

National Taiwan Normal University Graduate Institute of Social Work

Rules for Graduate Studies and Graduate Degree Examinations

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Article 1 These *Rules for Graduate Studies and Graduate Degree Examinations* (“the Rules”) are formulated in accordance with the *University Act* and the *Enforcement Rules of the University Act, Degree Conferral Act, NTNU Academic Regulations, NTNU Degree Conferral and Graduate Degree Exam Regulations*, and other relevant education regulations.

Article 2 Students who complete their studies at the Graduate Institute of Social Work (hereinafter referred to as "the Institute") shall be awarded a Master of Social Work (M.S.W.) degree.

Article 3 Curriculum and program regulations:

- I. The duration of the master's program, as well as any requests for suspension of study, shall be processed according to the academic regulations of the University.
- II. The total number of credits required for postgraduate graduation is at least 32 credits for the master's program. Refer to the attached course list for the required and elective courses that must be completed during the graduate student's period of study.
- III. Students shall take 2 types of courses: required and elective courses.
In addition to required courses, Master's students in the Graduate Institute of Social Work shall take at least 2 elective courses related to the topic of social work practice methods; 2 out of the following 6 field Practicum courses: “Social Work Practicum I & II”, “Field Practicum: Social Welfare Services I & II”, “Field Practicum: Social Work Field Work I & II”; and other relevant advanced courses based on the requirements of their field practicum instructor and thesis advisor.
Students conducting quantitative research for their graduate thesis are required to take the “Advanced Social Statistics” course, and students conducting qualitative research shall take the “Qualitative Research” course.
- IV. Graduate students shall follow the relevant regulations of the University regarding the number of credits to be taken each semester. If they have not completed the

required credits for graduation, they must take at least 1 course at the time of registration.

- V. Students who have accumulated more than 2 years of full-time social work experience and have passed the social work qualification examination before entering the Institute, and have completed one social work practicum, may apply to the Institute to replace 1 field practicum credit with 3 credits elective courses in the Institute by submitting relevant documents (proof of employment and University transcript) before applying for the practicum. The application is subject to the approval of an Institute Affairs Meeting.

If the student holds a social work qualification certificate, a university transcript is not required.

- VI. Students who hold a bachelor's degree from a non-social work program and have not taken the following related courses: "Social Casework", "Social Group Work", and "Human Behavior and Social Environment", shall take these undergraduate courses and earn at least 3 credits for each course.

Students who fail to complete the above courses will not be eligible for graduation. Those who hold a social work qualification certificate are exempted from taking the above courses.

In case of any disputes regarding the accreditation of the above courses, a Curriculum Committee Meeting may be called by the Institute to pass a resolution. The credits earned from taking undergraduate courses are not counted towards the credits required for the master's degree.

- VII. Students taking the "Advanced Research Methods in Social Work" course shall complete and pass the exam for the "Academic Research Ethics Education Training" during the duration of the course and upload the training course certificate of completion to the course Moodle platform and submit an electronic copy of the certificate to the Institute Office.

The completion and passing of the "Academic Research Ethics Education Training" shall be included as one of the evaluation criteria for the "Advanced Research Methods in Social Work" course. The specific weighting of scores shall be determined by instructors.

- VIII. Within the designated years of study, students of the Institute must pass the First Stage of the GEPT Intermediate Level Test (or other English proficiency test of the equivalent level) before they are eligible to be awarded a master's degree.

Students who do not meet the GEPT requirements must submit a GEPT Intermediate Level Test transcript (or a transcript of other English proficiency test of the equivalent level) every academic year. If the transcript is not available before graduation, a certificate of test participation shall be submitted. If the above is confirmed to be true, the Institute shall agree to award the student a master's degree. Students who have passed the Institute's English proficiency test requirements within the past five years prior to admission must submit proof of their scores in the 1st semester after enrollment and shall be exempt from the aforementioned requirements after their scores are confirmed.

- IX. Students are required to participate in at least two non-curricular academic activities held within or outside the school every year. On-campus activities include attending thesis proposal defenses and final oral examinations of master's degree candidates within the program.

Article 4 Students of the Institute may replace their master's thesis with a professional practice report. Regulations shall be stipulated in the Institute's *Regulations for Thesis Substitution*.

Article 5 Regulations for the thesis proposal exam for Institute students are specified in the Institute's *Regulations for Master's Thesis Proposal Oral Defense*.

Article 6 Degree Examination

- I. The following requirements must be met by graduate students in order to be eligible to take the master's degree examination:
 1. Completion of at least one semester of study in the master's program.
 2. Completion of 32 credits as required by the master's program. Students may also apply in the same semester in which they have completed the 32 credits required.
 3. Completion of their thesis proposal oral defense at least four months prior and submission of the initial draft of their thesis.
- II. Documents required and procedures for application: Students shall submit a Degree Thesis Oral Examination Agreement, Examination Committee Member Application, Transcripts of Past Academic Records, Required/Elective Course Credit Confirmation Form, initial draft of the thesis and its abstract (in electronic file), an Originality Report from an online plagiarism detection system, Declaration Form for Applying for the Degree Thesis Examination, and a list of the oral defense examination committee members.
- III. Applications shall be submitted to the Institute Office by the end of May or November each year, and the application process should be completed two weeks (10 working days) before the date of the oral defense. The application may be submitted beyond the deadline in special circumstances with the approval of the thesis advisor and the Institute Chairman.
- IV. All degree theses submitted in the Institute must undergo a Turnitin check. Students must submit the results of the check and the full text of their thesis to the thesis advisor for review before they can begin with the graduation procedures.

Article 7 Any matters not provided herein shall be handled in accordance with NTNU *Degree Conferral and Graduate Degree Exam Regulations*, NTNU *Academic Regulations*, and other relevant regulations.

Article 8 After approval by the Institute Affairs Meeting and the College of International Studies and Social Sciences Affairs Meeting, the Rules shall be submitted for review at an Academic Affairs Meeting. The same shall apply to all future amendments.