National Taiwan Normal University
Graduate Institute of Sustainability Management and Environmental Education

# Master's Program Regulations

Amended and approved on May 26, 2017, at the 6th Institute Affairs Meeting of Academic Year 2016–17.
Amended and approved on May 6, 2019, at the 10th Institute Affairs Meeting of Academic Year 2018–19.
Amended and approved on September 28, 2019, at the 2nd Institute Affairs Meeting of Academic Year 2019–20.
Amended and approved by the 4th Institute Affairs Meeting on February 17, 2020, the 2nd College of Science Curriculum Committee meeting on March 19, 2020, and the 2nd Academic Affairs Meeting on April 22, 2020, all in Academic Year 2019–20.
Reviewed, amended and approved by the 1st Institute Curriculum Committee meeting on February 22, 2021, the 2nd College of Science Curriculum Committee meeting on March 18, 2021, and the 2nd University Curriculum Committee meeting on April 21, 2021, all in Academic Year 2020–21.
Amended and approved on December 8, 2021, at the 3rd Institute Affairs Meeting of Academic Year 2021–22.
Amended and approved on April 13, 2022, at the 2nd Academic Affairs Meeting of Academic Year 2021–22.
Amended and approved on September 5, 2022, at the 1st Institute Affairs Meeting of Academic Year 2022–23.
Amended and approved on May 6, 2023, at the 9th Institute Affairs Meeting of Academic Year 2022–23.

## I. Admission

Admission shall be governed by the University's Academic Regulations and other applicable rules.

## II. Appointment of Thesis Advisors

(1) Before a graduate student selects a thesis advisor, the Institute Director shall arrange for a professor in a relevant field or a faculty mentor to serve as the temporary advisor and provide guidance on the student's studies.

(2) At least three semesters before the planned graduation date, the student shall select at least one full-time Institute faculty member at the rank of assistant professor or above as thesis advisor. If needed, the student may also appoint one adjunct faculty member of the Institute or one faculty member from another department or university as a co-advisor. The student shall submit the Graduate Student Thesis Advisor Consent Form to the Institute for its records.

(3) Once selected, a thesis advisor should be changed during the program only for exceptional reasons. If a change is necessary, the student shall first refer the matter to the Institute Director for consultation and agreement with the thesis advisor and the faculty members concerned. The change may take effect only after the student submits a consent form signed by both the outgoing and incoming advisors for the Institute's records.

## III. Curriculum and Academic Requirements

(1) Registration, course selection and other matters related to graduate study shall be governed by the University's Academic Regulations and other applicable rules.

(2) Within one month of enrollment (by October 31 or March 31), students shall complete the online Academic Research Ethics Education Course and pass its assessment before formally beginning to write the thesis.

(3) Students shall complete a total of 32 credits, comprising 17 required credits and 15 elective credits.

(4) **Thesis proposal and oral defense.** By the end of the second semester after enrollment, students shall submit their thesis proposal. The Institute will arrange a public presentation and review. Students who do not pass the review shall attend the next scheduled oral thesis proposal defense.

(5) **Courses offered.** The Institute's curriculum consists of required and elective courses.

1. Required courses. Graduate students must complete these courses before they may graduate.
2. Elective courses. Students may freely choose from elective courses offered in support of the Institute's development priorities or contemporary environmental education. Master's students may not take subject-specialization courses in the teacher education program during either semester of their first year.

(6) **Publication requirement.** Before graduation, each master's student shall publish at least one article in an academic journal or professional publication, or present at least one conference paper. As a general rule, the work shall be published or presented jointly with the thesis advisor. Before completing graduation clearance, the student shall submit proof of publication or presentation, such as a journal acceptance notice or a notice of acceptance for conference presentation.

(7) **Application for the oral thesis defense.** In the semester in which they intend to graduate, students shall submit their thesis draft and other required documents by the University's graduate degree examination application deadline. They shall complete the oral thesis defense by the University's deadline for completion of graduate degree examinations.

When applying for the degree examination, students shall also submit a thesis originality report generated by the online plagiarism detection system. The similarity index shall be no higher than 15%, with references and direct quotations excluded.

Students shall provide the examination version of the thesis to their thesis advisor and the degree examination committee two weeks before the examination.

(8) **Thesis completion procedures.** Students shall revise their thesis in accordance with the degree examination committee's recommendations and obtain the signatures of their thesis advisor and the Institute Director to complete the Institute's procedures. They shall also submit the thesis and complete graduation clearance in accordance with University regulations.

(9) **Degree awarded.** Students who graduate from the Institute's master's program are awarded the degree of Master of Science (M.S.).

## IV. Duration of Study

(1) The duration of study for master's students shall be governed by the University's Academic Regulations.

(2) Students enrolled in a teacher education program during their studies at the Institute must complete their degree examination before undertaking their teaching practicum.

## V. Approval and Amendments

Provisions concerning degree conferral and other graduation requirements shall be approved at an Institute Affairs Meeting and at the relevant College meetings, then submitted to the Academic Affairs Meeting for review. All other provisions shall be approved at an Institute Affairs Meeting and submitted to the Office of Academic Affairs for its records. The same procedures apply to amendments.