

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

**Academic Year 103**  
**Foreign Student Handbook**

Effective September 2014  
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 (not including 4 credits for the 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 be taken.
- ✧ Only a maximum of 6 credits of outside program courses will be recognized.
- ✧ Depending on the needs of the student, credits may be earned from courses given in Courses Instructed in All English within the College of International Studies. A maximum of 6 credits can be applied towards the degree for courses taken outside the Institute.

#### **(2) Grading Policy**

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

### (3) Classroom Regulations

- ✧ Students who are ill or cannot attend class must inform the instructor of their need for absence and seek permission for a leave. Those who do not formally obtain such permission will be considered to have an unexcused absence. Those students who have an accumulated number of unexcused absences equal to or greater than 1/3 of the classes for the semester will, after consultation with the instructor, be reported to the university 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 will use one method or the other when the class begins.

### 3. Extended Leaves of Absences and Return to Study Regulations

- (1) Extended Absences can extend from one semester up to one year; such absences requires an additional year to complete the academic program; However extended absences longer than this results in an inability to resume studies and expulsion from the program.
- (2) Resumption 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 periodic Institute's announcements on this subject)
2. Documents to Submit : Thesis Advisor Agreement Form (Suggest to submit by March each year)
3. Regulation : Choice of advisors will come from the Institute's (College's) full and part time professors. Only in the case where the student is engaged in research for which there is no professor with sufficient expertise will the student be allowed to seek an advisor outside of the Program.

## **III.Proposal Submission**

1. Master's Students ( Documentary 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 period 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 Outside )

- (5) Students who are on extended absence leave 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. Application period : Each year March and October
3. Oral Defense Week : Each year June and December
4. Documents to be Submitted :
  - (1) Online registering 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 )
3. 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 (<http://sinfo.ais.tku.edu.tw/tkuGrd/>) 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.