

Program Policy for Master Program of Education

Department of Education and Human Potentials Development,
National Dong Hwa University

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Revised and passed at the 2 nd Academic Affair Meeting of the second semester in 2025 (2025/06/04)

一、國立東華大學花師教育學院教育與潛能開發學系（以下簡稱本系）教育碩士班、碩士在職專班（以下簡稱本班）為規範本班研究生修業事項，依據本校學則、博士班、碩士班研究生學位授予辦法及相關規定，特訂定本修業要點。

1. According to the school policy and relevant requirements for the awarding of Ph.D. and Master Degree, the Master Program of Education, Extensive Master Program of Education, (abbreviated as EMD below) of the Department of Education and Human Potentials Development (abbreviated as DEHPD below) at National Dong Hwa University (abbreviated as NDHU below) designed the following program policy for the regulation of Master students' course-taking matters at our department.

二、本修業要點相關事宜由任教於本班之專任教師組成班務會議（以下簡稱班務會議）議決之，並由本班專任教師互推一人擔任班務會議召集人（以下簡稱召集人）。

2. Any of the matters related to this program policy were discussed and decided by the full-time teachers of our program during the class-affair meeting (referred to as class-affair meeting, CAM, hereinafter) and the convener of CAM (referred to as convener hereinafter), elected among and by all of the participated full-time teachers.

三、入學資格：

3. Admission Requirements:

（一）公立或立案之私立大學或獨立學院或經教育部認可之外國大學各學系畢業具有學士學位，或應屆畢業或具有同等學歷之資格，經本校碩士班研究生甄試或入學考試通過者，得進入本班修讀碩士學位。

(1) Students of Bachelor degree awarded by any public or private universities, independent colleges, and various departments at foreign universities qualified by the Ministry of Education, or recent graduates or equivalent qualification may enter our doctoral program after passing the Master Graduate Examination.

（二）外國學生得依本校「外國學生入學辦法」之規定申請入學。

(2) Based on the "Foreign Students' Enrollment Regulations," any foreign students may apply for admission.

（三）申請轉系所學生，依本校「學生轉系、所辦法」之規定辦理。

(3) According to the "Rules of Students' Department/School Transferring," any students can apply for transferring to any other departments/schools.

（四）新生因重病或接獲兵役單位征集令，不能按時入學者經檢具有關證明於註冊前申述理由，向本校申請保留入學資格並獲准者，得延後進入修讀本碩士班。

(4) Any freshmen who cannot attend the classes on time due to serious illness or the receipt of call-up orders for military service may postpone the pursuit of the master program and retain the admission status if relevant documents are verified before registration.

四、修業年限：

4. Normative Duration of Study:

- (一) 碩士班修業以一至四年為限，但在職研究生，得延長其修業年限二年。
- (1) Regulations concerning the time limitation for completion of the program: Full-time student are required to complete the program within a period of one to four years, but part-time students can extend the period to six years.
- (二) 自九十年度入學且修教育學程之研究生欲於二年畢業者，需於入學後二年內在 TSSCI 或指定之學術期刊發表文章(限第一作者或第二作者)，於每年 6 月 25 日前提出證明，並經班務會議通過，方可申請學位考試。
- (2) Those who have enrolled in the 2001 year and wish to graduate within two years are required to publish papers (as either the first or the second author only) in TSSCI or designated academic journals by the end of the second year after enrollment and submit the certificates by June 25 of the year. Then after the program conference's approval, they can apply for the degree exam.

五、修課規定：詳如本班課程規劃表。

5. Course Requirements: See Curriculum Plan for detail.

六、學分抵免：修習本校或他校碩士班以上相關課程（修習成績達 70 分以上）且未計入其畢業學分數者，得申請抵免學分，申請以一次為限。

6. Regulations concerning the transference of course credits: The students who have taken relevant courses (practice score of 70 or more) at any other master programs (either at NDHU or other universities) may apply for the transference of course credits to the EMD provided that the course credits had not been included in the previous graduation credits. The students can apply for the transference of course credits only once.

七、轉所（班）規定：Regulations on Department Transferring

(一) 轉所（班）學生申請資格：在原就讀碩士班之歷年成績 GPA 達 B (3.0) 以上。

(1) Students with a GPA of B (3.0) or above from the previous master program are qualified to apply for the transference to the EMD.

(二) 本班審查轉所（班）學生以資料審查為主，且由班務會議審查之。錄取標準如下：

1. 歷年成績：50%

2. 書面審查資料：50%（包括：自傳、讀書計畫、學習及研究成果及轉班緣由）

(2) The order of admission is made according to the final scores calculated in the following way:

a. GPA scores from the previous master program: 50 %.

b. Application materials (including: autobiography, study plan, research achievements, and motivations of transferring): 50 %

(三) 轉入本班之名額依據學校規定，以不超過本班原招生名額之二成為限，轉班名額由班務會議決定之，並依據審查標準計算出之成績依序錄取。同分時依據下列各項成績之優先順序決定之：歷年成績、書面審查資料。

(3) When there are students with the same final score, the order is decided by GPA scores from the previous master program

八、碩士論文指導規定：

8. Regulations concerning the master's thesis:

(一) 本班研究生就讀一年後，得提出「碩士論文擬聘指導教授申請書」，於獲得指導

教授之簽名同意後，並經召集人簽名同意。若擬更改指導教授，需提出「碩士論文擬更改指導教授申請書」，且獲得原指導教授、新聘指導教授及召集人之簽名同意。

- (1) After finishing the first year's courses, the student may submit the "Application Form for Master's Thesis Supervisor", which should be accepted and signed by the thesis supervisor. This application form should be further approved and signed by the PD. If a student wishes to change his or her thesis supervisor, he or she should submit the "Application Form for Changing Master's Thesis Supervisor". After being signed by both the former supervisor and the new supervisor, this application form should be further approved and signed by the PD.
- (二) 論文指導教授之資格依教育部之規定，以本系專任教師為原則，亦可申請由非本系教師擔任指導教授，並經召集人簽名同意。
- (2) The thesis supervisor should be the full-time faculty members in the DEHPD and fulfill the qualifications stipulated by the Minister of Education, ROC. In certain cases, with approval and signature from the PD, the thesis may be supervised by a faculty member from another department in NDHU or other university

九、碩士論文計畫審查

9. Regulations concerning the review of master's thesis proposal:

- (一) 本班研究生修畢 15 學分，得和指導教授共同決定是否提出論文計畫審查。此項審查費用由碩士班研究生自行負擔。
- (1) After completing 15 credits of coursework, a student may make a joint decision with his or her supervisor on whether to propose a thesis review. The necessary expenditure is at the student's own expense
- (二) 本班研究生應於預計論文計畫審查前三週提出申請。
- (2) The proposal review should be applied for at least three weeks before the review meeting.
- (三) 論文計畫審查委員會由委員三人組成，指導教授為當然委員，其他委員由指導教授推薦，並請系主任遴聘之，其中校外委員不得少於一人。指導教授非本系專任教師時，至少需要有一位本系專任教師擔任碩士論文口試委員。
- (3) The Thesis Proposal Review Committee is composed of 3 members, one of whom has to be the supervisor, and the others of whom are recommended by the supervisor and selected by the chairperson of the department. At least one committee member must be from another university. If the supervisor is not a full-time faculty member from the department, the Thesis Review Committee should consist of at least one full-time faculty member from the department.
- (四) 俟評審委員確定，由論文計畫發表者協調論文計畫審查會實施之時間及地點，並告知系辦公室，由系辦公室正式通知所有審查委員。
- (4) As soon as the review committee members are chosen, the author of the thesis proposal has to coordinate the time and place of the review meeting, and then inform the department office, where the staff will then formally notify all the committee members of the meeting.
- (五) 論文計畫審查之各項行政事務（包括場地之申請布置、餐點之準備、評審委員之邀請與接待、本系教師同學之邀請及相關資料之影印發送等事項），由論文計畫發表者負責（以下碩士學位論文口試亦同）。

- (5) The author of the thesis proposal is responsible for coordinating the administrative affairs related to the thesis review committee meeting (including application for and setting for the place, the notification and reception of the committee members, the invitation of the teachers and fellow students, as well as copying and distribution of relevant materials etc.) This also applies to the final examination committee meeting as described below.
- (六) 論文計畫發表前，由委員互推一名校外委員擔任主席。
- (6) Before the review meeting, a committee member from outside of the university should be elected by other members as the chairperson of the committee.
- (七) 論文計畫審查之校外委員得直接提供書面審查意見。
- (7) Committee members from outside of the university may provide their reviews through written comments without actually participating in the committee meeting.
- (八) 論文計畫審查時間以二小時為原則，必要時得以視訊會議的方式進行。
- (8) A review meeting generally should last no more than two hours, and if necessary, may be conducted through video conferencing.
- (九) 論文計畫審查須經過全體審查委員同意，始為通過。
- (9) The thesis proposal review is passed only when all the committee members concur unanimously.
- (十) 論文計畫審查後，由指導教授會同評審教授填寫論文計畫審查意見表一份。
- (10) After the review meeting, all the thesis review committee members have to fill out a thesis review comment form.

十、碩士學位考試：

10. Regulations concerning the Master's Degree Final Examination

- (一) 申請學位考試時，自 101 學年度（含）起入學者須完成旁聽同儕學位考試二次；105 學年度（含）起入學者須完成「學術研究倫理教育課程」之修習。
- (1) Before applying for the degree examination, those who have entered since or after the 2002 school year have to be present at peer students' degree exams at least twice, while those who have entered since or after the 2006 school year have to take Academic Research Ethics Education Course.
- (二) 碩士學位考試委員會由委員三人組成之，原則上和論文計畫審查委員會之組成相同。如有特殊狀況需經系主任同意變更之。
- (2) The Master's Degree Final Examination Committee is basically the same as the Thesis Proposal Review Committee, as described above. However, on certain conditions, it can be subject to change with the consent from the program committee meeting
- (三) 碩士學位考試以公開口試行之，口試成績由學位考試委員個別評定分數平均決定之（平均分數 70 分以下為不及格）。
- (3) The grade of the dissertation defense should be the average of the grade provided by each committee member (an average lower than 70 is a failure).
- (四) 口試成績不及格且其修業年限尚未屆滿者，得於次學期申請重考，重考以一次為限。
- (4) Student who receives a failure for oral defense and is still within the term of the study may apply for once-only re-examination next semester.
- (五) 教育碩士班國際組學生得於入學第二學期結束前提出碩士論文類型（學術論文或文或專業實務報告）申請。

- (5) Students can apply for the type of Master Thesis or professional practice reports before the end of the second semester in Master Program of Education.
- (六) 學位論文除涉及機密、專利事項或依法不公開者外，以公開且不延後公開為原則。若研究生擬申請延後公開或不予公開，必須提具「國家圖書館學位論文延後公開申請書」於論文口試結束後，由指導教授進行確認與審查。
- (6) The Thesis/Dissertation is allowing public access without delayed in principle, except for situations include contains information pertaining to the secret, filing for patent registration, or withheld according to the law

十一、畢業條件（國際碩士生不適用）

自 100 學年度起入學之本班研究生，於修業期間至畢業離校前，至少必須參加兩場以上的學術研討會（需繳交出席證明）；且完成下列任一項目，始能辦理離校手續。

- （一）至少發表一篇論文於具審查制度之期刊或研討會（限第一作者）。
- （二）至少發表一篇論文於本系舉辦之研究生論文計畫或論文發表會（限第一作者）。

十二、本校對已授予之碩士學位，如發現論文有抄襲或舞弊情事，經調查屬實者，則撤銷其學位，追繳其已發之學位證書。

12. If there is plagiarism or cheating and is confirmed through investigation, the student's master degree granted will be revoked and the certificate issued will be taken back by NDHU.

十三、本要點經系務會議通過後公告實施，並報院務會議及教務會議備查。其他未盡事宜，悉依教育部有關法令及學校相關規定。

13. This program policy is announced and implemented after the Department Affair Meeting. It is also reported and examined during the College Affair Meeting and Academic Affair Meeting. The matters that have not taken into consideration will be processed according to the law released by the Ministry of Education and school regulations.