

# Regulations Governing the In-Service Master Program (在職專班修業辦法)

Institute of Public Affairs Management, NSYSU  
(This Rule has been enforced since 2018)

As amended and approved by the Institute Affairs Meeting on May 24st, 2018

Article 1: The Regulations is set forth pursuant to the *Degree Conferral Act* (學位授予法) issued by the Ministry of Education, and the *Academic Regulations* (學則) and *Implementation Bylaws for PhD and Master Degree Examination* (研究生學位考試施行細則) issued by the University.

Article 2. Duration of study: 1 to 4 years according to the regulations of the Ministry of Education (excluding the period of retention and suspension, and the total period of suspension is limited to two years). Those who are unable to finish the required courses or the thesis within the proposed duration may ask for extension for at most two years.

Article 3. Requirements of In-Service Master Program and selection of advisor:

1. Advisors should be the full-time faculty of the Institute. If advisors are part-time professors or from other universities, they need to co-advise with the full-time professors of the Institute.
2. Students must choose their advisors from the full-time faculty (including contracted instructors) of the Institute, and report to the Office for recordation before the start of the second semester of the first academic year.
3. Students should consult their advisors regarding course selection.
4. If a student needs to change his/her advisor, he/she must obtain the written consent form of the new advisor and submit it to the Office of the Institute for recordation. After receiving the consent form, the Office will inform the original advisor.
5. Students must have finished required courses and the minimum credits for graduation before applying for the degree examination.
6. Students are required to take the short-term overseas visit study courses arranged by the Institute, which is regulated in the Implementation Rules for Visit Study Abroad for In-Service Master Students.
7. Students must finish the academic research ethics training course by the end of the first academic year, which is in accordance with *Guidelines for Student's Academic Ethics and Handling of Cases in Violation of the Academic Ethics* (本校學術研究倫理教育研習課程實施要點). It needs to be finished before applying for the degree exam at the latest. Students are not allowed to apply for the degree exam until they finish the required ethics course.

#### Article 4. Master Degree Examination

1. Before applying for the degree exam, students must pass the reviews of thesis proposal (the first time in the second semester of the first academic year, and the second time in the first semester of the second academic year).
2. Students may apply for degree exam only after meeting the above-mentioned requirements, and the application should be handled in accordance with the relevant regulations of the University.
3. Those who fail the degree exam and whose study period has not yet expired may be re-examined in the next semester or the next academic year. The re-examination is limited to one time. Those who fail the re-examination once shall be ordered to withdraw.
4. The master's thesis (including abstract) must be written in Mandarin, and its format is based on the APA (*American Psychological Association*) Formatting and *Style Guide and NSYSU Thesis/Dissertation Format Regulations* (國立中山大學研究生學位論文格式規範).

Article 5. Those who have met the above-mentioned requirements may apply for graduation.

Article 6. Matters not yet been determined by the Regulations shall be handled in accordance with the *Academic Regulations* (國立中山大學學則) and related rules of the University.

Article 7. The Regulations become effective upon approval by the Institute Affairs Meeting and the College Affairs Meeting, and ratified by the President. Amendments must follow the same procedure.