

# **Regulations Governing the International Program on Urban Governance (IPUG), International College of Sustainability Innovations at National Taipei University**

*Approved in the 2<sup>nd</sup> Meeting of the IPUG Committee in the 2011 academic year.*

*The amendments to Articles 3, 4, 7, 8, and 9 were approved in the 1<sup>st</sup> Meeting of the IPUG Committee in the 2013 academic year.*

*The amendment to Article 7 was approved in the 2<sup>nd</sup> Meeting of the IPUG Committee in the 2013 academic year.*

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*The amendment to Article 7 was approved in the 4<sup>th</sup> Meeting of the IPUG Committee in the 2017 academic year.*

*The amendment to Article 5 was approved in the 1<sup>st</sup> Meeting of the IPUG Committee in the 2019 academic year.*

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*The amendment to Article 4 and 6 were approved in the 1<sup>st</sup> Meeting of the IPUG Committee in the 2021 academic year*

*The amendment to Article 5 were approved in the 1<sup>st</sup> Meeting of the IPUG Committee in the 2023 academic year*

*The amendment to Article 7 were approved in the 4<sup>th</sup> Meeting of the IPUG Committee in the 2025 academic year*

## **Article 1 Eligibility for admission and the maximum length of study**

### **(1) Eligibility for admission**

Admission to the International Program on Urban Governance (hereinafter “IPUG Program”) at National Taipei University (hereinafter “NTPU”) is granted only to applicants who meet all the eligibility requirements. The program’s admission criteria and related details shall be specified separately.

- (2) The duration of study in the IPUG Program is at least two years. In principle, students are forbidden from taking full-time jobs while enrolled in the IPUG Program. If special circumstances apply where a student needs to take a full-time job, that student shall apply to the office of the IPUG Program for permission within one month after the commencement of employment. The office will submit the application for the IPUG Program Committee’s approval. The duration of study in the IPUG Program for a student who has obtained permission to keep a full-time job is, in principle, at least three years, and his/her academic advisor and thesis advisor must be informed of said employment.

## **Article 2 Credits and course selection**

- (1) To graduate from the IPUG Program, each student must complete at least 28 credits of courses, pass the oral examination for his/her Master’s degree and submit his/her thesis to the IPUG Program.
- (2) Students who take courses at departments (institutes) outside of the IPUG must acquire

permission from his/her academic advisor or thesis advisor, and submit the course selection list with the academic advisor or thesis advisor's signature to the IPUG. The credits of the course can be counted toward graduation credits, but this is limited to three credits total.

### Article 3 Academic advisor

- (1) Each graduate student should, within one month after his/her enrollment, courteously request an IPUG faculty member to act as his/her academic advisor. If the student is unable to find an academic advisor during the specified period, his/her mentor for the IPUG shall act as the academic advisor.
- (2) The academic advisor will give instructions with regard to learning, course selection and research projects under the IPUG Program until his/her student chooses a thesis advisor.

### Article 4 Thesis advisor

- (1) Each graduate student should, before the end of the first academic year after his/her enrollment, determine a thesis advisor with the consent of the Director of the IPUG. In principle, the thesis advisor should be a full-time or part-time faculty member of the university. The student should, in the meantime, submit the letter of agreement from the thesis advisor. If a student wishes to invite a thesis advisor from other universities, he/she should provide the reasons and obtain the agreement of the Director of the IPUG.
- (2) To replace a thesis advisor, a student shall submit an application to the IPUG Program and do so after obtaining permission from the IPUG Program Committee.

### Article 5 Thesis Format

The format of the thesis must be approved by the thesis advisor and shall follow the guidelines below:

- (1) Traditional Research Thesis.
- (2) For research topics related to professional practice, with the advisor's approval, the master's thesis may be substituted with a creative work or proof of achievement, accompanied by a written report, technical report, or professional practice report. The standard of such a submission must be equivalent to that of a traditional master's thesis. The submitted materials should include:
  - Creative Work or Proof of Achievement: This may include documentaries, performances, design competitions, industry-academic collaborations, technology applications, or derivative/improvement projects.
  - Written Report, Technical Report, or Professional Practice Report: This should clearly explain the professional practice outcome, including conceptual foundations, case descriptions, theoretical basis, methodological interpretation and analysis, contributions of the work, or other derivative achievements.

### Article 6 Masters Examination Committee

- (1) Students taking the IPUG Program should apply for the convening of a Masters Examination Committee one month prior to the examination for a Master's degree.
- (2) Each oral examination committee comprises 3 to 5 members recommended by the thesis advisor. One of the committee members who did not serve as the thesis advisor will be appointed the convener and chairperson, hired by the NTPU president at the Director's request.

#### Article 7 Master's Degree Examination

- (1) Prior to the master's degree examination, graduate students shall present a proposal defense based on their thesis outline. Only after passing the proposal defense may they apply for the master's degree examination. The proposal defense must be held at least three months before the master's degree examination. A complete research proposal shall be submitted with the advisor's approval. The proposal defense committee shall consist of three to five members, recommended by the advisor.
- (2) Before applying for the degree examination, graduate students must conduct a thesis originality check using plagiarism detection software approved by the University, excluding sections such as the introduction, references, table of contents, index, appendices, and annexes. The acceptable similarity threshold is set at 20% or below (inclusive). The similarity report, with the aforementioned sections excluded, shall be submitted to the program administrator and the advisor. Only after the advisor has reviewed and confirmed the originality of the thesis may the student apply for the degree examination. After passing the thesis defense and prior to uploading the final thesis to the National Digital Library of Theses and Dissertations system, students must submit a final originality check report for review and approval by the advisor before completing the graduation clearance procedures.

#### Article 8 Submitting the Master's thesis for graduation

- (1) The master's degree thesis should be prepared according to the format required by the IPUG.
- (2) To complete the graduation process, the graduate student should submit to the office of the IPUG five hard copies of his or her master's degree thesis in green-colored covers, as well as one in the form of an electronic file. The student should, in the meantime, authorize the IPUG to publicize the abstract of the thesis on its website.

#### Article 9 Implementation details not specified in the Regulations shall be based on NTPU's requirements.

#### Article 10 The Regulations will be implemented after approval by the IPUG Program Committee. Amendments shall be approved in the same fashion.