

International Degree Program in Climate Change and Sustainable Development, Regulations for practical track

2021.03.30 Passed by academic committee

2021.04.07 Passed by program meeting

Article 1 Purpose

This regulation aims to encourage graduate students to engage in cases related to climate change and sustainable development, cultivate their ability to find and solve problems, and complete a masters program in the practical track.

Article 2 Professional Internship Committee

This committee is designed to help IPCS students complete a masters degree on the practical track. The committee members are the same as the academic committee members. The professional internship committee is in will:

- 1 Address student needs
- 2 Accept and assess institutions for internships
- 3 Determine if students are eligible for the practical track
- 4 Review and assess professional course requirements
- 5 Assist in the establishment of two courses: Internship I and Internship II
- 6 Help students find advisors
- 7 Any other related matters

Article 3 Qualifications and rules

- 1 Master students must first complete the required course(s) before applying for a professional internship. Required courses for each academic year would be announced at the beginning of the academic year after being reviewed by the committee.
- 2 After completing the required course(s) for the professional internship, students should complete the application and submit it to the committee (Attachment 1). The application will be evaluated and the student will receive written notice.
- 3 If the application is approved, the student can enroll in Internship I and Internship II; if it is rejected, the student will not be permitted to apply again until the beginning of the next semester.

Article 4 Required courses for the practical track

In addition to the course requirements of the IPCS program, graduate students must complete at least 8 credits of professional courses, and Internship I and Internship II (both are 0 credit). The list of professional courses and designated courses for each academic year will be announced at the beginning of the school year.

Article 5 Internship agency

While enrolled in Internship I and Internship II, graduate students should intern at an organization or agency that is recognized by the committee. The standards of qualification are as follows:

- 1 An agency or organization which is engaging in climate change and sustainable development business and is approved by the committee.
- 2 An agency or organization that has sufficient manpower to supervise the internship.

The list of agencies and organizations recognized by the committee will be announced at the beginning of each academic year. Application to the committee for a new organization or agency is permitted (See attachment 2 for application). The internship will be available after approval from the committee.

Article 6 Practical track master's degree assessment process

Graduate students should take M.S. thesis at the final semester.

- 1 Graduate students who are currently enrolled in or have completed Internship II are able to apply for master's thesis oral examination after receiving advisor's permission.
- 2 Graduate students should submit the master's practice thesis after the oral examination. The required format of the thesis can be found in Attachment 3.
- 3 The procedural processes of the master's practical track thesis are identical to those of the master's academic thesis.

Article 7 Attachments

These regulations will officially be implemented after committee approval at the program meeting.

(Attachment 1)

Application for practical track, IPCS

Deadline: The first week of each semester

Student ID :	Name :	Date :
Phone number :	E-mail :	
Required professional courses	(1) _____ , Credits : ____ ; Semester : _____	
	(2) _____ , Credits : ____ ; Semester : _____	
	(3) _____ , Credits : ____ ; Semester : _____	
	(4) _____ , Credits : ____ ; Semester : _____	
Agencies and organizations student intend to intern at	(1) _____	
	(2) _____	
Comments of professional internship committee	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree, reasons:	

Notes: This application requires additional attachments:

1. Plan of professional internship
2. Grades (including undergraduate/previous degree transcripts)

(Attachment 1)

Abstract of internship program (Chinese)

(Attachment 1)

Abstract of internship program (English)

(Internship program)

(Attachment 1)

1. Please provide background information for the internship program. Elaborate on the following elements: problem or question to be solved, importance, expected influence, **relevant background and current status of research topic at home and abroad**, and significant relevant references.

(Attachment 1)

2. Please discuss your research method, progress and schedule.
Include the following elements: 1. Expected research methods for this project 2. Expected difficulties and solutions.

(Attachment 1)

3. Expected internship duties and work results. Please explain: 1.
Expected internship projects and tasks 2. Gantt Chart.

(Attachment 1)

Expected progress (Gantt Chart)												
projects	Year month	1st month	2nd month	3 rd month								Annotations
Estimated progress (%)	10	20	30	40	50	60	70	80	90	100		
Scheduled evaluations / checkpoints	Mid-term: 1. Final: 1.											

(Attachment 1)

4. Expected results and other application materials

(Attachment 1)

- Previous Transcripts (Graduate and undergraduate)

(Attachment 2)

Applications for new internship agency or organization, IPCS

Student ID :	Name :	Date :
Phone number :	E-mail :	
Name of Agency/ Organization		
Agency introduction and reasons for applying		
Contact information of the agency or organization	(Contacts) : (Job Title) : (Number) : (email) :	Signature of the agency/ organizational

(Attachment 2)

Signature of advisor		Result	<input type="checkbox"/> Accept <input type="checkbox"/> Reject, reasons:
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(Attachment 3)

Template of expected format for master's practical thesis

- 1 This template is for students engaging in the practical thesis track. It will allow students to properly present the results of their internships, and equip students with required knowledge and skills to meet the writing requirements of the IPCS master's thesis.
- 2 Orders
 - 2.1 Cover
 - 2.2 Thesis oral examination committee approval letter
 - 2.3 Internship process description (see the attachment)
 - 2.4 Preface
 - 2.5 Chinese abstract and 5 to 7 keywords
 - 2.6 English abstract and 5 to 7 keywords
 - 2.7 Content
 - 2.8 Figure catalog
 - 2.9 Column catalog
 - 2.10 Body of the paper
 - 2.11 Reference
 - 2.12 Appendix
 - 2.13 Back cover
- 3 Except for 2.3 and 2.9, the format of the IPCS practical track master's thesis is identical to the master's and doctor's thesis of National Taiwan University in other professional master's thesis.
- 4 The suggested order of the body of the paper is as follows:
 - 4.1 Introduction
 - 4.2 Literature review (Or other research methods, such as report collection etc)
 - 4.3 Results and discussions
 - 4.4 Conclusion and suggestions
 - 4.5 Internship achievement self-assessment
- 5 Additional chapters in the body of paper can be added, but all of the above elements must be included. Permission is required if the student has a special request.
- 6 The body of the paper (including figures) is suggested to be over 50 pages.
- 7 The reference format of the master's degree practical thesis will be implemented after being approved by the committee meeting, and it will be updated if revised.

(Attachment 3)

Internship process description, IPCS

This thesis is written by me, _____, a graduate student studying in the International Master's Degree Program in Climate Change and Sustainable Development. I took an internship at the following agency, and below are the results of internships. The agencies I interned at and topics of each stage of internship are as follows:

	Agency	Topic
Stage 1 internship		
Stage 2 internship		