

National Taiwan Normal University Graduate Institute of Social Work Master's Program Implementation Guidelines for Thesis Track Differentiation

2016.10.17 Passed at the 1st Institute Affairs Meeting of the 2016 Academic Year of 2016

2017.01.16 Amendment passed at the 5th Institute Affairs Meeting of the Academic Year of 2016

2019.12.16 Amendment passed at the 4th Institute Affairs Meeting of the Academic Year of 2019

2022.09.19 Amendment passed at the 1st Institute Affairs Meeting of the Academic Year of 2022

Article 1 These Guidelines are formulated in accordance with the University Act and its Enforcement Rules, the Degree Conferral Act, and the NTNU Regulations Governing Degree Conferral and Graduate Degree Examinations.

Article 2 Purpose

The Institute aims to cultivate professional talents in “Family and Social Work.” Master’s theses produced by graduates of the Institute may be substituted with a Professional Practice Report, in order to train students to integrate theory and practice.

As Professional Practice Reports differ from general academic theses in their requirements, these Guidelines are specifically established to explain the principles for writing and reviewing Professional Practice Reports.

Article 3 Principles and Content of Professional Practice Writing

1. The Professional Practice required for graduation refers to projects based on the needs of social work or social welfare agencies (institutions), assisting such agencies in research and development or evaluation, and complying with principles of innovation, problem-solving, and improvement of current conditions, thereby providing substantive benefits to the agency (institution).
2. The implementation of a Professional Practice Report shall be based on institutional needs and jointly formulated through consultation among the student, the agency (institution), and the advisor (such as defining stages to be achieved within one year), and shall be reviewed by the Review Committee to determine whether it meets the standards of a Professional Practice Report.
3. The literature review section of a Professional Practice Report may simplify theoretical and empirical literature, focusing instead on a review of past experiences related to the research topic (such as existing service models, methods, techniques, strategies, and

experiences of success or failure). Data sources may include primary data (such as interviews with staff of the agency/institution) or secondary data (such as the agency's institutional documents).

Article 4 Eligibility

Applicants must have a certain level of familiarity with the research topic area (such as in-service students with work experience, or those who have long been involved in the field as volunteers or interns), and must obtain the consent of the relevant agency (institution) to provide substantive assistance and resources in order to apply to write a Professional Practice Report.

Article 5 The review of a Professional Practice Report shall be conducted in three stages: “Concept Proposal Review,” “Thesis Proposal Examination,” and “Degree Thesis Examination.”

Concept Proposal Review Stage: A review panel composed of the advisor and two full-time or adjunct faculty members of the Institute shall review whether the concept proposal meets the required standards. Reviewers shall assess whether the proposal complies with principles of innovation, problem-solving, and improvement of current conditions. Applicants must submit the proposal content and proof that the agency (institution) agrees to provide substantive assistance.

Thesis Proposal Examination Stage: The examination committee shall consist of at least three members, including two faculty members in relevant academic fields and one practitioner. Practitioners serving as examination committee members must have at least five (5) years of experience in social work or social welfare practice, hold a position of supervisor or above (or an equivalent position), and possess a Master's degree or above. All committee members must comply with conflict-of-interest avoidance principles.

Degree Thesis Examination: The requirements shall be the same as those of the Thesis Proposal Examination Stage.

After the examination committee members are confirmed, a roster of committee members (with current positions specified) shall be submitted to the Institute Director for approval.

Article 6 Any matters not covered in these Guidelines shall be handled in accordance with the Institute's “Implementation Guidelines for Thesis Proposal Oral Examinations,” “Implementation Guidelines for Degree Examinations,” and relevant university regulations.

Article 7 These Guidelines shall take effect after being approved by the Institute Affairs Meeting and submitted to the university for recordation. The same procedure shall apply to any amendments.