

**Ming Chuan University Study Requirements for Risk
Management and Insurance Department**
Regulations for work-experience graduate students

Passed at the Academic Affairs Committee Meeting on June 3, 2010

1. The main purpose of these regulations is to encourage students to truly cultivate their virtue and characters, and to acquire knowledge from what they study at university.
2. Before selecting classes for their first semester of study, new students should get the approval of their class advisor and department director; experienced students who have the approval of their advisor and department director are allowed to proceed with course selection.
3. According to legal regulations, it is necessary for graduate students who have completed pre-study courses and such credits recorded, to obtain the permission of the department director to waive credits (maximum of 1/3 of total required credits, excluding master's thesis). Credit waivers must be applied for within the first two weeks of the first semester. Late applications are not accepted.
4. Graduate students must apply to select their academic advisors for thesis within the first year of study. After approval, unless there are some significant reasons approved by the original advisor and director, students are not allowed to change advisors.
5. Academic advisors should be a full-time faculty in this department. For special thesis research topics, the department director engages another university's faculty member as a thesis advisor, but at least one full-time faculty member of the department must co-advise the research. The faculty is limited to advise maximum of 3 students per semester year
6. Work-experience master's students must complete 37 credits for graduation (including required, elective subjects and thesis, excluding prerequisites).
7. Master's students must earn at least 18 credits before making their thesis proposal (excluding prerequisite courses).
8. Master's students must earn at least 24 credits before submitting their thesis draft for review (excluding prerequisite courses).
9. Master's students need to take at least 3 credits per semester (excluding prerequisite courses). Those who have already completed the two years of normal study are not restricted.
10. The master's degree exam committee will be composed of 3 to 5 people, with 1/3 or more of committee members from other schools. The department director recommends exam committee members for the president's approval prior to the oral exam. The student's academic advisor cannot be on the committee.

11. Graduate students should refer to the "Master's Thesis Writing Guidelines" when writing.
12. Other matters not specified in these regulations will be handled in accordance with relevant school regulations.
13. These regulations were approved by the department affairs committee, school affairs committee and university Academic Affairs committee and are implemented after informing the university authorities. Amendments must be handled accordingly.

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