






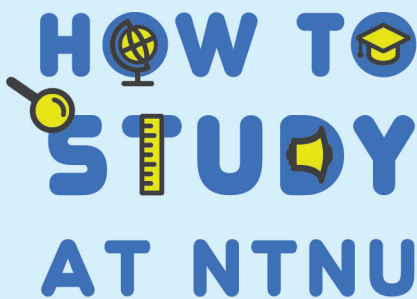


HOW TO  
  
STUDY
AT NTNU

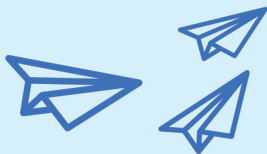
**Graduate Student
Handbook**



HOW TO
STUDY
AT NTNU



Graduate Student
Handbook



Contents

01	Enrollment	1
02	Course Selection	7
03	Grades	11
04	Opportunities with Options: English Mediated Instruction Courses	17
05	Studying Overseas	19



06

Working as a Teaching Assistant 22



07

Student Reading Group 24



08

Academic Ethics & Integrity 27



09

Graduation is Around the Corner! 29



10

Looking to the Future 31

01 Enrollment

Congratulations on your admission and welcome to NTNU!

As you prepare yourself to join us, please take a moment to familiarize yourself with the following administrative procedures.

Once you've enrolled, you'll need to register and pay tuition. First off, let's talk about paying tuition.

Paying Tuition

- Your tuition bill will not be sent by mail; students need to go online and either print out a copy of their bill or pay online with a credit card.
- Please be aware of the deadlines for tuition payment. Unpaid tuition will be treated as failure to enroll and you will be considered to have withdrawn from your studies at NTNU.



Scan QR Code to print out tuition bill or to verify previous payments

Do you need to register for military service deferment, student loans, or apply for scholarships?

Or are you a foreign student that needs to apply for a work permit or ARC?

In the above cases, you will need a certification of enrollment. There are 4 ways to get this certification.

Applying for Certification of Enrollment

Method

1

Download a Certification of Enrollment from the Administrative System Portal mobile App.

Method

2

It is now possible to print out a Certification of Enrollment and check your student status on the Students Academic Information System.

Method

3

The eCard Service Station (found outside the Registry Division on the first floor of the Heping Campus I Administration Building, or at the entrance of the General Hall on Gongguan Campus) can print out a Certification of Enrollment.

Method

4

Bring your student ID card and one photocopy to the Registry Division of the Office of Academic Affairs (NTNU Heping Campus I) or the Gongguan Branch Academic Affairs Division (Gongguan Campus) to have the copy of your student ID card stamped as a certification of enrollment.

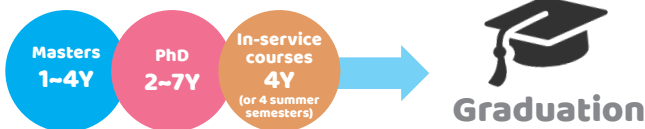
01 Enrollment

While studying for your degree, it is also possible to enroll in other part-time education or credit programs. If you want to finish an additional cross-disciplinary degree or program while enrolled at NTNU, you can consider extending your degree study period, i.e., the period of time allotted to finish your degree.

Extending Your Degree Study Period

Requirements	All courses and tests required for your degree have been completed.
Extending Degree Study Period	Apply for a year-long extension (requires approval by your department director, the college dean, and the dean of the Office of Academic Affairs). Once the additional education or credit programs have been completed within this period of extension, you can obtain your degree and diploma.

Average length of study for different programs



A suspension of your studies is not always the best strategy; before applying for a suspension, please consider the following:

Although each student is allowed to take two years off from school, we encourage you to make good use of the many administrative options available to help you finish your degree on time.

Students can apply to the Division of Student Assistance for study loans, scholarships and inquire into eligibility for tuition relief.

In accordance with Article 52, Paragraph 2 and Article 84, Paragraph 2 of the NTNU School Regulations, students who are pregnant or have a child dependent may extend their term of study by a maximum of 2 years.

Worried about tuition?

Do you first need to complete a mandatory teaching internship or military service before enrolling?

Gap Year?

The time allotted to complete your degree is almost over; however, you are pregnant or caring for a child under the age of 3. How to balance your life and academic responsibilities?

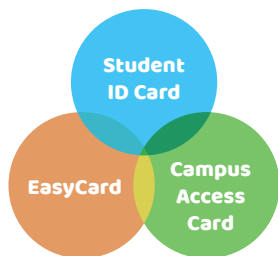
Do you need to take time off from school in order to finish writing your thesis?

Developing the direction of your thesis in advance and having regular meetings with your thesis advisor to discuss your progress is one of the keys to graduating on time.

- Many departments and graduate institutes offer new students the option to reserve their admissions spots for 1 year in cases of teaching internships or mandatory military service.
- Please note! Some departments/graduate institutes do not allow students to reserve their admissions spot. Please refer to the admission prospectus for more details.

01 Enrollment

Using Your Student ID Card



Your student ID card is much more than just an ID. With it, you can ride public transportation, make purchases, and enjoy student discounts both on and off campus!

Following the completion of a health check and the payment of tuition and miscellaneous fees, you will receive your student ID. Your student ID gives you access to various deals and discounts—both on and off campus. It is also valid within the NTU system.

Campus Access Card

Campus access, all department buildings access, dorm access (for those living in dorms), library access, library card, on-campus parking access, swimming pool and gym access, use of computer room at the Information Technology Center, etc.

EasyCard

Your EasyCard gives you student discounts on public transportation; it can also be used in convenience store purchases, renting YouBikes, or riding the MRT.

💡 With your student EasyCard, you can enjoy student travel discounts for a period of four years. If you exceed this validity period, please take your student ID to the Registry Division of the Office of Academic Affairs service window (Heping Campus I) or the Gongguan Branch Academic Affairs Division (Gongguan Campus) to apply for a 1-year extension.

Changing Your Student Information

Items	Process	
<ul style="list-style-type: none"> • Contact Address • Phone • E-mail 	<p>Can be changed online by student</p>	<p>Log into the Administrative System Portal; go to the Students Academic Information System (Student Edition)/Student Information/Personal Contact Information to make changes.</p>
<ul style="list-style-type: none"> • Residence Address 	<p>Apply at counter</p>	<p>Bring your ID Card to the Office of Academic Affairs, Registry Division's service window (Main Campus) or Joint Services Office (Gongguan Campus) where a staff member will help you.</p>
<ul style="list-style-type: none"> • Name • Birthdate • Gender 	<p>Application forms required; apply at counter</p>	<p>Please fill out a name/birthdate change application form and attach one of the following original certificates issued by Household Registration Office: Household Registration Transcript, New Household Certificate, or Name Change Record Certificate. Bring the above and a copy of your ID to the Office of Academic Affairs first floor service window (Main Campus) or Joint Services Office (Gongguan Campus) to proceed with your application.</p>



Administrative System Portal



Download the Name Change Application Form (can also be downloaded from the Office of Academic Affairs website)



NTNU mailbox service description

02 Course Selection

Do you know how to select courses?
If you are still unclear, let's take a moment
to go through the process.



Course Inquiry System,
Course Selection System

Master's and PhD students	Continuing Education Master's students	EMBA students	GF-EMBA
Maximum number of credits per semester is 18.	Maximum number of credits per academic year/ summer semester is 18.	Maximum number of credits per semester is 12.	Maximum number of credits per academic semester determined by department
The minimum number of credits is decided individually by each department or graduate institute.			

What to be aware of when selecting courses?

1. Familiarize yourself with the curriculum and graduation requirements of your department or graduate institute.
2. Use the Course Inquiry System to get an idea of what courses are available.
3. During the course selection period, select the courses you would like to enroll in.



Use course codes to speed up the course selection process

Can Master's students take PhD classes?

During the add/drop course selection period, Master's students may select PhD courses; however, in cases where the professor of the class or the course authority has additional requirements, those requirements shall govern.



Please remember that your academic advisor is available to help you with any career planning or course selection questions you might have.

If I am unable to select a course through the online system, do I have other options?

What is course selection by authorization code?

During the add/drop period if students are unable to select their desired course in the Course Selection System, they may ask the professor of the class for a course authorization code. After logging into the Course Selection System, the authorization code is then used to enroll in the course.

(授課教師留存)			(此類由教師交由學生上網選課)		
編號	授權碼	學生資料	編號	授權碼	
1	051092293	姓名: 學號: 系年班: 電話:	1	課程名稱/組別: 開課系/年/班: 通識, 授課教師: 上課時間: 本部 授權碼: 051092293	
<p>◎本授權碼不得轉讓，請於105/9/7 07:30至105/9/26 22:00上網登錄（請自行留存備查），逾期本授權碼即失效，不得以任何理由要求補登，以授權碼加選之課程不得退選。 ◎授權碼僅供該系學生使用 產生日期：2016/09/09 14:39</p>					

Lightbulb icon: The authorization code is non-transferable. Classes that have been added through an authorization code may not be dropped during the add/drop period; students may only withdraw from the class mid-semester.

Can I enroll in classes offered by other academic programs?



Cross Registration Course Selection Application Form

What restrictions are there on cross-registration?

1. Full time students looking to cross-register in a continuing education Master's program or continuing education Master's students looking to cross-register in full-time academic programs shall require the approval of their department and the department in which they wish to enroll, after which they may proceed with the add/drop course selection process. Student will be charged in accordance with the applicable tuition and payment methods. For courses with fixed fees, except in cases where regulations demand otherwise, credit fees will not be charged. For courses which are charged by course credit, credit fees are calculated in accordance with the rules of the continuing education Master's program.

02 Course Selection

2. The total class credits of cross-registered and intercollegiate courses cannot make up more than 1/3 of the total course credits required by the department or graduate institute for graduation. However, those eligible for double majors, minors, or credit courses in NTU System are exempt from this restriction.
3. A *Cross Registration Course Selection Application Form* is required

I'm unable to continue taking this class. What should I do?



NTNU Academic Calendar

What are the rules about dropping a class mid-semester?

1. Regular classes may be dropped between the 7th and 12th week of the current academic semester. The drop period for intensive courses shall follow the dates listed in the course description.
2. You are limited to dropping a total of 3 credits per academic semester in this manner. However, under special circumstances, and with the approval of the department (graduate institute) director, this restriction does not apply.

Log onto the NTNU Administrative Portal to fill out your application and to submit it for approval

Get approval from the course instructor and your department (graduate institute) director

Class successfully dropped

Can those without teacher education credentials still enroll in teacher education courses?

What are the rules for enrolling in teacher education curriculums?

Courses within teacher education curriculums are limited to those with teacher education credentials. This includes adding courses by authorization code as well. For more information on regulations governing teacher education credentials, please refer to the official webpage of the **College of Teacher Education**.

How to enroll in courses offered by the NTU system or universities outside of NTNU?

What are the rules and requirements for intercollegiate course selection?

If a course is not being offered at NTNU in the current semester, you may apply to enroll in this course in an outside university with approval of your department or graduate institute.

Courses taken in outside universities may not exceed 1/3 of the minimum number of credits required by your department or graduate institute to graduate.

How to enroll in intercollegiate courses in the NTU system (Full-time programs)?

During the course selection period, please select the courses you want from the NTNU Course Selection System; you may also ask the professor of the class for a course authorization code. For courses which are not open, if you have received permission from the instructor of the course to enroll, ask the professor to apply to the hosting university to make available a number of places in the class for students using the Course Selection System. Conversely, after receiving the course authorization code, you can go to NTNU's Curriculum Division to apply.

How to enroll in intercollegiate courses in other universities?

Please apply within the dates announced by NTNU and the university hosting the intercollegiate course. It will be necessary to turn in an intercollegiate course application form and course syllabus within the specified deadline.

For more information on course selection, please refer to the Curriculum and Course Selection webpage of the Curriculum Division, Office of Academic Affairs



03 Grades

At the end of every semester, you will receive a transcript. NTNU uses a letter grading system to offer students a chance to better understand how their work stands in relation to the goals and overall direction of the class. The grading system also helps remind students that learning about oneself and the world, not grades, is at the center of each class.

- NTNU's letter grading is a student-based, learning orientated assessment system. Grades are divided into 12 levels – from A+ through X (see the table on next page)– and reflect how successfully the student attained class learning goals. The letter grading system was adopted to help students better understand learning goals and to give professors an objective and standardized assessment criteria through which to evaluate student work.
- In 2015, all student grading (including those for degree exams) began using letter grades. However, special subjects–i.e., those chosen to be graded as pass/fail by the Academic Affairs Council–were not included in this change.
- For more rules and regulations regarding grades and grading, please refer to NTNU's *Student Grading Guidelines*.

Letter Grades, GPA and Numerical Grades Equivalency

Letter Grade	GPA	Numerical Grade
A+	4.3	95
A	4.0	87
A-	3.7	82
B+	3.3	78
B	3.0	75
B- ★ (Pass/Fail Cutoff for Graduate Students)	2.7	70
C+	2.3	68
C	2.0	65
C- (Pass/Fail Cutoff for Undergraduate Students)	1.7	60
D	1.0	55
E	0	49
X	0	0

03 Grades

Grade Definitions

A+

All goals achieved beyond expectation

A

All goals achieved

A-

All goals achieved, but needs some polish

B+

Some goals well achieved

B

Some goals adequately achieved

B-

Minimum goals achieved (Pass/Fail Cutoff)

C+

Minimum goals have not been achieved and performance has been disappointing

Are you applying for a scholarship or to a foreign university? In that case, you will need a copy of your school transcript. Here's how to get it.

Applying for a School Transcript

Get it right away!

**On-campus
coin-operated
machines**

Location and operating times of coin-operated machines :

1. In front of the NTNU Main Campus Registry Division located on the 1st floor of the Administrative Building (regular office hours)
2. NTNU Gongguan Campus General Hall 1st floor (regular office hours)
3. Main Library (library opening hours)
4. 1st floor entrance of Student Dormitory 1 (dormitory opening hours)

Pay online with credit card, WebATM, or LINE Pay and have it sent to your home

**Online
transcript
application
system**



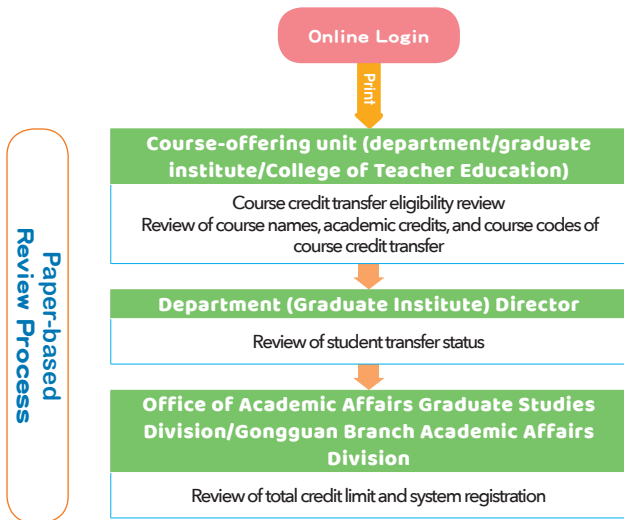
03 Grades

Maybe you have already taken classes, either at NTNU or at other universities, similar to the courses offered in your department. If so, you might be a candidate for course credit transfer.

Course Credit Transfer

Application Eligibility	<ul style="list-style-type: none">● Intercollegiate transfer students; students who has successfully retaken university entrance exams; students who have successfully reapplied to the university system.● Those who have completed any courses in a master's/ doctoral program with a grade of at least B- (or a numerical grade of 70 or above) prior to matriculation.● Those who have received credits on any courses or those who qualify for exemption from NTNU's undergraduate foundational courses.● Those who have enrolled in teacher education programs (for credit transfer in teacher education curriculums).
Application Times	<ul style="list-style-type: none">● The application period extends from the week prior to the beginning of the academic semester through the first week of the same semester. Applications will not be accepted outside this window. However, for fresh graduates, this restriction does not apply.
Application Restrictions	<ul style="list-style-type: none">● Course credit transfers shall only apply to academic credits received within 10 years from the date of the student's enrollment in NTNU.● Course credit transfers for Master's and PhD students may not exceed 2/3 of total credits required by the department (graduate institute) for graduation. Course credit transfers for continuing education students or distance learning students may not exceed 1/2 of total credits required for graduation. However, if individual departments (graduate institutes) employ more stringent qualifications, those shall apply.● Your department (graduate institute) or the College of Teacher Education may have further rules regarding course credit transfer scope and eligibility.

Course Credit Transfer Application Process



Notes for Course Credit Transfer

- After your online application is completed, please print your application form. Submit it along with the original school transcripts from the issuing school and other related documents. They will be used in a paper-based documentation review.
- If you are not a graduate of NTNU, also submit an Enrollment in Graduate School Course Authentication Application Form (please download from: Office of Academic Affairs → Academic Affairs Forms → Graduate Programs → Others Category)
- When applying for educational courses credits in course transfers, you shall be required to present academic certification of the issuing school's teacher education curriculum.



04

Opportunities with Options: English Mediated Instruction Courses

NTNU is one of the four beacon universities in Ministry of Education's "Program on Bilingual Education for Students in College". All 9 colleges of the university provide a wide selection English Mediated Instruction (EMI) courses, and students are free to sign up for these courses to better prepare themselves for an ever more globalized world. Many of NTNU's graduate institutes also offer Graduate Programs in English (GPE), where domestic and international students would learn side by side. For more information on GPEs, please refer to their respective websites or contact the relevant institutes directly.



Write Your Dissertation or Thesis in English
Publish in English to Reach a Worldwide Audience

NTNU offers many English learning support to our students:

- To prepare for a teaching position in higher education, doctoral students may sign up for teachers' professional development events and online courses.
- A cumulative maximum of NT\$5,000 of course fees may be reimbursed for each current master's and doctoral students. Only specific English learning courses offered by NTNU Extension, School of Continuing Education will qualify. For details, please contact NTNU's Foreign Language Education Division.

Opportunities with Options: English Mediated Instruction Courses

04

- Registration fees for approved standardized English proficiency tests may be fully reimbursed to current master's and doctoral students if the student achieved the proficiency level specified by the university. Each student may only apply for the reimbursement once. For details, please contact NTNU's Foreign Language Education Division.



Foreign Language
Education Division
Website

- NTNU's Center for Academic Literacy (CAL) offers unlimited and free one-on-one academic English tutoring (written and spoken). CAL also provides many useful self-learning resources online.



CAL website



CAL Facebook

- For other bilingual education information, please contact the Office of Bilingual Education (OBE).



OBE website

05 Studying Overseas

NTNU encourages all of its students to study overseas, even providing scholarships and subsidies to help make these dreams happen! Let's see what options are available.

Dual Degree Programs

As long as you meet the necessary graduation requirements, you can study for a dual degree. Options include: 1+1 Dual Master's, 1+2 Dual Masters', and 2+3 Dual PhD.

Student Exchange Programs

Paying tuition at NTNU also gives you the opportunity to study abroad, engage in international academic exchange, and experience new cultures, ideas, and lifestyles.

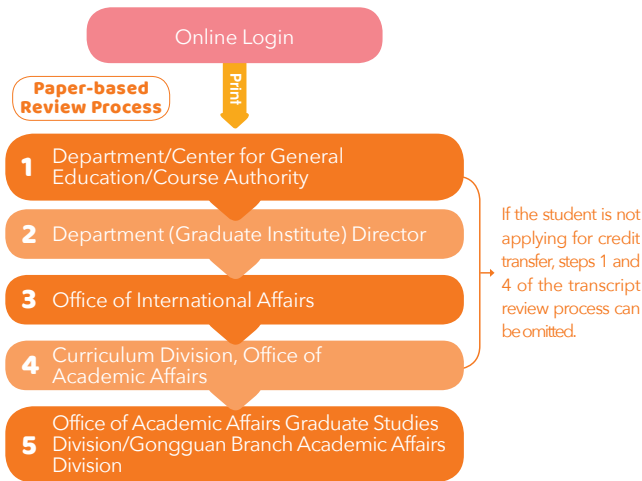
After returning from your studies abroad, don't forget to register for an overseas credit transfer! This ensures the courses you took overseas will count towards your graduation requirements.

Credit Transfer and Registration

Study Abroad Requirements	<ul style="list-style-type: none">• Students who have been approved by the university to study abroad must take at least 2 courses or 6 academic credits per academic period. Students who fail to do so will have the fact noted on their academic transcript.
Application Process	<ul style="list-style-type: none">• Following the completion of the student's overseas study, once the overseas transcript has been received by NTNU, students have 2 months to register their overseas credits and apply for credit transfer.
Required Documentation	<ul style="list-style-type: none">• Application Form• Study abroad approval letter or other prior signed documents• Academic transcript (original)• Class syllabus (including class hours)
Grade registration and conversion	<ul style="list-style-type: none">• The grades that have been entered with your overseas transcript will not be included in your average GPA for that semester or overall GPA.• A total of 18 hours of classes equals 1 academic credit.• For overseas universities that use the European Credit Transfer and Accumulation System (ECTS), 2 ECTS are equal to 1 academic credit.

05 Studying Overseas

Credit Transfer and Registration Application Process



Things to note about credit transfer:

- If students have completed all credits required for graduation, they can choose to simply **enter relevant information online** and not apply for credit transfer.
- If students fail to complete the credit transfer/registration process, or do not take the required number of hours/classes when studying overseas, a footnote will be added to their Chinese transcript stating: **the student failed to meet the minimum threshold of 2 courses or 6 credits per academic period during his/her study overseas.**
- For students who have applied for an Office of International Affairs or Ministry of Education scholarship, please ensure you follow all rules and requirements of the Office of International Affairs when entering information online to avoid any mistakes that might affect your scholarship.



06 Working as a Teaching Assistant

For those interested in teaching as a career choice, in addition to enrolling in teaching education classes, working as a Teaching Assistant (TA) can be a valuable learning experience.

The main job of a class TA is to assist the professor with his/her instruction, thereby enhancing the effectiveness of the teaching and learning environment. TA duties include assisting the professor in instruction, as well as helping with student learning. Graduate or undergraduate students looking to become a TA will find substantial, on-the-job growth in creating a learning environment beneficial for all parties.

The TA system at NTNU is based on learning and education. Through TA specific training and under a professor's individualized guidance, a TA will find opportunities to put previously studied educational theories into practice. And thanks to the TA's help, the professor's instruction can be more active, include more possibilities, and can better align with the needs of students.



06 Working as a Teaching Assistant

I would like to be a TA

Students who are interested in becoming a TA should first inquire with the course authority under which the professor is teaching. Different course authorities will have different application rules and procedures. See below for which school authority you should apply to:

1. General Education Courses, Cross-domain Courses, College Common Courses, or Cross-domain Professional Training Courses

Apply with the Center for General Education

2. NTNU Common Courses

Apply with the relevant division of the Common Core Education Committee

3. Teacher Training and Pre-service Teacher Education Courses

Apply with the College of Teacher Education

4. College Level Courses

Apply with the respective college

5. Department/Graduate Institute Courses

Apply with the department or graduate institute



As an English Mediated Instruction (EMI) Teaching Assistant (TA), you may be qualified for an additional bonus pay of NT\$8,000 (per course). Conditions for the bonus pay include completing the required EMI TA training program, meeting the monthly workhour requirements, and others as specified in the NTNU "Subsidy Principle for Teaching Assistants of EMI Courses".



For more information on becoming a TA, please refer to the [TA information page](#) on the Center for Teaching and Learning Development website

07 Student Reading Group

Education is not the filling of a vessel, but the kindling of a flame.

Educational goals in this new day and age are focused on fostering the unearthing of self-potential in learners and building an atmosphere of co-learning and sharing.



In exploring the boundless possibilities of learning, an unexpected encounter can be the beginning of a new journey. Co-learning communities are built upon the spirit of **self-learning** where students make their own leaps of understanding and formulate their own analysis of learning needs. Within the cooperative efforts of these groups, students learn to set goals, analyze resources, execute plans, and assess learning results. In order to elevate the quality and willingness of NTNU students to engage in learning and to foster a culture of reading, the NTNU Main Library fully supports groups like **the NTNU Student Reading Group and the NTNU English Reading Group**. Such groups help foster and support the development of self-directed learning along a path of intellectual and personal exploration.

For more information on these reading groups, please visit [the NTNU Main Library Reading Group homepage](#)



07 Student Reading Group

NTNU Student Reading Group

Students from any department or graduate institute can come together to form a Student Reading Group. The threshold is a minimum of five currently enrolled students, up to a maximum of 10 students. To apply, the students should, within the stated deadline, submit an application and a project proposal to the NTNU Library. **Topics for Student Reading Groups may include: the reading of the classics, panel discussions, teaching discussions, personal growth exploration, or language learning, etc.** Once applications have been accepted, a list of Student Reading Groups will be publicly announced. Student Reading Groups are also eligible for a **NT\$7000 subsidy** at the end of the semester if the group's attendance records, session minutes, and final report are turned in before a specified deadline.

NTNU English Reading Group

Currently enrolled students interested in the English Reading Group **can join by applying online** before a specified deadline. **The English Reading Group's activities are free of charge.** Students are divided into different sub-groups according to their interests. Every semester, **the English Reading Group recruits native English speakers or local students with excellent English to serve as group leaders.** Each semester will see at least 6 group sessions, **with topics and session times to be decided upon by members.** As a time of personal exchange, the English Reading Group helps participants to step outside their comfort zone and share in new cultures and ideas—all the while speaking and learning English.

Student Reading Group **07**

	Student Reading Group	English Reading Group
Application Process	At the beginning of every semester there will be an open enrollment period, usually finishing in the first two weeks of the semester.	At the beginning of every semester there will be an open enrollment period, usually finishing in the first two weeks of the semester. At the beginning of every semester, the reading group has an open recruitment of leaders and new members. The leader recruitment period is usually from the week prior to the beginning of the semester until two weeks into the semester. Membership applications are usually accepted starting two to three weeks into the semester.
Recruitment	<ul style="list-style-type: none"> • Post at NTNU Activities Square • School Posters • Notifications on the front page of the Main Library website 	
Student Eligibility	A minimum of five (up to a maximum of 10) currently enrolled students can form a group	Currently enrolled students
Duration	Fall Semester: October - December; Spring Semester: March - May	
Notes	It is recommended that at the end of every session, attendance records and session minutes should be collected and saved as they will be needed for the subsidy application process. Members of the group will participate in a workshop and a semester-end English Party.	The English Reading Group meets for one session per week (No sessions during mid-term week). Every week a different member will lead the group in a reading. The group will also participate in a semester-end English Party.

08 Academic Ethics & Integrity

What steps have to be taken before I can start writing my thesis?

Graduate Student Academic Ethics & Integrity Online Class

In an effort to foster scholars with academic integrity, starting in 2016, NTNU required all newly enrolled graduate students to pass an exam on academic ethics and integrity prior to beginning work on their thesis.

★ *Legal Reference: National Taiwan Normal University Academic Ethics and Educational Integrity Implemental Guidelines*

1. What is the definition and implication of research ethics?
2. What are one's personal responsibilities when it comes to research ethics?
3. What is improper research writing?
4. What are some writing skills of academic research?
5. What is the definition and responsibility of "authorship"?
6. What are some controversial ways to claim authorship?

Will you have the proper understanding of academic ethics when it comes time to write your thesis? Find out here.



Study Page



Online Course
Procedures

Examples of Academic Misconduct

1. Fabrication: Fabricating non-existing application/ research data or research results;
2. Falsification: Falsely altering application/research data or research results;
3. Plagiarism: Using application/research data or research results of another author without citing the source. Improper citation and “patch writing” will be considered plagiarism in serious circumstances;
4. Ghostwriting;
5. Publishing copywritten material in the public sphere without citation or permission;
6. Large quotations from one’s previously published works without proper citation;
7. Translating another’s work without citing the author of the original work;
8. Teacher qualification accreditation form or certificate of co-authorship contains untruthful statements; representative work fails to give credit to other co-authors and fails to present a certificate of co-authorship;
9. Interfering with a reviewer or the review process through requests, lobbying, bribes, threats, or other acts carried out by the reviewee him/herself, or through another actor; using illegal or improper methods to influence the thesis review process;
10. Other actions that constitute a violation of academic ethics.

 **This content has been taken from the Ministry of Education’s *Principles for the Handling of Academic Ethics Cases at Higher Education Institutions***

09 Graduation is Around the Corner!

I want to begin my thesis and prepare for my oral defense exam. In addition to meeting with my thesis advisor, what other steps can I take?

Oral Defense Exam Application

- You need to enroll in NTNU's online academic ethics and integrity course and pass its exam before starting your thesis.



Study Page

- You need to have taken all the necessary classes and credits required by your department or graduate institute.
- You need to have met the graduation conditions and foreign language proficiency standards required by your department or graduate institute.



Department/
graduate institute
foreign language
proficiency
graduation
requirements

- Attach online plagiarism detection for thesis originality report (Turnitin Similarity Report)
- Attach *Declaration of Academic Integrity* form



NTNU Main Library:
Turnitin Academic
Thesis Originality
Comparison System

Graduation Procedures



- Complete your oral defense exam in accordance with NTNU's Degree Conferral and Graduate Degree Exam Regulations



- Upload the final version of your thesis onto the NTNU Main Library's Thesis System
- **Please Note: Once your thesis is uploaded onto the library system, it cannot be changed or withdrawn.**
- **If members of the student's Examination Committee and his/her department chair, graduate institute director, or degree program head maintain the thesis to be confidential, involving patent rights, or not releasable under law, the thesis may not be submitted, or not submitted for a specified period of time following the relevant application procedures and submission of the relevant documentation.**



- Log into the NTNU **Graduate Student Service and Information Portal** to handle graduation procedures.
- Bring your student ID card to the Graduate Studies Division (Heping Campus I) or Gongguan Branch Academic Affairs Division (Gongguan Campus) to pick up your diploma.



- **Starting from the 2021 academic year, in addition to a paper diploma, graduating students will also subsequently receive a digital diploma. For further details, please check the "Graduation Affairs" section on the Office of Academic Affairs website.**

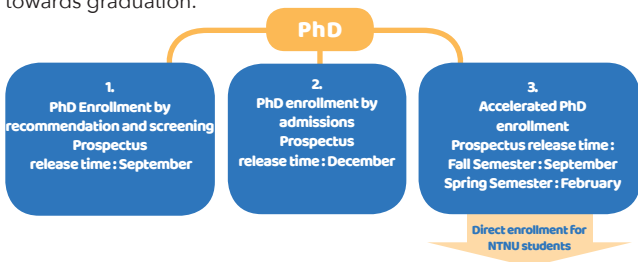


★ Graduate Early!

If you have finished all required courses and academic credits and are not enrolled in other courses in the semester in which you are defending your thesis, you may pick up your diploma in the same month in which you pass your oral defense and upload the final draft of your thesis.

10 Looking to the Future

What are the options for continuing my education at NTNU?
After graduating from a Master's program, you can continue your studies as a PhD student following admission through **a screening test or admissions test**. **Master's students** who show potential and hard work, with proper documentation and recommendation letters from their department/graduate institute faculty members, may use the accelerated PhD enrollment track to shorten time towards graduation.



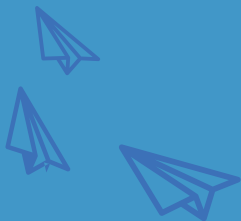
Accelerated PhD enrollment

Who is eligible?	Graduating undergraduates or Master's students with excellent academic performance that show potential for research.
Application list:	<ol style="list-style-type: none">1.Application Form2.Academic Transcript3.Two recommendation letters from faculty of the level of assistant professor or above4.Other information required by your department or graduate institute
	Students may apply to a field similar to their previous academic degree with the approval of the department, graduate institute, college, or degree program committee to which they are applying and approval from the Office of the President.



Please Note:

Accepted students will enter the PhD program in the following semester; registration and study regulations will be in accordance with those set by the PhD program.



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