

National Pingtung University of Science and Technology
Department of Tropical Agriculture and International Cooperation

Regulations for Applying to the Pre-Master Program

Passed by DTAIC Faculty Meeting dated 21st April, 2014

Passed by DTAIC Faculty Meeting dated 8th January, 2015

Modified 8th January, 2015

Modified 6th May, 2015

Modified 23rd May, 2016

Modified 14th May, 2019

1. In order to select the department's outstanding undergraduate students to become the department's future graduate students (hereinafter referred to as pre-master students) these regulations were established.
2. Undergraduate students who have completed five semesters in their respective departments, completed more than 50% of the required total graduating credits, maintained a behavior score of 80% or more per semester and who complete the application form and submit it along with the relevant documents within the specified time are eligible to apply for the pre-master program.
 - Two application periods :
 - i. Second Semester – For students in their Junior Year or students who passed the second master's degree entrance exam, and who complete the registration process.
 - ii. First Semester – For students in their Senior Year or students who passed first master's degree entrance exam, and who complete the registration process and pass the document review selection process.
 - Students can only apply for one Pre-master program. If they violate the regulations, all submissions will be cancelled.
3. The department established the “Department of Tropical Agriculture and International Cooperation Pre-Master Program selection committee” which will include the department chair (as the main convener), plus 2 to 5 other committee members.
4. Required documents:
 - One recommendation letter (from an assistant professor or higher)
 - Autobiography (500 words, including research proposal and goal)
 - Academic transcript of all semesters (indicating rank in class)
 - Academic works (special project report, research proposal, award records and any other relevant documents)
5. Selection method:
 - Document review (50%)
 - Interview (50%)
6. If you qualify as a pre-master student but you fail to meet the undergraduate requirements for graduation, your pre-master qualification will be cancelled.

7. Qualified pre-master students who have graduated from the undergraduate program and who have been admitted into the master's program can transfer a maximum of 2/3 credits (excluding master thesis) to the Master degree. Credits from graduate (master) courses that have been counted in the undergraduate program for graduation cannot be transferred.
8. Being qualified for the pre-master program does not guarantee you admission and scholarship. Therefore, applicants are responsible of all the burden and expenses during application or when applying for any scholarship.
9. Based on administrative procedures, these regulations must first be approved by the department's meeting, followed by approval from the university president and then by the Office of Academic Affairs before they can be implemented. The same applies to the amendment. Other unspecified matters should be handled in accordance with the relevant university and Ministry of Education (MOE) regulations.