Online inquiry of final score			
2019/01/14-2019/01/22		First course selection period for 2019			
		Spring Semester			
2019/01/31	Thursday	End of Semester			

2019 Spring Semester					
Date	Day	Event			
2019/02/01	Friday	Starting of Semester			
2019/02/01-2019/02/14		Lunar New Year Break			
2019/02/25-2019/03/05		Selection/ dropping course			
2019/02/28	Thursday	Peace Memorial Day (Holiday)			
2019/03/01	Friday	Adjusted Holiday (Holiday)			
2019/03/18-2019/03/31		Mid-Term Course Evaluation			
2019/03/18-2019/04/26		Application for thesis oral defense			
2019/04/01-2019/04/03		Administration evaluation week (Holiday)			
2019/04/04	Thursday	Children's Day (Holiday)			
2019/04/05	Friday	Tomb Sweeping Day (Holiday)			
2019/04/22-2019/04/28		Mid-Term Examination Week			
2019/05/01-2019/07/07		Thesis Oral Defense Period			

2019/05/13-2019/05/17		Mid-Term Course Dropping
2019/05/27-2019/06/09		Final Course Evaluation
2019/06/07	Friday	Dragon Boat Festival (Holiday)
2019/06/15	Saturday	Graduation Day
2019/06/17-2019/06/23		Final Exam Week
2019/06/17-2019/07/15		Online inquiry of final score
2019/07/01-2019/08/31		Administration closed on Fridays
		(Fully closed on 07/08-07/11)
2019/07/31	Wednesday	End of Semester

<sup>\*</sup>Please check the program announcement for more updates on the schedule.