**National Chung Hsing University Department of Mechanical Engineering**

**Regulations for In-Service Master’s Program**

Approved by the Department Affairs Meeting on March 28, 2001

Amended by the Department Affairs Meeting on November 21, 2001

Amended by the Department Affairs Meeting on February 23, 2021

Amended by the Department Affairs Meeting on March 31, 2021 (Article 2)

Amended by the Department Affairs Meeting on August 3, 2021 (Articles 2, 3, 4, 5)

Approved by the Department Affairs Meeting on October 26, 2022 (Article 3 deleted, Articles 4 and Attachment 1 amended)

1. **Basis**

These regulations are formulated in accordance with the “NCHU Guidelines for In-service Master's Programs,” “The NCHU Student Study Regulation,” and the “NCHU Master's Program Regulations.”

1. **Degree Requirements**

Students in the In-Service Master’s Program (hereinafter referred to as "the Program") must complete the following:

1. 24 credits of professional courses.
2. 0 credit required course (Seminar).
3. 6 credits for the Master's Thesis.

Students must have their 24 credits of professional courses approved by their academic advisor or the department chair. At least 18 of these credits must be from courses offered by the Department.

1. **Selection of Academic Advisor**

Students must select an academic advisor by the end of their first academic year. Students who fail to select an advisor within the specified period must submit a written report to the Academic Committee at the end of each semester.

1. **Enrollment in Thesis Credits**

Thesis credits may only be taken starting from the semester following the completion of 24 credits of professional courses. However, with the academic advisor's approval, students may begin enrolling in thesis credits in the same semester they complete 18 credits of professional courses.

1. **Duration of Study**

The duration of study for students in the Program shall comply with the provisions specified in the "Guidelines for Operating In-Service Master's Programs in Graduate Institutes (Departments)" of National Chung Hsing University.

1. **Additional Provisions**

All matters not covered by these regulations shall be handled in accordance with the relevant provisions of the NCHU's Academic Affairs Regulations.

1. **Implementation and Revision**

These regulations shall be implemented upon approval by the Department Affairs Meeting. The same procedure applies to any subsequent amendments.

Note: The 0-credit required course (Seminar) applies to students admitted from the 111th academic year onward.

**Annex 1**

 Executive Master Program in Mechanical Engineering, National Chung Hsing University

**於期限內未選定指導教授之學生，需於每學期末向學術委員會書面報告。**

**Students who have not selected an advisor by the deadline are required to submit a written report to the Academic Committee at the end of each semester.**

書面報告/Written Report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student ID |  | Name |  | Grade |  |
| 1.敘明找指導教授歷程Describe the process of finding an advisor:2.未能選定指導教授原因 Reasons for not being able to select an advisor :Signature: Date: (YYYY/MM/DD)  |