

## Guidance of Master's Degree Graduation Requirements for International Students

Graduate Institute of Mechatronic Engineering (IME)

National Taipei University of Technology (NTUT)

(Approved by IME on 2016.06.27)

Students who have been granted admission to the Graduate Institute of Mechatronic Engineering (IME) are required to register for course work. Any student who fails to register during his or her stay in National Taipei University of Technology (NTUT) may jeopardize his or her visa legitimacy. In addition, the student should have a schedule of courses, approved by the thesis advisor and the IME chairperson, at the time of registration. All courses that carry graduate credits in the schedule are automatically considered to be graduate credit and affect his or her grade-point averages (GPA) accordingly. It is the student's responsibility to ensure that all steps of registration have been completed. Students should carefully refer to and follow the instructions issued by Office of Academic Affairs, and comply fully with those below.

1. All students in IME pursuing graduate degrees are expected to be enrolled full-time. The student must fulfill residence requirement at least one (1) full academic year, or two (2) consecutive semesters. With the exception of specially approved programs, work credited toward a master's degree must be ended within four (4) academic years, or eight (8) semesters.
2. Only thesis program is offered in IME. The master's degree program requires the student to complete a minimum of **thirty-two (32)** credits in course work. The credits include three (3) credits of seminar, six (6) of degree thesis, and a minimum of **twenty-three (23)** elective course work credits. Among the selective course work credits, English-taught courses offered by the departments in College of Electrical and Mechanical Engineering, College of Electrical Engineering and Computer Science or College of Engineering can be validated as IME courses, after approval from advisor and department chair. The minimum requirement for graduate credits is 70 out of 100 points, or better for courses and a research thesis.
3. The new student has to decide his or her research area and the thesis advisor as soon as possible, but no later than the third week of the first semester. Once the area of research is determined, the student is required to obtain the advisor's consent and sign-up for the thesis supervising. All full-time faculty members, including assistant, associate and full professors, either in IME or Graduate Institute of Manufacturing Technology (IMT) are eligible. The duty of the advisor includes supervisions on his or her course work, research area and progress, and the outcome publication, etc., until completion of the degree.
4. Every applicant for a master's degree is mandatory to file a formal application for the final comprehensive exam within the semester of intended graduation. Admission will be granted as all following requirements have been met:
  - (1) Counting to the end of the semester, except thesis credits, all course work credits have been successfully completed.
  - (2) The research advisory committee has been appointed.

- (3) The applicant should consult the chairperson of the advisory committee or the thesis advisor. Under the approval of the advisor or the chairperson, the draft of the thesis work has been reviewed and tentatively approved by the advisor.
  - (4) A minimum of one research paper has been published, or at least being accepted, by a technical conference or a journal. The applicant must be the first author, other than the thesis advisor.
  - (5) Other specific requirements from IME or the college concerning the applicant.
5. In case that a dispute between the student and his or her advisor exists, the chairperson of IME has the right to determine if it is appropriate to arbitrate. The final decision will be on The Research and Academia Committee of IME.
6. This document serves solely as an alternative English guidance of the Chinese version of graduation requirements. In case of conflicts between the two, the latter governs.