

NCHU Guidelines for In-service Master's Programs

Enacted in the 36th Academic Affairs Meeting on Oct. 20th, 1998
Amended (Article 9) in the 37th Academic Affairs Meeting on Apr. 13th, 1999
Amended (Articles 1,5,6,7,11&12) in the 43rd Academic Affairs Meeting on Mar. 26th, 2002
Amended (Article 12) in the 44th Academic Affairs Meeting on Oct. 31st, 2002
Amended (Article 11) in the 58th Academic Affairs Meeting on Oct. 26th, 2009
Amended (Article 10) in the 60th Academic Affairs Meeting on Nov. 1st, 2010
Amended (Articles 1&6) in the 64th Academic Affairs Meeting on Oct. 23rd, 2012
Amended (Articles 10&11) in the 68th Academic Affairs Meeting on Oct. 28th, 2014

- Article 1 The Guidelines have been established in compliance with the University Admissions Review Regulations.
- Article 2 To establish a diverse and flexible institution of higher education and strengthen the in-service programs in institutes of higher education, NCHU is allowing departments and graduate institutes with master's programs to launch in-service master's programs targeting working professionals. The in-service master's program should integrate theory and practice and can only be established if the department or graduate institute has ample educational resources and will not comprise the quality of education.
- Article 3 Prospective students & admissions quota: Working professionals with a bachelor's degree or equivalent educational level as well as work experience (as required by relevant regulations). Each class (cohort) shall not exceed 30 people, with the exception of integrative interdepartmental programs. Each class (track) shall have at least enough students for the program to break even.
- Article 4 Admissions: NCHU will assemble a Recruiting Committee to formulate an enrollment guide and oversee admission affairs. Admissions shall uphold principles of fairness, equality, and transparency. Test subjects and testing methods shall be determined based on the prospective student pool's characteristics, work experience, and accomplishments. The enrollment guide shall be announced at least 20 days before the academic unit is open for applications. In addition to the general enrollment guidelines, the enrollment guide for in-service master's programs shall also detail class schedules, curriculum plans, and related fees or inform readers where to access the information.
- Article 5 Class schedule: The class schedule should be designed to accommodate working professionals, i.e., flexible class schedules. Departments and graduate institutes shall open two separate courses for in-service and regular master's programs, except for shared compulsory courses.
- Article 6 Courses & study period: Courses should be designed to accommodate working professionals. The study period should be between 1 and 4 years;

students that have failed to complete all compulsory courses or thesis may apply for a one-year extension.

- Article 7 Student status & grades: Both shall be handled in compliance with related regulations set forth by the Ministry of Education and the NCHU Academic Regulations.
- Article 8 Degree conferral: Students must complete at least 24 credits in addition to the 6 credits from their theses. Departments and graduate institutes that wish to raise the credit requirements for graduation shall first submit the proposal to their department/ graduate institute meetings for approval and then submit to the President for approval. Degrees shall be conferred in compliance with the Degree Conferral Act set forth by the Ministry of Education.
- Article 9 Fees: Tuition and credit fees. Tuition shall be no less than the fee standards for master's programs set forth by NCHU for the current academic year. Credit fees for a single credit shall not exceed NT\$10,000 unless otherwise approved by the President. Credit fees for Thesis courses will be the same as credit fees for general courses, but will only be charged up to NT\$60,000 (six credits).
- Article 10 Budget, revenue, and expenses: In-service master's programs shall, in principle, break even in terms of revenue and expenses. Departments and graduate institutes shall budget in compliance with the Budget, Revenue, and Expenses Accounting for In-service Master's Programs.
- Article 11 Applications & approval: Departments or graduate institutes that wish to launch in-service master's programs shall submit a proposal one year before the program opens for applications. Applications will be reviewed in compliance with the New Class (track) Application Process. Once approved by the University Affairs Meeting, the proposal will be submitted to the Ministry of Education for approval at least nine months before the program opens for applications.
- Article 12 Proposal content & format: The proposal should detail justification, development focuses, curriculum, credits, faculty, books and reference materials, instruments, equipment, classrooms, etc. The proposal should be printed on A4 paper, portrait orientation, and from top to bottom. Please use regular script and leave 3-cm margins on all four sides.
- Article 13 These Guidelines and any amendments hereto shall be approved in Academic Affairs Meetings before taking effect.