

# **National Taiwan Normal University Department of Earth Sciences**

## **Enforcement Rules for Pre-Master's Student Admission**

### **by Recommendation and Screening**

Amended and passed during the 4th Departmental Affairs Meeting of the 2007 Academic Year  
(March 25th, 2008)

Amended and passed during the 8th Departmental Affairs Meeting of the 2016 Academic Year  
on June 13th, 2017

I. The current Enforcement Rules (hereinafter referred to as the Rules) is based on the "National Taiwan Normal University Pre-Master's Studies Regulations".

II. Qualification: The applicant must be an NTNU student who is a sophomore or above. The applicant also must meet the following requirements.

- 1) Completed all required courses for Department of Earth Sciences (DES) freshmen and sophomore students
- 2) Academic performance must be at the top 50% of the class the applicant is admitted to. In addition, applicants must attain an average score of 75 or more for their DES freshmen and sophomore year required courses.

III. Application Period and Method:

- 1) Date: Applications may be submitted from July 1st to July 15th every year
- 2) Method: Applicants must complete and submit the following documents:
  - i. An Application Form
  - ii. One copy of University Transcript (including class ranking)
  - iii. Applicants from relevant departments must also submit a Permission Letter from the department they are enrolled in.

IV. Recommendation Admissions: The department chair will call and form a "Committee for Admission by Recommendation and Screening" (CARS) to admit students by recommendation and screening. The committee members of CARS shall screen applicants based on their qualification and grades. The list of approved "Pre-Master's Students" will be submitted to the Office of Academic Affairs for course selection processing.

V. Quota: The maximum number of admission shall be limited to 40% of the DES master's students quota approved by the Ministry of Education for the following academic year. DES reserves the right to adjust the number of students to be admitted based on application reviews.

VI. Junior and senior students who are "pre-master's students" may enroll in master's level courses offered by DES. The credits of these master's level courses may be excluded from the calculation of credit limits set by the university.

VII. "Pre-Master's students" are still required to graduate and earn their bachelor's degree within the timeframe set by the NTNU School Regulations. Pre-Master's students are also required to apply for admission through the NTNU Master's Admissions by Recommendation Admission or Entrance Exam admission. Students will be formally granted master's student status only if they have been admitted.

VIII. Once "pre-master's students" have formally become DES's master's students, all master's level courses the students have taken during their undergraduate studies may be counted towards their master's degree, with the only exceptions being undergraduate/master's level credits that have been counted towards their undergraduate degrees. In such instances, other courses should be taken to make up for any shortfall of master's level credits.

IX. Other matters not covered herein shall be governed by relevant regulations.

X. The current Rules shall be implemented upon passage at a Departmental Affairs Meeting and submission to the Office of Academic Affairs. The same shall apply to all of its subsequent amendments.