

National Taiwan Normal University
Graduate Institute of Mass Communication
Rules for Graduate Studies and Graduate Degree Examinations

2020.3.5 Passed during the 104th Institute Affairs Meeting
2020.3.17 Passed during the 3rd College Affairs Meeting of Academic Year 2019
2020.4.22 Reviewed and passed during the 2nd Academic Affairs Meeting of Academic Year 2019
2021.9.16 Amendment passed during the 108th Institute Affairs Meeting

- Article 1 These Rules are established in accordance with *National Taiwan Normal University Degree Conferral and Graduate Degree Exam Regulations*.
- Article 2 Graduate students who graduate from the Graduate Institute of Mass Communication (hereinafter referred to as “the Graduate Institute”) shall be conferred a Master of Communication (M.C.) degree.
- Article 3 Graduate students must pass the thesis proposal oral defense and graduation assessment, meet the foreign language proficiency criteria required for graduation, and complete their thesis presentation at the Graduate Institute before they can apply to take the master’s degree examination.
- Article 4 Graduate students who have completed all required courses and credits within the given duration of study and who have finished their thesis and passed the master’s degree examination shall be granted their master’s degree.
- Article 5 Thesis Advisor and Academic Mentor
- I. Graduate students must fill out the Thesis Advisor Appointment Form and submit it to the Graduate Institute Office within the first week after the end of spring break in the spring semester of the second year of their master’s studies.
 - II. In certain exigencies, the student may submit a *Request for Delayed Thesis Advisor Appointment*; with the approval of the head of the Graduate Institute, the appointment of the thesis advisor may be delayed until the first week of class in the fall semester of the student’s third year of master’s studies. Students who fail to appoint a thesis advisor will be asked to discuss the appointment with the head of their Graduate Institute or be assigned an advisor directly by the latter.
 - III. Graduate students who wish to change their thesis advisor shall submit a *Request for Change of Thesis Advisor* to the Graduate Institute Office.
 - IV. Graduate students who wish to appoint an external thesis advisor must propose the content of their thesis research and receive approval from the Institute faculty before they can reach out to a potential external thesis advisor. If deemed necessary, a full-time Institute faculty and an external faculty may serve jointly as co-advisors.
 - V. Faculty members in the Institute can serve as academic mentors for students in the early stages of study and/or as thesis advisors in later stages. After their enrollment in the program, each master’s student shall be assigned an academic mentor who is a full-time instructor in the Graduate Institute. Graduate students can consult their academic mentors on matters related to their studies and adjustment to campus life. Once a graduate student completes the appointment of a thesis advisor, the latter shall be responsible for advising the student on their studies and thesis research, while the academic mentors will still be responsible for providing course selection advice and student counseling.

Article 6 Course Requirement

- I. Graduate students must complete at least 34 credits during their master's program. In principle, the maximum number of credits a student can take (including inter-university elective courses) each semester is 18 credits.
- II. Students who have not completed at least 3 credits in courses related to news gathering and writing prior to their enrollment in the program shall complete the "*Studies in News Gathering and Writing*" course after enrollment and obtain at least 37 credits in order to graduate.
- III. In addition to the required courses "*Communication and Information Theories*," "*Research Methods*," and "*Applied Statistics for Communication Studies*," students shall also take the following elective courses during their master's program: "*The Social and Cultural Foundation of Communication*," "*Seminar in Communication (I)*," and "*Seminar in Communication (II)*."
- IV. The Graduate Institute's rules concerning course withdrawal and credit transfers shall be implemented in accordance with *National Taiwan Normal University Regulations for Students Course Withdrawal Application* and *National Taiwan Normal University Student Credit Transfer Regulations*.
- V. The Graduate Institute's rules concerning inter-university course selection shall be implemented in accordance with NTNU's *Directives for Inter-University Course Selection*. The total number of credits received by students in the Graduate Institute from inter-university courses and courses offered by other NTNU departments/institutes may not exceed one-third of the minimum graduation credit requirement (12 credits).
- VI. Graduate students must obtain signed approval from their academic advisor for their course selection. Courses offered by the master's and doctoral programs of NTNU (academic programs not under the Graduate Institute), NTU, or NTUST that are selected by students but not approved by their academic mentor will not be counted toward the graduation requirement of the Graduate Institute.

Article 7 Thesis Proposal Oral Defense

- I. Pursuant to *National Taiwan Normal University Academic Ethics and Integrity Education Implementation Guidelines*, graduate students are required to complete the online academic ethics and integrity course and pass the training evaluation test before they may formally begin writing their thesis.
- II. With the approval of their thesis advisor, graduate students may submit an application to the Graduate Institute Office at least 10 days prior to the planned date of defense to request participation in a thesis proposal oral defense; the applicant's thesis shall also be submitted to all defense committee members at least 10 days prior to the defense.
- III. Applications shall be submitted to the Graduate Institute Office using the Thesis Proposal Oral Defense application form with the applicant's certificate for completing the online academic ethics and integrity course attached.
- IV. The thesis committee for the proposal defense and the final defense shall be established in accordance with *National Taiwan Normal University Degree Conferral and Graduate Degree Exam Regulations*. The Examination Committee of each master's student shall consist of three (3) to five (5) members. At least 1/3 of the Examination Committee shall be composed of members from outside the University (including part time teaching staff of the University). The committee must have at least one full-time instructor from the Graduate Institute, and external committee members shall be given precedence to serve as convener.
- V. The outcomes of a proposal oral defense can be "passed," "passed after revision approved by the thesis advisor," "passed after revision approval by the committee members," or "not passed." Students who are given an outcome of "not passed"

may resubmit their application within the stipulated time frame. There is no limitation on the number of times an application can be resubmitted.

Article 8 Graduation Assessment

- I. The graduation assessment of students in the Graduate Institute shall be carried out in accordance with the Graduate Institute of Mass Communication's *Regulations for Graduation Assessments*. Graduate students shall be awarded points based on the paper(s) they publish. Students must have received 9 points and meet the graduation requirements in order to pass the graduation assessment and apply to take the master's degree examination.
- II. Graduate students should calculate the number of points they have accumulated and submit the Graduation Assessment form with other supporting documents to the Graduate Institute Office by the application deadline for the graduate degree examination in the given semester as scheduled in the academic calendar.
- III. In order for the points awarded for the publication of papers to be valid, a Short Paper/Essay Review Application must be submitted with supporting documents to the Graduate Institute Office in the same academic year as the publication of each paper.
- IV. Graduate students must meet the Graduate Institute's foreign language proficiency graduation requirement in order to graduate.

Article 9 Master's Degree Examinations

- I. Graduate students who have passed the thesis proposal oral defense and the graduation assessment (two months after the defense) and who meet the Graduate Institute's graduation requirement criteria for foreign language proficiency may apply to take the master's degree examination before the application deadline scheduled for the given semester in the NTNU academic calendar. For students graduating in the middle of the semester (students who have completed the required credits and who are not taking any more courses in that semester), the application must be submitted to the Graduate Institute Office at least 10 days prior to the planned date of defense.
- II. Graduate students must complete their thesis presentation at the Graduate Institute before they can apply to take the master's degree examination.
- III. After completing their thesis and obtaining approval for the oral defense from their thesis advisor, graduate students shall submit their thesis to all defense committee members at least 10 days prior to the defense. In order to apply, the applicant shall submit a Master's Degree Examination Application to the Graduate Institute Office together with the applicant's academic transcript, the thesis's originality report produced by an online plagiarism detection system (verified and signed by the applicant's thesis advisor), the applicant's Declaration of Academic Integrity, and a list of the oral defense committee members. The Graduate Institute Office will then review the application and arrange a location for the oral defense.
- IV. The composition of the master's degree examining committee shall be subject to the same rules as the thesis proposal oral defense committee.
- V. The oral defense format and grading criteria shall be determined by the oral defense committee members after discussion. The chair of the committee may not proceed with the oral defense until all committee members are present; the length of the defense is not limited. The *Final Thesis Oral Defense Grading Sheet*, *Thesis Examination Recommendation Sheet*, *Thesis Signature and Approval Form*, and *Master's Degree Examination Grade Sheet* may be downloaded from the Graduate Institute's website.
- VI. If a student fails the degree examination, but has not yet enrolled at the University for the maximum time allotted to him/her, he/she may retest the following

semester (summer session) or academic year. Only one retest is permitted. A grade of B (or 70 out of 100) will be given for all retests. If the student fails a second time, he/she shall be forced to withdraw from the University

- Article 10 Any violations of these Rules shall be reviewed in a special graduation assessment meeting, which will determine the penalties to be issued based on the severity of the violation.
- Article 11 Matters not provided herein shall be subject to the applicable NTNU rules and regulations.
- Article 12 The provisions of these Rules that involve degree conferral and graduation requirements shall be reviewed by the Institute Affairs Meeting and College Affairs Meeting before being submitted to the Academic Affairs Meeting for further deliberation; the remaining provisions shall be reviewed by the Institute Affairs Meeting and then submitted to the Office of the Academic Affairs for reference. The same applies to all subsequent amendments.