

Key Guidelines on Graduate Studies in the Department of Educational Psychology and Counseling, National Pingtung University

Revised and approved by the 1st Academic Affairs Meeting in the first semester of academic year 2017 on 2017.11.16

1. The Department formulates the Key Guidelines on Graduate Studies in the Department of Educational Psychology and Counseling, National Pingtung University (hereafter referred to as “the Key Guidelines”) in accordance with the General Regulations Governing the Master’s Programs of National Pingtung University to maintain the quality of master’s studies.
2. The Department offers the following master’s programs:
 - (1) Daytime master’s programs: Educational psychology (40 credits required for graduation, including a 6-credit thesis) and counseling and guidance (42 credits required for graduation, including a 6-credit thesis)
 - (2) In-service master’s program: 38 credits required for graduation, including a 6-credit thesis
 - (3) Credit requirements for all master’s students:
 - I. Common core courses: 8 credits for daytime master’s programs and 6 credits for the in-service master’s program (a 6-credit thesis is equivalent to 6 contact hours per week, divided into 3 credit hours per semester for a maximum of 2 semesters)
 - II. Compulsory subjects: 6 credits for the daytime master’s program in educational psychology, 3 credits for the daytime master’s program in counseling and guidance, and 9 credits for the in-service master’s program.
 - III. Electives: 26 credits for the daytime master’s program in educational psychology, 31 credits for the daytime master’s program in counseling and guidance, and 23 credits for the in-service master’s program
3. Divisional electives:

Graduates of the Department must enroll in courses in accordance with their affiliated division in the entrance examination through which they are admitted. Applicants with equivalent qualifications or a degree in non-major related subjects are required to study relevant undergraduate foundation courses: Counseling Theories and Techniques, Individual Counseling or Helping Process and Skills, and Group Counseling and Guidance. Students enrolled in the daytime master’s program in counseling and guidance should study graduate courses of Counseling Theories, Individual Counseling, and Group Counseling before taking Counseling Practicum.
3. Regulations on course enrollment
 - (1) Graduates of the Department may enroll more than 17 credits per semester (excluding thesis credits) if they apply for department approval. Master’s students who have met the credit requirements for graduation (excluding thesis credits) are subject to the same maximum credit limit as undergraduate students and may enroll for a maximum of 25 credits per semester.
 - (2) All courses apart from thesis research are offered in accordance with the enrolment quota specified in the Regulations Governing the Addition, Revision, Offering, and Scheduling of Courses of National Pingtung University.
 - (3) Thesis research takes up 3 credits per semester for a compulsory period of 2

semesters.

- (4) Graduate students admitted with equivalent qualifications who are required to make up credits or other graduate students may enroll in undergraduate courses related to their major based on their needs. Their results are included in the semester and graduation GPA of the Institute, but excluded from the credit requirements for graduation.
 - (5) Graduate students may study major-related subjects with a maximum of 9 credits in a different university, institute, department, or degree program upon the approval of the heads of both institutions or programs.
 - (6) Graduate students may apply for a course credit transfer in accordance with the regulations of the Key Guidelines on Course Credit Transfer of National Pingtung University; however, credits for thesis research shall not be transferred.
 - (7) Graduate students should complete a digital course on academic ethics, pass the test, and obtain the certificate of completion to meet the graduation requirements.
1. Participation in Academic Activities
Students enrolled in the Department's daytime master's programs shall publish an academic paper and participate in academic activities during their studies, and provide proof of such publication and participation in accordance with the Key Guidelines for the Participation in Academic Activities for Graduate Students to be eligible to apply for the master's degree examination. Students enrolled in the in-service master's program are excluded from this requirement.
 2. Appointment of Thesis Advisor
 - (1) The appointed thesis advisor should be an academic staff member of the University holding a rank above that of assistant professor. Each thesis advisor should mentor a maximum of eight graduate students at the same time.
 - (2) Upon assignment, the thesis advisor should guide graduate students in formulating their thesis research proposals, and may recommend and appoint a co-advisor to assist in mentoring students when necessary.
 - (3) Application deadline for the appointment of thesis advisor: The application process should be completed before the first day of the first semester of thesis research.
 7. The master's degree examination is conducted in two phases. The first phase is the presentation of the thesis research proposal, and the second a thesis examination primarily based on an oral examination.
 8. The presentation of the thesis research proposal shall observe the following procedure:
 - (1) Graduate students shall complete more than 60% of the stipulated credit requirements for graduation and have their proposal reviewed and approved by their advisor and the departmental head 14 days before the presentation date to be eligible to apply for the presentation of the thesis research proposal.
 - (2) The presentation of the thesis research proposal is conducted in the form of a written review and oral examination.
 - (3) The Thesis Proposal Review Committee consists of two people including the advisor (co-advisor) as the ex-officio member and a teaching member of staff of the University holding a rank above that of assistant professor. In the case of special needs, committee members from outside the University may substitute them.

- (4) The presentation of the thesis research proposal shall be held with all committee members present. Students are graded on a pass/no-pass basis. Those who fail to receive a “pass” from all committee members are deemed to have not passed the assessment and are required to re-apply for the proposal presentation after three months.
 - (5) Application deadline for the presentation of the thesis research proposal: January 31 for the first semester and July 31 for the second semester. Late applicants are deemed to have failed the semester.
9. Degree examination and graduation:
- (1) Three months after the date of passing the oral examination of the thesis research proposal and 14 days before the scheduled degree examination, graduate students may apply for the degree examination upon the review and approval of their advisor and the departmental head.
 - (2) When applying for the degree examination, a copy of the thesis shall be submitted to each examiner and the departmental office, and the thesis examination shall be completed within the designated time frame. Students who fail to complete the degree examination within the designated time limit shall be deemed to have failed the semester.
 - (3) The Degree Examination Committee shall consist of at least three examiners including an oral examiner of the thesis research proposal and external examiner.
 - (4) The minimum passing score of the degree examination is 70 out of 100, and students’ final score shall depend on the mean score of all examiners. However, students graded a “fail” by more than half the examiners shall be deemed to have failed the examination. The assessment is on a once-off basis. Students who have failed the degree examination, but are allowed to continue their studies in accordance with the relevant regulations, shall apply for a re-sit examination within three months. Those who fail the re-sit examination shall be withdrawn from their studies.
 - (5) The degree examination is held once per semester. The first-semester examination is scheduled from the date of completion of semester registration by graduate students to January 15, and the second-semester examination is scheduled from the date of completion of semester registration by graduate students to July 15. Students who fail to complete the examination before the designated deadline shall be deemed to have failed the semester.
 - (6) After passing the degree examination, students should revise their thesis based on the opinions of the Degree Examination Committee, print a designated number of copies in accordance with relevant regulations upon the approval of the advisor, and submit a hard copy along with the Chinese and English abstracts and an electronic copy to the departmental office.
 - (7) Graduate students who have met the credit requirements for graduation and passed the degree examination may apply for graduation. The final departure days for each academic year are the date of second semester registration for the first semester and August 15 for the second semester. Students who have failed to complete the departure procedure before the deadline shall be deemed to have not graduated in that semester.
10. Any appointed thesis advisor, member of the Thesis Proposal Review Committee, and member of the Degree Examination Committee who has any interest in matters related to the graduate students shall recuse themselves from

related responsibilities.

11. Any matter left unaddressed in the Guidelines shall be dealt with in accordance with the General Regulations Governing the Master's Programs of National Pingtung University and the relevant regulations.
12. The Guidelines shall be promulgated and implemented after the approval of the Department Affairs Meeting, Faculty Affairs Meeting, Academic Affairs Meeting, and the principal of the University. Any amendment of the Guidelines shall undergo the same process.

Unit-in-charge: Department of Educational Psychology and Counseling