

# Working Guidelines for the Pre-Master's Program of the Department of Physics, National Taiwan Normal University

Approved at the 2nd department meeting in the Academic Year 1997 on January 18, 2008  
Amended and approved at the 2nd department meeting in the Academic Year 2006 on January 6, 2017  
Amended and approved at the 4th department meeting in the Academic Year 2008 on June 11, 2019

1. These regulations are stipulated in accordance with the regulations for the Pre-Master's Program in National Taiwan Normal University (hereafter referred to as the University).
2. Undergraduate students of the university in their freshman or senior year who have exceptionally outstanding academic achievement and possess research potential can apply for the Pre-Master's Program of the department. Applicants should follow the application procedures of the department. Once considered qualified by the committee convened by the department chair, the applications will be officially submitted by the chair for further approval from the dean, vice president and the president of the University, and filed by the office of academic affairs.
3. The standard for "exceptionally outstanding academic achievement" and "research potential" in the previous paragraph:
  - (1) Undergraduate students whose academic performances rank within top 50% in class, having finished all requirement credits of the freshmen and sophomore years.
  - (2) The applicant's master program proposal is considered promising.
4. Application quota: No more than 40% of the department's master admission quota of the following academic year approved by the Ministry of Education.
5. Application time and procedures:
  - (1) Application date: In accordance with the University's announcement for the Pre-Master's Program screening schedule.
  - (2) Procedures: Applicants must fill out and provide the following documents:
    - I. Application form
    - II. A copy of the full undergraduate academic transcript, with certified ranking and the number of students in class.
    - III. Other relevant information that is beneficial to the review may also be provided.
    - IV. Applicants from related institutes must also submit the consent letter from the original institute.
    - V. A recommendation letter from the professor or advisor/instructor.
6. Junior and senior students who have the qualification of "Pre-Master's Program"

can choose to take the courses from the master's program. The elective master courses in each semester are not limited by the number of credits stipulated by the school.

7. "Pre-Master's students" must still obtain a bachelor's degree before the expiry (inclusive) of the study period stipulated by the university's academic rules, and take the screening examination of the master's program or the general entrance examination for the admission, and only after the admission can officially obtain the qualification of the master's program of the university.
8. After a "pre-master's student" officially becomes a graduate student in the department, he/she can apply for credits for all the master's courses taken in the bachelor's program. However, for the combined courses for graduate and bachelor that have been included in the graduation credits of the bachelor's degree, no further credits can be applied for. Additional courses are required to make up the required credits.
9. Key points of the audition work: The audition committee is convened by the dean of the department. The audition committee will evaluate each applicant based on their academic performance, research potential, and recommendation letters from their supervisors or subject advisors. The average score of 75 points or more is considered qualified (out of 100 points).
10. Items not stipulated in these Working Guidelines shall be handled in accordance with relevant laws and regulations.
11. After this Working Guidelines has been approved by the departmental affairs meeting, it will be sent to the Office of Academic Affairs for future reference and implemented, and the same applies to revisions.