

International Master's Program in International Communication Studies, NCCU

Graduate Student Handbook

2014/9/12

Welcome!

Student: _____

IMICS Orientation 2014 迎新流程表

Date: Friday Sep. 12, 2014

Time: 12:10 – 2:00pm

Venue: Creative Lab, Art Center, NCCU 政大創意實驗室 藝文中心 3 樓

Professor: Dr. Shiao-Chian Fong, Director, International Master's Program in International Communication Studies

Program Assistant: Molly Tai

Orientation Agenda

Schedule	Events	Items
12:10~12:20	Warm up	
12:20~12:30	Opening remarks by Prof. Fong	Prof. Shiao-Chian Fong, Director of IMICS
12:30~12:45	Introduce professors	Faculty members of IMICS
12:45 ~ 1:30	Get to know each other	Photo slide show Seniors sharing experience
01:30 ~ 2:00	Office announcement	Program Introduction

A.103-1 國際傳播英語碩士學程 103 學年度第一學期課表

Fall Semester 2014 Schedule of Curriculum

Course Code	Title of courses	Instructor	Credit units	Time	Classroom
461003001 Required	Communication Theories	Dr. SE-WEN SUN 孫式文老師	3	Thursday 567 14:10-17:00	310207
461900001	Seminar on Public Relations Managements: Crisis Communication	Dr. I-HUEI CHENG 鄭怡卉老師	3	Monday D56 13:10-16:00	210402
461898001	Media Practice in Everyday Life	Dr. SU-MEI WANG 王淑美老師	3	Tuesday 567 14:10-17:00	310309
461002001 Required	Research Method	Dr. TSUNG-JEN SHIH 施琮仁老師	3	Wednesday D56 13:10-16:00	310207
461941001	International Images and Global Communication	Dr. TING-YU KANG 康庭瑜老師	3	Friday D56 13:10-16:00	210403
461901001	East Asia in News	Dr. PHIL SMITH 劉飛老師	3	Wednesday 234 9:10-12:00	210404
461899001	Cross-field public relation communication and case study	Dr. CHIEN-WEN HUNG 洪千雯老師	3	Thursday 234 9:10-12:00	210402
461004001	Master's Thesis	To be assigned		To be assigned	

A.103-2 國際傳播英語碩士學程 103 學年度第二學期課表 (tentative)

Spring Semester 2015 Schedule of Curriculum

Course Code	Title of courses	Instructor	Credit units	Time	Note
461903001	Political Communication	Dr. SHIAW-CHIAN FONG 方孝謙老師	3	TBA	
461918001	Globalization and Transnationalism	Dr. SHIAW-CHIAN FONG 方孝謙老師	3	TBA	
461910001	International Organization	Dr. CHYUNG-LY LEE 李瓊莉老師	3	TBA	
461920001	Data Analysis in Communication	Dr. TSUNG-JEN SHIH 施琮仁老師	3	TBA	
461942001	Internship	Dr. TSUNG-JEN SHIH 施琮仁老師	3	TBA	
TBA	Data Collection	Dr. TSUNG-JEN SHIH 施琮仁老師	3	TBA	
TBA	strategic communication	Dr. TIEN-TSUNG LEE 李天宗老師	3	TBA	
461004001	Master's Thesis	To be assigned		To be assigned	

Table of Contents

Courses	P.2
Faculty members	P.5
Introduction	P.10
Arrival Campus	P.22
Academic Requirements & Reminders	P.24
Facilities and Offices	P.29
Fun in Taipei	P.30

Faculty members

方孝謙 Barry Shiaw-Chian Fong

Position	Professor , Director of IMICS
Research Room	905 室 Room 905, Research Building IMICS Office, Room 410 of Da-yong Building
Extension Number	67611/67427
E-MAIL	scfan@nccu.edu.tw
Degree	Ph.D. in Sociology, University of Chicago, U.S.A.
Specialties	Social Change and Globalization, Information Society Theory, Rural Enterprise Studies, Community Studies

郭貞 Cheng Kuo

Position	Professor
Research Room	Room 204 , Journalism Building
Extension Number	67424
E-MAIL	kouch@nccu.edu.tw
Degree	Ph.D. in communication, University of Michigan, U. S. A.
Specialties	Consumer Behavior, Human Communication, Internet Marketing & TV Shopping, Comparative Study of Culture Values in Advertisements

劉幼琍 Yu-li Liu

Position	Professor
Research Room	2 nd Floor, Journalism Building
Extension Number	67432
E-MAIL	yuliliu@nccu.edu.tw
Degree	Ph.D. in Telecommunications, Indiana University, U.S.A.
Specialties	Telecommunications and Broadcasting, Law and Policy, Digital Convergence, Cable TV and New Media Platforms, Media Management, Media User Behavior

黃葳威 Wei-wei Huang

Position	Professor
Extension Number	67220
E-mail	vhuang@nccu.edu.tw
Degree	Ph.D. in Radio-Television-Film, The University of Texas at Austin, U.S.A.
Specialties	Multi-cultures and Ethnic Communication, Audience Analysis and Market Evaluation, Religion and communication,

孫式文 Se-wen Sun

Position	Professor
Research Room	Room 629, Research Building
Extension Number	67149/67436
E-MAIL	telsws@nccu.edu.tw
Degree	Ph.D. in Education and Mass Communication, University of Wisconsin, Madison, U.S.A.
Specialties	Communication Theory, Metaphor, Digital Archive, Creativity, Digital Communication

陳憶寧 Katherine Chen

Position	Professor , Associate Dean of College of Communication
Research Room	Room 414 College of Communication
Extension Number	63427/67214
E-MAIL	kynchen@nccu.edu.tw
Degree	Ph.D. in Journalism, University of Texas at Austin, U.S.A.
Specialties	Political Communication, Science Communication, Public Relations

施琮仁 Tsung-Jen Shih

Position	Assistant Professor
Research Room	Room 418 College of Communication
Extension Number	67218

E-MAIL	tjshih@nccu.edu.tw
Degree	Ph.D. in Journalism and Mass Communication, University of Wisconsin-Madison, U.S.A.
Specialties	Science Communication, Public Opinion Research, Cross-Cultural Comparative Research, Interpersonal Communication, Internet and Civic Life

王淑美 Su-Mei Wang

Position	Assistant Professor
Research Room	R402, Communication College Building
Extension Number	67202
E-MAIL	sw@nccu.edu.tw
Degree	PhD in Sociology(Awarded by Lancaster University in the UK)
Specialties	consumption of media technologies in everyday life, journalism practices, media history in colonial Taiwan

鄭怡卉 I-Huei Cheng

Position	Assistant Professor
Research Room	Room 616, Research Building
Extension Number	88067
E-MAIL	icheng@nccu.edu.tw
Degree	Ph.D. in Journalism, University of Missouri, U.S.A.
Specialties	Public Relations, Health Communication, Information Processing

康庭瑜 Ting-yu Kang

Position	Assistant Professor
Research Room	Research Building 629
Extension Number	88080
E-MAIL	Tingyu.kang@gmail.com
Degree	DPhil Geography
Specialties	Transnationalism, Internet Studies, Media and globalization

劉飛 Phil Smith

Position	Full Professor
E-MAIL	philsmith.imics@gmail.com
Degree	Bachelor degree in Engineering, Erith College of Engineering, U.K.
Specialties	https://sites.google.com/site/philsmithcurriculumvitae/home

洪千雯 Chien-Wen Hung / Karen Hung

Position	Assistant Professor
E-MAIL	karen@ focusmkc.com
Degree	MBA, Adelphi University, U.S.A.
Specialties	Marketing

李天宗 Tien-Tsung Lee

Position	Associate Professor
E-MAIL	tlee@ku.edu
Degree	Ph.D. In Communication and Society, University of Oregon, Eugene, Oregon, U.S.A.
Specialties	Strategic Communication, Communication theories and research methods, Political communication, Mass media and society

GRADUATE STUDENT HANDBOOK

International Master's Program in International Communication Studies 2012

Table of Contents

I. Introduction

A. NCCU

B. IMICS

-Initial Contacts

C. Office of Academic Affairs

D. Office of Student Affairs

E. Library

F. Computer Center

* note: the above items are some of the units that most related to students

II. Arrival on Campus

A. How to get to NCCU

III. Academic Requirements and Reminders

A. Notes about first year

B. Requirements

C. Coursework

D. The thesis proposal

E. Writing the thesis

IV. Facilities and Offices, Contacts, Important Websites

-Facilities and Offices

-Contacts

-Important Websites

V. Fun in Taipei

I. Introduction

Welcome to the M.A. program in International Communication Studies. This handbook is intended to present a clear set of guidelines and expectations for the program, to answer some of the most frequently asked questions before they are asked, and to help students at all stages plan their individual experience of the program effectively. But no such written guide can foresee every question that might arise. So while this handbook provides a framework, you will also find it useful to consult actively with your faculty advisor, department staff, and fellow graduate students throughout your time in the program. More generally, you are urged to engage in regular and collegial conversation with IMICS faculty and graduate students.

It is **every student's responsibility to be aware of the contents of this handbook**, and to consult it from time to time when questions or problems arise, and/or when preparing for the next stage of the program. Because IMICS faculty and the profession itself are continually changing, these guidelines may be revised on a regular basis. When changes have been approved, they will be introduced as quickly as possible.

A. NCCU

National Chengchi University (NCCU) was founded in 1927. Over the past 8 decades through re-formulation and development, we have been upholding our motto, "harmony, independence, balance and preeminence", and have continued to refine our teaching methods and research in order to nurture talent for our country and society.

We currently have 9 colleges excelling in the liberal arts, law, commerce, science, foreign languages, social sciences, communication, international affairs and education, comprised of 33 departments and 47 graduate institutes (MA programs). 30 of the graduate institutes offer doctoral programs.

The Center for Public and Business Administration Education, Social Science Information Center, Computer Center, Office of International Cooperation, Institute of International Relations, Election Study Center, Center for the Third Sector, Center for Creativity and Innovation Studies, Center for China Studies and Taiwan Studies Center are affiliated to the University. In addition, NCCU also has an affiliated high school, an experimental elementary school and kindergarten, by which NCCU forms a consistent and articulated education system beginning at the pre-school level and continuing all the way to the Ph. D program.

Location

NCCU is located at the foot of Chi-nan Mountain in the south of Taipei City, with the Ching-mei River in the west, creating a beautiful and tranquil learning environment. Apart from the Mu-cha site, the Center for Public and Business Administration Education is located on Jing-hwa Street and the Institute of International Relations is located on Wan-shuo Street.

The campus site in Muzha is very convenient for visiting the many scenic spots in the Wen-shan District; scenic spots include Chi-nan Temple, the Mao-kong Tourist Tea Garden, the Tea Museum and the Taipei Zoo.

B. International Master's Program in International Communication Studies (IMICS)

The International Master's Program in International Communication Studies (IMICS) is designed to cultivate future leaders and professionals in the field of communication. In response to the rapid pace of globalization and new global trends, the program focuses on promoting both the quality and content of current international communications at the university.

The focus of this program is "*International Communication Studies*". Students are trained to become experts in international communication in order to fit the needs of transnational media companies in the Asia-Pacific area. With the help of our three well-established communication departments (Journalism, Radio and Television, and Advertising) as well as our extensive resources, students are encouraged to explore the context of international trends and pursue advanced background knowledge. Furthermore, students will have plenty of opportunities to interact with renowned international universities and global media corporations through our long-distance teaching programs.

Initial Contacts

Your principal initial contact at IMICS is the Director of IMICS Dr. Barry Shiaw-Chian Fong, and Program Assistant Molly Tai. Dr. Barry Shiaw-Chian Fong is a professor in the Department of Journalism. He has offices both in the Department of Journalism and in IMICS. The department assistant is willing to help you and answer you any questions. Introduce yourself to them when you arrive on campus. They will be helping you with the administrative and bureaucratic details of being a graduate student during your years here.

The IMICS Office: Room 410, DaYong Building.

Tel: (02) 2938-7550

Fax: (02) 2938-7547

Website: <http://www.imics.nccu.edu.tw/>

C. Office of Academic Affairs

Introduction to the Office of Academic Affairs

Under the Dean of Academic Affairs are one secretary and four sections (Registration Section, Instruction Resources Section, Admission Section and General Education Center). Their respective duties are listed below:

--Dean of Academic Affairs--

1. Official Documents Delivery
2. Academic Affairs Meetings & OAA Meetings
3. BBS Management & Sending/Receiving E-mail
4. Editing/Printing Academic Affairs Newsletter
5. Academic Affairs Administration Seminars
6. Overall Planning of Academic Guidelines
7. Calendar Making
8. OAA Webpage Maintenance
9. Functional Expense Management

--Registration Section—

1. Academic Record Programs
2. Registration, Academic Records, and Graduation
3. Transfer, Minor, Double Major and Credit Exemption Application
4. Transfer from the Master's to the PhD Program
5. Student ID Cards
6. Degree Certificates
7. Issue of Certificates
8. Academic Records of the Open University
9. Grading
10. Grade Input
11. Chinese/English Transcripts & Chinese Grade Ranking Certificates
12. Graduation Requirements for Minor and Double Major
13. Course Selection
14. Drafting/Amending Course Selection Guidelines
15. Internal Course Selection
16. Intercollegiate Course Selection
17. Course Selection Notification

18. Printing of Roll Sheets and Grade Reports
19. Other Activities
20. Drafting/Amending Academic Guidelines
21. Statistical Reports for the Ministry of Education
22. Qualification and Degree Exams for Graduate Students

--Instruction Resources Section--

1. Course Assignment
2. Course Administration and Amendment
3. Printing of Course Lists and Schedules
4. Classroom Management
5. Calculation of Teaching Hours
6. Taking over Classes
7. Issue of Instruction Proof
8. Other Comprehensive Activities
9. Printing Exam Papers
10. Summer Courses
11. Curriculum Committee
12. Committee for General Education
13. Distance Learning and Intercollegiate Cooperation
14. Build-up and Adjustment of Departments/Graduate Schools
15. Course Outline Syllabus, Teaching Survey and Teaching Evaluation Committee
16. University Academic Development Committee
17. Enrollment Quota Survey
18. Teaching Assistant Application

--Admission Section--

1. Admission Programs
2. Masters Programs and In-service Masters Admission
3. Admission to Master Programs through Screening Test
4. Admission for Ph.D. Programs
5. Transfer Students Admission
6. Admission to Undergraduate Programs through Recommendation
7. Four-Year or Two-Year Vocational College through Recommendation
8. Overseas Chinese Students Admission
9. Exams for Special Examinees

- 10.Exams for Admission through Application
- 11.International Students Application
- 12.Enrollment Quota Surveys and Brochure Editing
- 13.Comprehensive Activities
- 14.Prospectus
- 15.Universities Exposition
- 16.Bao Zhong Tea Festival

D. Office of Student Affairs
Student Housing Service

On-Campus Housing

Dormitories are non-coed, furnished without mattress or bedding, and equipped with laundry facilities and television rooms. Cooking is prohibited in all NCCU dormitories.

- Degree-Seeking Students

Dormitory must be applied online for each semester and for summer by the deadline set in the University Calendar. If applied, dormitory accommodations will be offered to all first-year degree-seeking foreign students, except for those who have graduated from universities in Taiwan. For other degree-seeking international students, accommodation will be decided by drawing lots.

- Students of Chinese Language Center

Limited dormitory accommodations are reserved for and randomly assigned to students enrolled in the Chinese Language Center and applied by the deadline specified by the Chinese Language Center Office.

Off-Campus Housing

Life Guidance Section provides information on accommodations near campus and assistance in resolving problems with landlord.

More information can be found here:

http://osa2.nccu.edu.tw/~dorm/home_rent/index.php

Health Service Section

To ensure the physical and mental health of our students, we have one of the best health center buildings in universities around the country. Based on the 1st and 2nd floors of the building, the Subdivision of Student Healthcare takes charge of a broad spectrum of operations: health education and awareness campaigns, school cafeteria sanitary examinations, health checkup on newly enrolled students, and clinic services. The university has part-time contracts with a number of doctors including dentists, ophthalmologists, coronary internists, and specialists in the digestive system and general medicine to provide a comprehensive healthcare service for our students.

***The Health Clinic:** NCCU's Health Clinic provides outpatient services to students and faculties. First-time visitor to the Clinic should bring along Student ID for registering and receiving medical services.

Registration Hours:

08:30 -11:20 Monday to Friday (Morning)

13:30 -16:20 Monday to Friday (Afternoon)

Visiting Hours:

09:00 -11:30 Monday to Friday (Morning)

14:00 -16:30 Monday to Friday (Afternoon)

For detail policies and description of services, please visit:

http://tcgwww.taipei.gov.tw/MP_109012.html (English) or

<http://www.tpech.gov.tw/ct.asp?xItem=134871&CtNode=25212&mp=109151> (Chinese)

* Address: Floor 1, No. 117, Sec. 2, Zhih Nan Road, Taipei (next to the Post Office)

Counseling Center

The Counseling Center offers NCCU students and faculty members mental health education, psychological consulting, workshops, support for mentor system, psychological testing, actively screening and tracing students at risk with psychological assessment tools, individual counseling, group counseling, and crisis intervention. All services are free of charge. There are also volunteered paraprofessionals and a Resource Center which provides services for minority students. For international students, there are bilingual counselors (Chinese/English) providing individual counseling.

Center of Career Development

To assist students in finding career opportunities, the Center of Career Development is established to:

Provide each NCCU student with full support in making academic learning goals and career plans according to his or her personality and capability.

Offer NCCU students superior access to the first hand career and job related news locally and internationally.

Office of International Cooperation

The Office of International Cooperation is composed of the Development and Planning Section, the Cooperation and Exchange Section, and the International Education Section

E. Libraries

NCCU has 7 libraries in all: the Main Library, Communication Library, Social Sciences Library, Commence Library, Social Sciences Information Center, Institute of International Relations Library, Public and Business Administration Education Center Library.

To check out books, students must bring the Student ID. Graduate students have a limit of 50 items with 8-week loan period. All books checked out are subject to recall. You will be notified to return the book by certain date once your book is recalled. Books past due or subject to return under Article 8 are fined for the days past the due date. Fine is \$5 per day and the balance get accumulated.

1. The Main Library (<http://www.lib.nccu.edu.tw/en/>)

The main library, situated across from the College of Commerce in the downhill campus, is also known as the Chung-Zhen Library. Its holdings include Humanities and Social Sciences.

4th floor

Stacks of books in Western languages; the Audio-Visual Center; and discussing rooms

3rd floor

Stacks of books in East Asian languages

2nd floor

Periodical Room with stacks of periodicals in both East Asian and Western languages;
Foreign newspapers issued in recent three months

1st floor

Circulation Desk; OPAC Retrieving Area; Reference Desk; The main offices of both technical and reader service sections.

B1

Study area; Newspaper stands with daily Chinese and English newspapers issued in three months.

2. Communication Library (<http://www.lib.nccu.edu.tw/intro/broad/>)

The other library IMICS students frequently go to is the Communication Library, which is situated on the 3rd floor in the College of Communication in the hillside. The Library holds materials on journalism, advertising and the history of communication.

3. Social Sciences Library (<http://www.lib.nccu.edu.tw/intro/common/engweb.html>)

The Social Sciences Library is situated on the 1st floor of the College of Social Science. Its collections include materials in the field of social sciences, laws and international affairs. Holdings include approximately 60,000 books in Chinese, Japanese, Korean, 55,000 volumes in English, and 1000 journal subscriptions covering all aspects of social sciences.

4. Commerce Library

(http://www.lib.nccu.edu.tw/intro/commerce_eng/engindex.htm)

The Commerce Library, situated on the 4th floor of the College of Commerce, houses collections of commerce and management.

5. Social Sciences Information Center

(<http://www.ssic.nccu.edu.tw/english/>)

The Social Sciences Information Center is located next to the College of Education. It provides mostly academic research papers including microfilms, electronic resources, theses and dissertations, Chinese and Western language books, domestic and abroad publications and newspapers. The center is not only the unit where well-known theses and dissertations are stored, it is also the unit appointed by the Research, Development, and Evaluation Commission of the Executive Yuan for storing government publications

Please note that the resources in the center cannot be checked out. All resources are on shelves where readers have free access to, except microfilms, which readers might need the librarians' assistance.

6. Institute of International Relations Library

(http://iir.nccu.edu.tw/english_web/)

IIR Library is one of the two libraries off campus. Located on No.64, Wanshou Rd., Wunshan District, Taipei City, the Institute of International Relations (IIR, 國際關係研究中心) is Taiwan's largest research institution dedicated to the understanding of international issues.

IIR has an impressive array of resources. The IIR library boasts over 120,000 books, 600 periodical titles, and 45 newspapers in Chinese, Japanese, Korean, and various Western languages. One oft-used database, an impressive collection of newspaper clippings (in both English and Chinese), is filed by topic with selections dating back to 1949. The Institute is also an active publisher, having produced over 150 books, monographs, and other volumes. IIR produces a wide range of journals. *Issues & Studies*, now a quarterly, publishes articles on China, Taiwan, and East Asian affairs. Similarly titled journals by IIR are the bi-monthly *Wenti yu Yanjiu* (Mandarin Chinese), and the monthly *Montai to Kenkyu* (Japanese). IIR also publishes *Mainland China Studies* in Mandarin Chinese. All these periodicals are separate regarding content and editorial staff. Researchers are invited to visit the IIR website <<http://iir.nccu.edu.tw/>> for additional information.

7. Public and Business Administration Education Center Library

(<http://w3.cpbae.nccu.edu.tw/english/>)

Another off campus library is the CPBAE Library, located on No.187, Jinhua St., Da-an District, Taipei. The collections include books and journals related to public and business administration. All the books and journals are available on open-shelves so that readers may browse freely. We moved 8,000 of our books to the Social Science Information Center on the National Cheng Chi University campus in September 1976. Currently the library houses 46,886 Chinese books and 35,487 foreign language books, 241 Chinese journals and 148 foreign journals, and 12 Chinese newspapers and three foreign language newspapers --making it the library with the most complete source of Public Administration and Business Administration materials in the nation.

F. Computer Center (<http://www.cc.nccu.edu.tw/home/index.php>)

The Computer Center is responsible for providing the following services: supporting teaching and researching, providing computer hardware & software, computerizing administrative processes, campus network services, distance-learning services, technical consulting, and

promotional training. Students should apply for your email account at the counter of the Computer Center.

Home / Services / PC Classroom

- The Computer Center currently has 6 microcomputer classrooms and 3 special computer rooms.
- Microcomputer classrooms assign priority to supporting teaching needs and serving as a hands-on lab.

Location : Computer Center Building		
	Mon.- Fri.	Sat. & Sun.
3F,4F PC Classroom (140310/140316/140317/140415)	8:00-22:00	Closed
140310: 12 PC - Pentium III 733 / 256MB / 15"CRT Monitor 25Mac 140316: 47 PC - Pentium IV 1.6 MHz / 256MB RAM / 15"LCD Monitor 140317: 48 PC - Pentium IV 2.4 MHz / 256MB RAM / 15"LCD Monitor 140415: 53 PC - Pentium IV 3.0 MHz / 256MB RAM / 15"LCD Monitor		

Location : Computer Center Building			
	Mon.- Fri.	Sat.	Sun.
5F Multimedia Room	8:00-17:00	Closed	Closed
Free Services - Word processing , Desktop publishing for PC Pay Services - B/W & Color Laser printing - Color InkJet printing			

Location : Computer Center Building			
	Mon.- Fri.	Sat.	Sun.
B1(Underground) PC Classroom	Closed	8:00-22:00	8:00-17:00
47 PC - Pentium III 733 1.6 MHz / 128MB RAM / 15"CRT Monitor			

Location: **Information Building [MAP**

	Mon.- Fri.	Sat.&Sun.
4F Free Internet Access Classroom (140404)	8:00-17:00	Closed
4F PC Classroom (140406)	8:00-22:00	
4F Multimedia Internet Learning Classroom (140408)	8:00-17:00	
140406: 72 PC - Pentium IV 2.4 MHz / 256MB RAM / 15"LCD Monitor		
140408: 18 PC - Pentium IV 2.4 MHz / 512MB RAM / 17"LCD Monitor		

Location : General Building of Colleges		
	Mon.- Fri.	Sat.&Sun.
4F PC Classroom (270627)	8:00-18:00	Closed
270627: 67 PC - Pentium IV 3.2G MHz / 256MB RAM / 15"LCD Monitor		

Printing

Location	Classroom	Type of printing	How to pay
3F Computer Center	Computer Classroom 1	A4 B&W Laser	Coins (Changes available from coin machine)
		A4 Color Laser	Deposit
3F Computer Center	Computer Classroom 2-3	A4 B&W Laser	Coins (No changes or changes available from coin machine)
		A4 B&W Laser	Deposit
B1 Computer Center	B1 Computer Classroom	A4 B&W Laser	Coins (Changes available from coin machine)
		A4 B&W Laser	Deposit
5F Computer Center	Printing Room	A4 B&W Laser	Deposit
		A4 Color Laser	Deposit
		A3 Color Laser	Deposit
		A2 Color Inkjet	Changes available
		A1 Color Inkjet	Changes available

4F Information Building	Computer Classroom 5	A0 Color Inkjet	Changes available
		A4 B&W Laser	Coins (Changes available from coin machine)
		A4 B&W Laser	Deposit
General Building of Colleges	Computer Classroom 6	A4 B&W Laser	Coins (Changes available from coin machine)
		A4 B&W Laser	Deposit

How to get the NCCU email account & password?

Undergraduate and graduate students

All registered freshmen will be given their e-mail accounts automatically at the beginning of the first semester after the Computer Center receives the registrant roster. "Freshman Account Password Inquiry" page will provide the e-mail password inquiry once a freshman enters his/her valid Student ID and Course Selection Password. Please note that the Course Selection Password is different from the e-mail account password.

Forget the password?

If you forget the email password, please go to the Information Desk on the first floor of the Computer Center with your Employee or student ID card. After filling out an application to change your e-mail password, you will be able to login the email account in next afternoon.

Wireless

- Required equipment: Any wireless network card supporting 802.11b/g standard (PCMCIA or Compact Flash interface), e.g., Notebook PCs, PDAs, etc.
Account Password: Same as NCCU Email account password.
- [The Wireless LAN Coverage Map](#)

Setting-up procedures:

1. Install driver for wireless network card and test it to ensure it is functional.
2. The "Network Name" setting in the wireless network card should be left blank or set as Any

3. Network setting's TCP/IP property should be set to Obtain an IP address automatically
4. When you open the browser, it will ask you for account ID and password.
5. Enter the same account ID and password as the ones for your NCCU dial-up account
6. You are connected
7. Note: If your browser doesn't prompt you for account and password, please remove your proxy settings. After authentication, you can re-enter the proxy settings or check auto proxy.

II. Arrival on Campus

A. How to get to NCCU

>> From Taiwan Taoyuan International Airport to NCCU

- By Taxi

There is a taxi pickup area by the Terminal Arrival area at Taiwan Taoyuan International Airport. Airport taxies provide 24-hour transportation services. The cost is about NT\$1,100~\$1,700 for a one-way trip to any Taipei destination.

Terminal 1 Taxi Service Center's phone number: (03) 398-2832

Terminal 2 Taxi Service Center's phone number: (03) 398-3599

- By Public Transportation

From the airport arrival area, take the airport bus to Zhongxiao Fuxing MRT Station. Then, take the MRT (Taipei Rapid Transit System) brown line, to MRT Taipei Zoo. Then, take the bus (#236, 237, 611, 282, Brown-11, Brown-6, or Green 1) across the street from MRT Taipei Zoo Station to NCCU. Total cost is about NT\$200.

>> From NCCU to Dormitory

- Male Students - ZihQiang Dorm 9 (#3)

Take the pink shuttle bus at Administration Building (#2) to the upper campus.

- Female Students - JhuangJing Dorm (#1)



III. Academic Requirements and Reminders

A. Notes about First Year

***Academic/Social:** Every university is different, and IMICS is a distinctive program. It may also be that the resources here differ significantly from those of your undergraduate institution. You will take 2 required courses during your study in the program namely, Communication Theory and Research Methods. By the end of the first year you already have to begin thinking about a topic for your thesis. You should use your first year as an opportunity to get to know the modes of research and criticism, as well as the individual faculty members practicing them. The best way to do that is to take courses from a variety of IMICS faculty and other courses in different departments. You may also find that graduate work requires you to change ways of reading texts, kinds of writing, and the research methods with which you are already familiar. Consider what kinds of scholarship available in the Department are especially pertinent to your interests, but also be on the lookout for unexpected directions which enrich your original concerns.

In early September, IMICS throws a welcome orientation to celebrate the beginning of the new academic year. You are strongly encouraged to use this and any other opportunity to become acquainted with faculty, staff, and other graduate students in the Department. Enjoy and benefit from the presence of your peers.

***General Note on Courses and “Shopping”:** The approximately two-week-long period between the beginning of classes and the deadline for course registration without a late fee each term (see the Academic Calendar) is known colloquially as the “shopping period.” Traditionally during this period, many students sample a variety of courses before making a final decision about which ones you will commit to for the semester. This can be a useful process for you, but there are some things to keep in mind. Though faculty members sometimes adjust their syllabuses to account for early-term shoppers, be somewhat cautious about shopping, as keeping current with extra graduate-level classes can be overwhelming, even for the short, two-week shopping period. **Professors are under no obligation to enroll shoppers**, and many courses are overenrolled in preregistration. If you decide to change a course and the professor agrees to allow you into the class, you can then change your schedule easily through the standard drop-add process.

Important Notices:

1. **MUST** check your NCCU email account. There will be important messages from the school and the department sent to your NCCU account.
2. **MUST** check IMICS website regularly for important messages and updated information.

3. Please join the IMICS group on facebook. (<http://www.facebook.com/nccu.imics.5>)
4. If you sign up for the "Internship" course, please hand in your internship report to the teacher, NOT IMICS office.

***Housing:** The NCCU Office of Student Affairs maintains a list of housing opportunities both on and off campus (<http://osa.nccu.edu.tw/en/modules/tinyd2/>). The rental market in Muzha can be an easy one, but students should be careful about the price and the quality of the space. Other graduate students and some faculty can provide you with useful advice. For the newly admitted first-year International students, accommodation in the dorm is available. Students studying in the second year and above must apply before the new academic year starts.

The Office of Student Affairs: <http://osa.nccu.edu.tw/en/>

Office of International Cooperation:

<http://oic.nccu.edu.tw/bin/home.php?Lang=en>

B. 2014 Academic Calendar and Timeline for Course Selection

Please refer to the following PDF file for the **2014 Academic Calendar**:
http://aca.nccu.edu.tw/eng/download/calendar2014_eng.pdf

Please refer to the following PDF file for the **course selection timeline**:
http://aca.nccu.edu.tw/download/course/course_schedule103.pdf

* note: All course selections **MUST** be processed via the Internet.

C. Requirements for the M.A.

The standard time for degree completion ranges from two to six years (with 2 years off). On the path to the master's degree, each student must complete 32 credits, including 6 credits in the required courses. In addition, students are allowed to complete 8-9 credits outside the International Communication Studies curriculum. Among the 8-9 credits, 6 can be earned from a Mandarin-taught course. Students are required to complete at least 6 credits outside IMICS' curriculum.

The International Master's program in International Communication Studies at National Chengchi University gives all courses in English. After one year of study, students may submit a thesis proposal to be approved by three committee members as the qualification evaluation. The thesis should be written in English and conform to the standard format used by NCCU. There will be a joint oral proposal defense to be held in the 3rd semester at the end of November.

D. Coursework

1. There are two required courses in the IMICS program. Besides, students can take courses according to your interest. Since the IMICS is an English-taught program, students should choose courses taught in English when you want to register a course outside the program (only 6 credits can be earned from a Mandarin-taught course). There are other three International Master's programs at NCCU: IMBA, International Master's Program in Asia-Pacific Studies (IMAS), International Doctoral Program in Asia-Pacific Studies (IDAS), and International Master's Program in International Studies (IMPIS). They offer various courses and students can use this resource to arrange your own study plan. It is also possible to organize individual and group independent study projects with IMICS faculty, but of course this depends on the availability of individual faculty, the constraints on their time, and their interests.

2. It is advisable for students to take 3-4 courses in each semester of the first year so that you have sufficient time finishing your master's thesis in the end of the second year. A graduate-level course usually has 3 credits. 3-4 courses for one semester will allow students to have a proper load in studying.

E. Course Map

International Master's Program in International Communication Studies

Required Courses	Communication Theories (3 credits)	
	Research Methods (3 credits)	
Advanced Professional Courses	Basic Research	Data Analysis in Communication Studies (3 credits) Data Collection (3 credits) Communication Research Experience (3 credits)
	Intercultural Communication	East Asia Climate in International News (3 credits) Globalization and Transnationalism (3 credits) Political Communication (3 credits) International Organization (3 credits)

	Transnational Public Relations and Advertisement	Interdisciplinary Public Relations Communication and Case Studies (3 credits) Strategic Communication : Crisis Communication (3 credits) International Images and Global Communication (3 credits) Internship (3 credits)
--	---	--



Thesis Oral Defense



Thesis Final Defense

F. The Thesis Proposal

Students form a **thesis committee**, produces a thesis proposal, en route to writing the thesis and finishing the degree.

It is the student's responsibility to approach prospective faculty and ask if they are willing to serve on the committee. When the student constitutes a thesis committee, she or he invites one committee member as the thesis director. The committee normally consists of three faculty members, at least one of whom must be IMICS or IMICS affiliated faculty. (The candidate must request an additional faculty member from another university – when it is necessary to cover unusual interests or fields pertinent to the thesis.)

The candidate then writes a thesis proposal in consultation with committee members. The proposal will indicate the problem(s) or issue(s) as well as the objects of study of concern of the work, the scholarly context and bibliography within which it positions itself, and the organization and structure of the study. It must be an original contribution to its fields of concern and meet the highest standards of scholarly competence. Even if you have a firm idea about your topic, do not assume that you can write the proposal quickly and gain fast approval of your committee. This is probably the first time you have worked on a project of this scale, and your committee will want to ensure that your proposal not only

has intellectual and scholarly depth, range, and significance. It will also be concerned that your conception of the project is practical and doable in a reasonable amount of time.

G. Writing the Thesis

During work on the thesis, continued regular consultation with committee members is highly advisable. It is especially crucial that the candidate keep the director informed of the state of the work. The candidate should be conversant with Graduate School guidelines for thesis. These include regulations governing the format of the final draft as well as administrative matters that are the responsibility of the candidate. See the Graduate School's page of rules and regulations for details.

Important notice regarding thesis scheduling:

As soon as you coordinate and schedule your thesis defense date with your advisor and committee members you may set up the meeting place. Students applying for the thesis defense need to submit the relevant documents to IMICS before the fixed date.

Here is the link to Forms Download and Guide to Reserving a Classroom –
<http://www.imics.nccu.edu.tw/gf.php>

It is recommended to complete preparations and reserve a classroom a minimum of 2 to 3 weeks before the intended date. As the saying goes, “the early bird catches the worm”! If you wait until the last minute it is more likely that you will encounter scheduling difficulties or a lack of classroom availability.

After scheduling the classroom you must inform your advisor, committee members and the IMICS office to confirm the time and location. **As your thesis proposal or final defense date approaches, kindly remind all parties.** Students are also responsible for ensuring that everything in the classroom is in order and meets requirements. It is therefore highly recommended that you test the projector, and any other equipment needed, in advance of your proposal or final defense.

In addition, pay attention to the timeline and relevant deadlines for the entire process. **The recommended minimum interval between the proposal defense and the final defense is 3 months.** This 3-month interval is to ensure students take adequate time to prepare and may only be waived with explicit approval from the thesis advisor. **The deadline for applying for your final defense differs from year to year according to**

the Academic Calendar posted on the NCCU homepage. If you fail to meet the deadline you will have to pay the tuition fee and register for the next semester and thus it's crucial to consider what schedule and timeframe will be in line with your interests. Begin your planning and preparations early in order to avoid unnecessary stress and allow extra time to handle any unforeseen issues that may pop up. Good luck and best wishes from the IMICS office!

IV. Facilities and Offices, Contacts, Important Websites

Facilities and Offices

***Faculty and Administrative Offices:** Most IMICS faculty and administrative offices are located at Research Building, Journalism Building and DaYong Building and College of Communication Building. Courses for IMICS graduate students are mostly at DaYong Building.

***Graduate Student Research Room:** IMICS Graduate Student study room for College of Communication is in Room 408 of DaYong Building. Schedule conflicts might arise due to the rooms' limited space. Students should share the space with your peers.

***Building Access:** In summer/winter vacation or at night, the exterior doors of DaYong Building are on the Card Access system, which means your NCCU ID Card is your key. After getting your ID card, you will need to speak to the Department Administrator to arrange card access to the building and offices.

Telephone and Website for Related Functions

The IMICS Office:

Tel. (02) 2938-7550

Email: imics@nccu.edu.tw

The Office of International Cooperation:

Tel. (02) 2938-7729

Email: oiic@nccu.edu.tw

The Office of Academic Affairs

Tel. (02) 2938-7005

Website: <http://aca.nccu.edu.tw/eng/>

The Office of Student Affairs:

Tel. (02) 2938-7012

Email: nccuosa@nccu.edu.tw

Important Websites

IMICS: <http://www.imics.nccu.edu.tw>

Asian TV Entrance: <http://asiatv.nccu.edu.tw/tv/WebApp/>

NCCU News Database: <http://140.119.115.253/trial/News.htm>

College of Communication: <http://comm.nccu.edu.tw/>

V. Fun in Taipei

While NCCU is a lively community, Taipei City itself also has a thriving local arts, film, and music scene. You are encouraged to explore events and facilities outside of the University, for example at local concert, cinema, and gallery spaces such as National Concert Hall, National Theater (MRT C.K.S. Memorial Hall Station), The Red Playhouse (MRT Ximen Station), and Museum of Contemporary Arts (MRT Zhongshan Station). You should also visit the famous night markets, Elite Bookstores, and other interesting places in Taipei.

The mass transportation in Taipei is very convenient. The nearest MRT station is Taipei Zoo (Muzha Line). You can take bus to the MRT Taipei Zoo station from NCCU. Another popular place that NCCU students frequently go to is Gongguan, where many shops, restaurants and cafes offer inexpensive commodity and service for students. You can take buses #236, Br11, #530 to get there.