

NCTU Institute of Applied Arts: MA Student Policy

Approved by the Council on IAA Affairs, August 1992
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1. This policy is formulated in accordance with the University Policy and related rules for education of MA students.
2. Admission of enrollment:
 - 1) Students who have bachelor or equivalent degrees from public or private universities, colleges registered in Ministry of Education; international schools admitted by Ministry of Education are allowed to study MA School in IAA after passing IAA MA Enrollment Tests.
 - 2) Students who have bachelor or equivalent degrees from public or private universities, colleges registered in Ministry of Education; international schools admitted by Ministry of Education are allowed to study MA School in IAA after passing IAA MA Enrollment Interviews.
 - 3) Students who meet standards of "International Students Undertaking Studies in Taiwan" and "NCTU Admission, Degree and Course Study Policy for International Student".
 - 4) Students who cannot register on time due to reasons of serious accidents have to submit proofs before registration for reservation of the enrollment.
3. Time limit on study:
 - 1) MA students normally have a time limit on study of four years. Time limit of students in on-the-job school can be extended to at most five years.
 - 2) MA students can apply for the qualifying exam in the first year with approval from the Council on Institute Affairs.
 - 3) MA students who finished all required courses, obtained required credits, passed other criteria for MA degrees and submitted dissertations are allowed to apply for the MA Qualification Examination. Students who cannot finish courses within the latest semester but are able to submit dissertations and acquire recommendation from advisors are allowed to take the MA Qualification Examination earlier, and will be granted MA degrees after finishing required courses and credits. However if the student failed to finish courses on time, the result of MA Qualification Examination will not be admitted.
 - 4) MA students in IAA or other departments who have studied for at least one year and are in top 1/3 in their classes(majors) or have other outstanding achievements can study PhD School directly after acquiring recommendation of three professors from the original departments, admissions from the Council on IAA Enrollment, reexamination from the Direct Advanced Study Committee and approvals by the President.
 - 5) Students apply for suspension of schooling has to acquire approvals from their advisors and the chair of the institute. The suspension is applied by a semester or a year for a maximum of four semesters (two years). Students who cannot resume their study on time due to rehabilitation for serious injury or illness can apply for extension with approval from the Council on Education Affairs. Students who already applied for a suspension of one or two years can apply for early resumption if they are not on call of military duty. Students who cannot finish their military duty within the period of suspension can apply for extension of the suspension with proofs from their military units. After military duty, students can apply for resumption

with their military discharge papers.

4. Course Requirements:

- 1) IAA MA School has two majors: Industrial Design Major and Visual Communication Design Major. Each major is responsible to hold their own related courses.
- 2) Students require 1 MA Dissertation, 1 Diploma Project and 31 credits (including 4 credits for Seminars of Design and Fine Arts) for graduation where at least 6 courses come from IAA (excluding Seminars of Design and Fine Arts, see attachment) and at least 4 courses come from the 2 majors of IAA. Also at least one course for practical design and artistic creation is required.
- 3) MA students who decide to reach graduate requirements by writing the dissertation have to finish at least one related course of Research Methods; students who decide to make design or artistic works have to finish at least two related courses of Practical Artistic Creation.
- 4) MA students have to fully support IAA for demonstrating their design works (or software design works).
- 5) MA students have to finish their dissertations (including design or artistic works). Available topics for dissertations are design related research, computer aided design, software design and design works. If students decide to make creations instead dissertations, they have to public demonstrate the works and make complete description of the purpose of creation.
- 6) MA students who entered IAA by Enrollment Tests with unsatisfied grades of professional courses or are not design-related bachelors have to register professional courses if necessary. These kind of courses are not counted in graduation credits.
- 7) Design Individual Research requires three credits to graduate. Students are able to obtain at most six credits.
- 8) MA students who have obtained credits from IAA before entering the graduate school and the credits are not counted in bachelor graduation credits can apply for waiving if the courses are passed.
- 9) MA students who have finished interschool or Ministry of Education certificated credit courses related to IAA and have acquired 80 scores or above are able to apply for waving those courses.
- 10) Students can apply for waiving only less than 1/3 (10 credits) of the requirement for graduation. Students who re-enter the school by application or taking exams can waive less than 1/2 (15 credits). Students who apply for waiving credits have to submit test scores and admission by their advisors and will send to IAA for approval.

5. Application of transferring to another major:

MA students are allowed to apply for transferring to another major before the deadline of course registration in the first semester in the first grade. After the admission from the chair of IAA the student is official transferred but have to obtain at least 31 credits before the Oral Defense (obtaining at least 12 credits in both original and new majors including required courses and have to pass all the courses).

6. Dissertation advisors:

- 1) Full-time professors in IAA are responsible of being advisors for IAA students. Each professor has a minimum number of responsibility for dissertation equals to $(\text{Number of MA Students Submitting Dissertation of The Major} \div \text{Number of Full-time and Adjunct Professors} \times 1.5)$. Full-time professors who are also co-advisors have half of the minimum.
- 2) Students who decide to invite professors or associate professors outside of IAA (either in NCTU or not) have to acquire approval from Council on Institute Affairs and have to be assigned an additional full-time professor for advisory (Adjunct professors who are assigned to be advisors of IAA students are considered as professors of IAA).

3) Invitation for advisory: MA students have to submit the admission of invitation for advisory to IAA signed by the advisor before the beginning of the second semester (Industrial Design non-major students have alternative time limit of submission at the beginning of the fourth semester). Students cannot get the admission will be assigned for advisors in Council on Institute Affairs.

4) Any of student or advisor who wants to cancel advisory for the dissertation have to reach an agreement with each other so the student can find replacement for the original advisor, otherwise the case will be sent to the Council on Institute Affairs for resolution.

7. Submitting MA Dissertation:

MA students have to make oral presentation for their dissertations in Seminars of Design and Fine Arts at latest one semester before Oral Defense thus allowed to apply for the MA Degree Qualifying Examination (applied to MA students enrolled since school year 102).

8. MA Degree Qualifying Examination includes Dissertation Test and Dissertation Examination:

1) MA students have to make an Oral Defense for their dissertation publicly and a Written Test maybe held while necessary. The date, place and topics of the Oral Defense have to be announced one week prior the test.

2) The Dissertation Test needs at least three members of Oral Defense Committee (ODC) for grading.

3) Members of ODC have to attend the Oral Defense in person and proxies are not allowed.

4) Membership of ODC are limited to at least Assistant Professors or qualified teachers, researchers and artistic creators who are at equal level of achievement and have results of academic research or artistic creation in recent years.

5) Advisors are responsible of submitting the list of ODC members three weeks prior the test and have to acquire approval from Council on Institute Affairs.

6) The chairman of ODC is assigned by the President while advisors of students are not allowed to be the chairman.

7) Changing of members of ODC have to be submitted by advisors one week prior to the test and have to acquire approval from Council on Institute Affairs.

8) The MA Dissertation Test is passed for 70 scores and at most 100 scores. The score is only graded once by the average score from present committee members. The test is considered to be failed if 1/2 or more committee members agree and no average score is taken then.

9) The dissertation will be considered unacceptable if any clue of copying or fraud is verified by the committee members.

10) ODC members have to clearly tell students how to revise their dissertation after the student passed the Oral Defense. After finishing the revision, students have to submit the revised dissertation to ODC and have to acquire admission from at least 2/3 ODC members. Revised dissertation will not be graded and ODC members are responsible to sign the "Authorization of Oral Defense Committee for Dissertation" if the revision is admitted. Students who finished the examination of dissertation will get the score for Dissertation Test as same as the score for the MA Degree Qualifying Examination. °

11) MA students who passed the Dissertation Exam on January 31 or July 31 but failed to submit The Authorization of Oral Defense Committee for Dissertation within two weeks in the beginning of the next semester will have to register the semester. If the student still failed to submit the authorization within the limit on study will be dismissed from school due to failure of the MA Degree Qualifying Examination. _

9. The MA Dissertation (including Abstract) have to be written in Chinese normally and have

to obey the NCTU Dissertation Format Regulations. The digital copy of the dissertation have to be archived by the regulations from National Central Library (also regulated by the NCTU Library: Digital Copy of Dissertation Digital Copy Archiving Regulations) and submit three copies (one for NCTU Library and two are collected by NCTU Office of Academic Affairs and transferred to archive units specified by Ministry of Education) and another three copies for IAA.

10. This policy is put into effect by approvals and revisions from the Council on Institute Affairs.