Department of Industrial Design, National Cheng Kung University **Regulation of Course and Graduation Requirements for
In-service Master Students**

**Article 1 Selection of Thesis Advisors**

1. In-service master students shall select a thesis advisor according to the enrollment quota of the in-service master program.
2. In-service master students shall submit their Statement of Purpose (with the minimum of 500 words) to professors in charge of the enrollment of the in-service master program when registering, and select the thesis advisor within two weeks after the registration. If students fail to make the decision before the deadline, they are conceited at their own risk.
3. The thesis advisor for students who resume their studies will be the original thesis advisor before their suspension from school. If students did not have an original thesis advisor, select from professors in the program whose quota was not fulfilled at the year they suspended the course.
4. In-service master students who are newly registered and whose thesis advisor resigns at the beginning of the academic year shall select a new thesis advisor from the in-service master program. The enrollment quota of the next academic year for the new thesis advisor can be deducted due to this extra quota. The above mentioned shall be reported to the Department Affairs Meeting.
5. In-service master students whose thesis advisor resigns at the beginning of the academic year during their study shall select a new thesis advisor from the in-service master program, and the original thesis advisor can be the co-advisor. The above mentioned shall be reported to the Department Affairs Meeting.
6. In-service master students whose thesis advisor retires at the beginning of the academic year during their study shall select a new thesis advisor or co-advisor, and report the result to the Department Affairs Meeting.

**Article 2 Terms of Study and Course Credits**

1. Students in the in-service master’s degree program are required to complete a minimum of 36 credits. The above mentioned credits include 30 credits received for courses.
2. Advanced Industrial Design courses (minimum of 6 course credits) are required for in-service master students who are not graduated from industrial design undergraduate courses.
3. Besides courses offered for in-service master program, students are able to take master/ Ph.D. courses upon thesis advisor’s or lecturer’s approval.
4. In-service master students are able to take elected courses in other departments/ colleges for master degree program or above, with a maximum of 6 course credits received upon thesis advisor’s or lecturer’s approval. The above mentioned credits can be included in the required minimum credits for graduation.
5. Students in the in-service master’s degree program can complete a maximum of 9 course credits received from professional courses for master, in-service master or doctoral degree each semester.
6. For in-service master students who have completed design related courses in other colleges or universities whose course name and contents are similar to courses in our program, can submit the transcript of all semesters and application form for course credit waiver within 1 month after enrollment of the first academic year. The result of application will be determined by the Students Affairs Development Committee, and the maximum of 6 course credits can be included in the required minimum credits for graduation.
7. In-service master students who have completed pre-sessions or continuing education course credits for master’s degree can submit the application form for course credit waiver within 1 month after enrollment of the first academic year. The result of application will be determined by the Students Affairs Development Committee, and the maximum of 12 course credits can be included in the required minimum credits for graduation.
8. The term of study for in-service master’s degree programs is between 3 to 5 years. The term of study can be deducted for a semester when every 9 course credits are waivered.

**Article 3 Assessment of Master Thesis Proposal**

1. The assessment of master thesis proposal is held every semester, and shall be completed within 8 weeks from the beginning of the academic semester. Under special circumstances, the assessment can be completed no later than the 11th week from the beginning of the semester.
2. The assessment committee shall consist of at least 3 members, including the thesis advisor and supervisors invited by the thesis advisor.
3. The assessment shall be held publicly. The certificate can only be given by the department upon approval of all members of assessment committee.
4. The content of thesis proposal shall consist of (1) Introduction (including Research Background/ Motivation and Problem Statement; Research Purpose and Restrictions can also be listed in the Introduction chapter); (2) Literature Review (The Basis of Theory shall be included); (3) Research Approach (consists of Research Purpose/ Objective, Research Method, Research Process, and Expected Result); (4) Research Development and Analysis in the Former Phases; (5) Initial Conclusion and Discussion; (6) References; and (7) Appendixes.

**Article 4 Examination for Master Degree**

1. According to National Cheng Kung University Enforcement Rules for Doctoral and Master’s Degree Examinations, the examination for master degree is held every semester, and shall be completed within 16 weeks from the beginning of the academic semester. Under special circumstances, the examination can be completed no later than the 18th week from the beginning of the semester.
2. In-service master students who would like to attend the oral defense held at the current academic semester shall submit complete master thesis (written in English), transcript of in-service master degree courses, certificate of approval for thesis proposal, and certificate for thesis presentation in seminars during the study (at least one thesis; it shall be supervised by the thesis advisor and the student shall be listed as the first author) at the 12th week of the semester.
3. The Student Academic Development Committee of the department assesses each student’s qualification by the completion of courses requirements, submission of certificate of approval for thesis proposal and certificate for thesis presentation in seminars, and the integrity of the thesis. Students who fail to meet the standard shall resubmit the thesis within a week, or they will not be qualified to attend the oral defense in the current semester.
4. Please take the Regulation of Format for National Cheng Kung University Master and PhD Thesis and the English thesis template provided by the department as references, and write the thesis in English.

**Article 5 Matters not addressed in this regulation shall be revised after the discussion of Department Affairs Meeting.**