



International Master's Program
in International Studies
<https://impis.nccu.edu.tw/>



STUDENT HANDBOOK

WELCOME TO IMPIS
2022 FALL

Table of Contents _____

01 Message from Director

02 About IMPIS

03 Program Requirement

04 30 Credits of Courses

05 Thesis

07 | Start the Thesis

08 | Proposal Defense

09 | Final Defense

12 | After Final Defense

15 | Leave School

16 Contact

Message from Director



Cho-Hsin SU
"Director of IMPIS"

Dear all,

It is such a great pleasure that we welcome you to the International Master's Program in International Studies (IMPIS) of National Chengchi University (NCCU)!

Our Program provides professional International Relations (IR) training with a cross-disciplinary focus. The international dimension is also evident when it comes to our faculty members and students, with researchers and alumni coming from all over the world.

Here you could expect to embark on a journey of IR studies with solid curriculum, multicultural environment and a lot of fun! I look forward to sharing this new chapter of life with all of you.

Cheers,

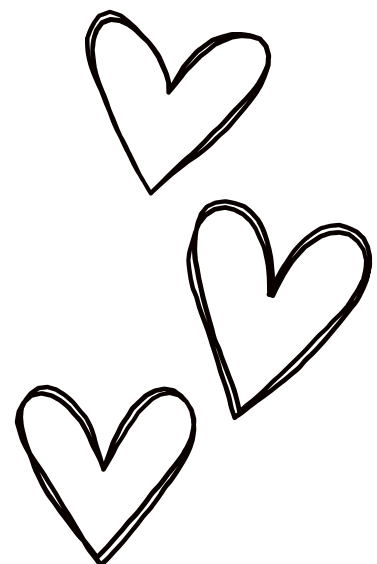
Cho-Hsin Su

Cho Hsin Su 蘇 卓 馨

About IMPIS

Welcome joining IMPIS family! IMPIS, established in August 2012, aims to bring a broad interdisciplinary focus to the understanding and study of contemporary international relations. It provides intensive learning and application of knowledge of economy, business, politics, diplomacy, and international organizations in a world of globalization.

The diversity and passion of IMPIS students and faculty members will make the study in Taiwan more productive. IMPIS receives students not only from Taiwan but also from all over the world. IMPIS is committed to creating a learning environment that is respectful and safe for all IMPIS members. We believe that such an environment is not only necessary for all members to work productively and thrive in their individual path, but is also intrinsic to the *raison d'être* of the IMPIS program – to embrace diversity in a globalized world. Therefore, we expect all students to adhere to the fundamental norms of academic life.



Program Requirement

What to do to graduate?

IMPIS requires completion of 1) a minimum of 30 credits; 2) a MA thesis for graduation. Students can fulfill all the program requirements in 2-4 years.

*NCCU Regulation**

Maximum of study years: 4 years (8 semesters)

Maximum of suspension years: 2 years (4 semesters)

Course Plan

There are two parts to the curriculum:

- Required Courses: 9 credits
- Elective Courses: 21 credits

Courses need to be **MASTER-LEVEL!** If you choose a bachelor-level course, you could still have it, but you have to pay the credit fee for it and will not be counted as your graduation credits.

There is no maximum or minimum number of credits each semester. Students can decide how to spread 30 credits out in their study years. Most of second-year students take no course in the final semester in order to focus on theses.

30 Credits of Courses

Required credits (compulsory)

9 credits

- *International Relations Theory (Fall semester)*
- *Research Methods (Fall semester)*
(But it is open in Spring semester this year)
- *International Political Economy (Spring semester)*

IMPIS would suggest that students take all required courses in the first-year so that they can be well prepared to work on the thesis in the 2nd year.

Elective credits

21 credits

You could take the master-level courses in any department at NCCU. However, only 9 out of 21 credits from NON-IMPIS courses could be counted as IMPIS graduation credits. In other words, only 9 credits from NON-IMPIS courses could be counted as graduation credits.

I.e., you have to take at least 21 credits among IMPIS-Courses (including required credits). You may also take 30 credits from IMPIS- Courses for your graduation.

★ *The definition of IMPIS-Courses*

All the courses from the College of International Affairs could be viewed as IMPIS-Courses. And courses developed by other colleges would be considered as NON-IMPIS courses.

★ *Credit fee might vary among different departments:*

https://drive.google.com/file/d/1N9pYb_UX0uMHuzxgZhSVFmZiaxLpTJF9/view?usp=sharing



★ *The list of organizations of College of International Affairs could be found here:*

<https://ocia.nccu.edu.tw/PageDoc/Detail?fid=4814&id=1983>



Thesis

Guideline

There are two defenses for your thesis:
[Proposal](#) and [Final Defenses](#).

Three golden rules for IMPIS thesis defense:

1. Proposal Defense and Final Thesis Defense should be held in **different semesters**.
2. Application for both defenses shall be done **2 WEEKS** prior to defense day.
3. One hardcopy of proposal/thesis for public exhibition in the IMPIS office shall be submitted **2 WEEKS** prior to defense day.

A Recommended Thesis Schedule

Exploring thesis topic and asking for an advisor

Semester 1 & 2

Submitting the Form of Thesis Topic and Advisor

Semester 3

Proposal Defense

Semester 3

Final Defense

Semester 4

Thesis upload & Leaving School Procedure

Within ONE MONTH after the semester you complete the final defense.

★ *Fall semester: August 1 – January 31 ; Spring semester: February 1 – July 31.*

Thesis

5 STEPS FOR THESIS

**Start
the Thesis** 01

02 **Proposal
Defense**

Final Defense 03

04 **After Final
Defense**

Leave School 05

Start the Thesis

01

Find your thesis topic and advisor. Most of students will have some ideas and have an appointment with professors of the domain to discuss it.

Normally, students find NCCU professors as their advisors because they are familiar with NCCU regulations and it is more convenient to find advisors for discussions.

Who could be your advisor? The same conditions for your committee members	
<p>現任或曾任教授、副教授、助理教授</p> <p>01 Current or former professor, associate professor or assistant professor. (accredited by the Republic of China Ministry of Education)</p>	
<p>中央研究院院士、現任或曾任中央研究院研究員、副研究員、助研究員</p> <p>02 Who has a fellowship in Academia Sinica(Taiwan)</p>	
<p>獲有博士學位，且在學術上著有成就者</p> <p>03 Own Ph.D degrees and has remarkable achievements in academia.</p>	<p>認定基準，由辦理學位授予之各系、所、院務會議或學位學程事務會議定之</p>
<p>研究領域屬於稀少性、特殊性學科或屬專業實務，且在學術或專業上著有成就</p> <p>04 The research field belongs to a rare and special discipline or professional practice, and has made achievements in academia or specialty</p>	<p>The criteria for recognition shall be determined by the departments, institutes, colleges or programs' meetings of each department or institute that handle the conferment of degrees</p>

Proposal Defense

02

Prepare documents

- ✓ Declaration Form of Thesis Topic & Advisor
iNCCU → Campus web info. portal → Academics → Graduate Student Degree Thesis Title Declaration (研究生申報論文題目)
- ✓ Application Form for Thesis Proposal Exam (for IMPIS students):
<https://impis.nccu.edu.tw/en/students01/downloads>
Please print it double-sided (one piece of paper)
- ✓ A hardcopy of your proposal with advisor's signature on the cover page
IMPIS office does not provide FREE printing service for proposal & final defense.

Committee members:

- $\frac{1}{3}$ of the committee members should be affiliated with another institution (i.e. not work in NCCU).
- Part-time professors can be considered affiliated to NCCU or other institutions.
- Retired professors are considered affiliated to other institutions.
- Please ask and discuss your committee members with your advisor.

Reserve a conference room

Check the date and time of your Proposal Defense and reserve the conference room with IMPIS Office.

PS. The date and time must be discussed with your advisor and your committee.

Submit documents to IMPIS Office

Must be done **2 weeks** before the date of your proposal defense.

Provide proposal to committee members

Whether your proposal is sent by mail (hard copy) or email should depend on your committee members' preference.

Be prepared for defense and pass it!

Final Defense

(Degree Examination)

03

Check your qualifications

1. Be enrolled/registered in the semester
2. Already declared your advisor and thesis topic (Did at proposal defense)
3. Finish the requirement of graduation including credits
4. Finish the Course of Academic Ethics and Research Integrity (Do it earlier, please don't wait until the last minute; the system renews the result monthly) [tutorial:https://ethics-s.moe.edu.tw/newuser/2/](https://ethics-s.moe.edu.tw/newuser/2/)
5. Complete the thesis and upload it to Turnitin for plagiarism.

Apply to have Degree Exam

《NCCU Requirement》

You could still write the thesis before submitting IMPIS form



Application form to have the degree examination (via iNCCU)

iNCCU → Campus web info. portal → Academics → Degree Examination Application System(學位考試申請系統)



Percentage page of Turnitin with a signature of your advisor
(Around 80-90% of your thesis)

How to use the turnitin:

Mandarin: <https://lib.video.nccu.edu.tw/p/turnitin-student9>

English: <https://lib.video.nccu.edu.tw/p/Turnitinuserguide>

Reserve a conference room

Check the date and time of your Final Defense and reserve the conference room with IMPIS Office.

PS. The date and time must be discussed with your advisor and your committee

Be prepared for defense and pass it!

Final Defense

(Degree Examination)

03

Submit documents to IMPIS Office

Must be done 2 weeks before the date of your final defense.

- ✓ Application form for Thesis Exam Notice (for IMPIS students)
<https://impis.nccu.edu.tw/en/students01/downloads>
Please print it double-sided (one piece of paper)

- ✓ A hardcopy of your final thesis with the signature of your advisor on the cover page

[IMPIS office does not provide FREE printing service for proposal & final defense.](#)

Provide thesis to committee members

Whether your thesis is sent by mail (hard copy) or email should depend on your committee members' preference.

Be prepared for defense and pass it!

Submit test score

Have director's signature for the test score and submit it to the registration office before July 31st/Jan 1st

This step will be done by IMPIS office, but the test score must be submitted before 5 pm of the deadline. Therefore, please avoid arranging your defense in the afternoon of the last day.

★ You could start the school leaving process after 3 days submitting the test score, so if you have tight schedule of receiving the diploma, returning to your country, etc., please do not go for your final defense at last minute.

Procedure of Graduate Applying to Degree Examination

(Translated from document of Registration Office, NCCU)

https://drive.google.com/file/d/13RID7_gfv5r58rXbS61MfejuG2uV3tTX/view?usp=sharing



Final Defense

(Degree Examination)

03

Notification of Defense Date

- The IMPIS office will send official invitations via email to committee members one week before the defense day.
- Students are responsible for providing thesis to committee and making sure that committee know the defense time.
- Without 2 weeks public exhibition of thesis draft in the IMPIS office, defense cannot be held.

Unable to do defense in time?

Hand in Application for Exam Withdrawal [before ORAL TEST DEADLINE indicated in NCCU academic calendar](#). Without this application, your defense will be marked 'failed', and each student can apply for final defense only twice.

A final defense would be failed if...

- the majority of the committee vetoes (e.g. 2/3 of committee members)
- the average score of thesis graded by the committee is lower than 70

Students who fail in the thesis exam can resubmit applications and retake defense the next semester. However, students who fail again will not receive the diploma and will terminate their study in the program.

Changing committee members

Theoretically, committee members should be consistent with those in the proposal defense. However, members could change under the permission of the advisor. An application with your advisor's signature is required if the change is made after the application of NCCU, please contact IMPIS office.

Changing advisors

The application for changing advisor requires the signatures of former and new advisors. Please contact IMPIS office if you are sure and have confirmed with your advisors.

After Final Defense 04

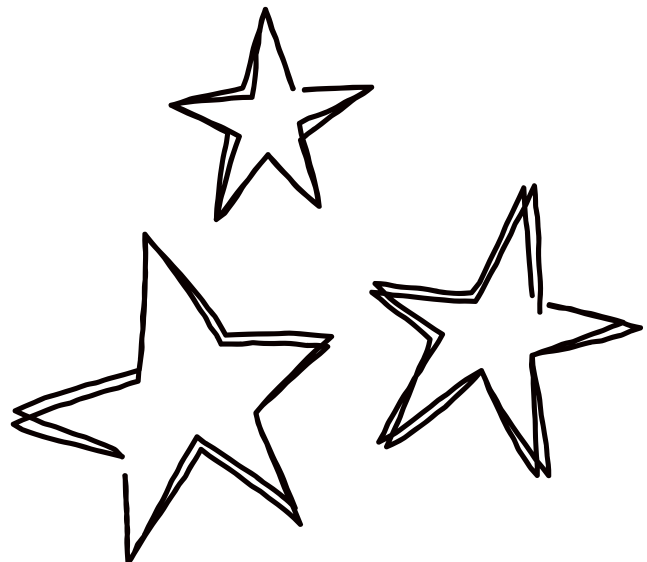
Get prepared for the leaving

1. Edit your thesis after getting advice from your committee members and check with your advisor to see if the final version of thesis is great to be printed.
2. Upload your thesis to the library system: http://thesis.lib.nccu.edu.tw/cgi-bin/g32/gswweb.cgi/ccd=HHuj_9/thesislogin?
Please upload one PDF file in the following order: cover page, acknowledgement (if you have one), abstract, list/table of content, main body of the thesis, reference, and appendix (if you have one(s))
3. Receive a version of thesis with NCCU watermark &DOI. Please download it from the system and take the file to print it out.

★ The working days depend on the demand of the service, so please upload it as soon as possible.

<https://www.lib.nccu.edu.tw/p/404-1000-288.php?Lang=en>

Please print at least 3 copies: one for IMPIS, two for library. You could print more if you want to keep one.



After Final Defense 04

What to print with the thesis? ---

A printed copy must contain:

- Title page
- Copyright License Agreement
- Signatures of thesis committee members
- Abstract
- The list of contents
- Main body of the thesis
- Bibliographies/references
- Watermark and DOI (will get this version after you upload it)

The cover must contain

- Your program
- Full title of your thesis (Mandarin and English)
- Advisor's name
- Your full name
- Year and Month when you pass the final defense

The spine must contain

- Your program
- Thesis title
- Name
- Year and Month when you pass the final defense

About the printing ---

The price and time may vary! It depends on printing stores' loading and how delicate the thesis is going to be. The following information is just one store that IMPIS office asked for. The exact price and time please ask printing stores on your own.

Paperback 平裝

PRICE

Every 100 pages NTD\$70
Cover NTD\$40

TIME

1hr to 1 working day

Hardcover 精裝

PRICE

Every 100 pages NTD\$70
Cover (with gold stamping) NTD\$1000

TIME

2 to 5 working days

Please leave enough time for uploading & printing the thesis!

After Final Defense 04

Cover Page Format

The sample of the cover page format is as following. As for the fonts, please use "Time New Roman" for English, "標楷體Biaukai" for Mandarin. If you need assistance with Mandarin part, please contact IMPIS office.

The year in Mandarin is the "ROC year", which is to subtract the C.E. year by 1911. For example, if the thesis is completed in 2022, then the ROC year would be 2022-1911=111.

<p>國立政治大學國際事務學院 國際研究英語碩士學位學程 (18pt) International Master's Program in International Studies College of International Affairs National Chengchi University (18pt)</p> <p>碩士論文(18pt) Master's Thesis (18pt)</p> <p>Thesis title in Chinese (20pt) Thesis title in English (16pt)</p> <p>Student: XXXXXX Advisor: XXX (18pt)</p> <p>中華民國XXX年XX月 Month, Year (18pt)</p>

Leave School

05

The last part to get the diploma! ---

- ✓ Passing the final defense, and leave the school within one month after the semester

If you finish your final defense before July 31st (Spring Semester), you have to complete the leaving school procedure before Sep 1st.

If you finish your final defense before January 31st (Fall Semester), you have to complete the leaving school procedure before March 1st.

- ✓ Updating your personal information (make sure they are correct)

iNCCU→Campus web info. portal →General Info→Student Personal Profile

- ✓ Leave-School Procedure Form

iNCCU→Campus web info. portal →Academics→Graduation Procedure Checklist(畢業離校檢核)

- ✓ Coming to the campus and go through the Leave-School inspection

Please print out the Leave-School Procedure Form and hand in three copies of your thesis. Also, please prepare your student ID card and ARC. Normally could be done in one day if you prepare everything!

- 1.Find your advisor for first space to sign on the leave-school procedure form.
- 2.Bring one copy of the thesis and the leave-school procedure form to IMPIS office to get a stamp.

- ✓ Getting your certificate of graduation!

Congratulations!

You have completed your Master Programme!

Contact Info

Ways to contact the office

- Office:
General Building North Wing 11F, Room 271105
- Email: impis@nccu.edu.tw
- Website: <https://impis.nccu.edu.tw/?locale=en>
- Facebook Fanpage:
<https://www.facebook.com/profile.php?id=100064789326440>
- Official LINE: @791fhhog



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