



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



STUDENT HANDBOOK

IMPIS 2023 Fall

Table of Contents

- **Message from Director** p.3
- **About IMPIS** p.4
- **Program Requirement** p.5
 - 1. Courses ----- p.6
 - 2.Thesis ----- p.7
- **Contact** p.17

Message from Director



Chia-Yi Lee

DIRECTOR OF IMPIS

Dear all,

Welcome to the International Master's Program of International Studies (IMPIS) at National Chengchi University! In this fully English-taught program, we provide an integrative set of courses that help students understand the concepts, theories, issues, and practice of international relations.

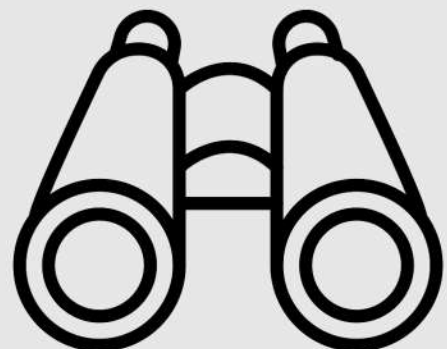
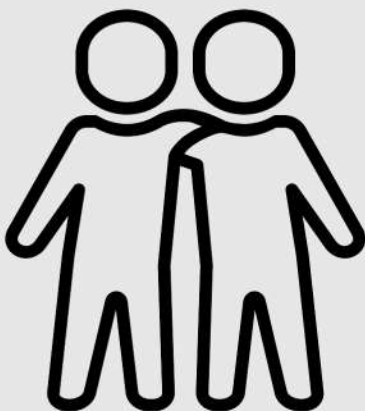
In addition to the excellent courses offered by our outstanding faculty, diversity is IMPIS' big strength, as our students are from around the world. So studying here, you will be learning cutting-edge knowledge and methodologies in a friendly, vibrant, and multicultural environment. For incoming students, I hope you will make good friends and enjoy your life in Taiwan during your two-year studies at the IMPIS!

Cheers,
Chia-yi Lee

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 are required to 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:

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)
- 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

In this category, you can take

1. those IMPIS courses labelled "Elective"
2. or non-IMPIS courses, but at most 9 credits will be counted as graduation credits.

example:

Maxim has 6 IMPIS elective credits and 15 non-IMPIS elective credits. But he can't graduate because at most only 9 of his 15 non-IMPIS credits will be counted, so he still lack 6 credits to meet the 21 elective credits.

- **All the master-level courses from the College of International Affairs could be viewed as IMPIS-Courses.**
And master-level courses developed by other colleges would be considered as NON-IMPIS courses.
- The link leads to Tuition, Miscellaneous Fee and Credit Hour Fee Inquiry system:
https://moltke.nccu.edu.tw/stuschfee_SSO/index.jsp
- The list of all departments under the College of International Affairs:
<https://ocia.nccu.edu.tw/PageDoc/Detail?fid=4814&id=1983>

Thesis

There are two defenses for your thesis: **Proposal** and **Final Defenses**.

Three golden rules for IMPIS thesis defense:

1. Final defense must be held at least **4 months** after the proposal defense.
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

5 STEPS of THESIS

1.Start the Thesis

2.Proposal Defense

3.Final Defense

4.After Final Defense

5.Leave School

1. Start the Thesis

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

- Current or former professor, associate professor or assistant professor. (accredited by the Republic of China Ministry of Education)
- Who has a fellowship in Academia Sinica (Taiwan)
- Own Ph.D degrees and has remarkable achievements in academia.
- The research field belongs to a rare and special discipline or professional practice, and has made achievements in academia or specialty

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.

2.Proposal Defense

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/PageDoc/Detail?fid=11625&id=20233>

Please print your paper double-sided.

A hardcopy of your proposal with advisor's signature on the cover page

IMPIS office **does not** provide free printing service for proposal and final drafts

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.

(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 post (hard copy) or email should depend on your committee members' preference.

3. Final Defense

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)
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

3. Final Defense

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/PageDoc/Detail?fid=11625&id=20233>

Please print your paper **double-sided**

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 post (hard copy) or email should depend on your committee members' preference.

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 3 days after 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://impis.nccu.edu.tw/eng/upload/68/doc/22384/Procedure%20of%20Graduate%20Applying%20to%20Degree%20Examination%20\(1\).pdf](https://impis.nccu.edu.tw/eng/upload/68/doc/22384/Procedure%20of%20Graduate%20Applying%20to%20Degree%20Examination%20(1).pdf)

3. Final Defense

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...

- 1.the majority of the committee vetoes (e.g. 2/3 of committee members)
- 2.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.

4. After Final Defense

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:

<https://thesis.lib.nccu.edu.tw/cgi-bin/gs32/gswweb.cgi/login?o=dwebmge>

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. 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.

4. After Final Defense

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 (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

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)
碩士論文(18pt) Master's Thesis (18pt)
Thesis title in Chinese (20pt) Thesis title in English (16pt)
Student: XXXXXX Advisor: XXX (18pt)
中華民國XXX年XX月 Month, Year (18pt)

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.

Please leave enough time for uploading & printing the thesis!

5. Leave School

The last part to get the diploma!

1. Passing the final defense, and leave the school within one month after the semester

2. Updating your personal information (make sure they are correct)
iNCCU → Campus web info. portal → General Info → Student Personal Profile

3. Leave-School Procedure Form

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

4. Coming to the campus and go through the Leave-School inspection

5. Getting your certificate of graduation!

Congratulations!

You have completed your Master Programme!

Contact Info

When you need to contact the office

- Location
General Building North Wing 11F, Room 271105
- Email
impis@nccu.edu.tw
- Tel
(02) 29393091 #51112
- Website:
[https://impis.nccu.edu.tw/? locale=en](https://impis.nccu.edu.tw/?locale=en)
- Official LINE:
@791fhhog



INTERNATIONAL MASTER' S PROGRAM IN INTERNATIONAL STUDIES
COLLEGE OF INTERNATIONAL AFFAIRS, NCCU
64, SEC. 2, ZHI-NAN RD., WENSHAN, TAIPEI 116, TAIWAN, REPUBLIC OF CHINA
TEL. +886 2 2939 3091 EXT. 51112 FAX. +886 2 2938 7886 E-MAIL: IMPIS@NCCU.EDU.TW