

Professional Practice Program—Professional Practice Report Format (Sample)

-Based on information from the University's Department of Education and other universities

1. Preliminary Pages

Cover page
Title page
Authorization letter
Degree examination passing certificate signed by committee members
Acknowledgements
Abstract (Chinese)
Abstract (English)
Table of contents
List of tables
List of figures

2. Main text

Chapter I: Professional Practice Outcomes, Beliefs, and Case Description (Introduction)

Section 1: Background or origin of the study
Section 2: Motivation and objectives
Section 3: Research methodology and procedures
Section 4: Expected outcomes (during the proposal or research preparation stage)
Section 5: Limitations (post-research stage)
Section 6: Research framework (optional)

Chapter II: Theoretical Basis (Literature Review)

The literature review should be a comprehensive analysis of secondary data, which may be presented in multiple sections. Please make sure that sources are properly cited in accordance with the thesis/dissertation format stipulated by the University. You must provide your own comments on the cited references and incorporate them in a logical manner that leads to your own explanations or conclusions.

Chapter III: Methodology, Techniques, Interpretation, and Analysis (Presentation and extrapolation of results/discussion of methodology and procedures)

Section 1: Description of the problem(s)
Section 2: Analysis of possible solutions (research design or methodology)
Section 3: Research process (description of the implementation stage, including the process for collecting data and answering the research questions)
Section 4: Research results (Data analysis and integration)

Chapter IV: Contributions and Related Achievements (Conclusion and Recommendations)

Section 1: Contributions or insights
Section 2: Benefit analysis or efficacy evaluation
Section 3: Limitations or self-critique
Section 4: Recommendations for future research

3. Reference

Bibliography
Appendices

Note:

The sections highlighted in yellow are contents expressly required by Articles 10 and 11 of the *Regulations Governing the Naming and Conferral of Degrees and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation* formulated by the Ministry of Education. Sections in gray are items required under each chapter/section, which may be adjusted by each department, graduate institute, and degree program based on their respective field of research.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.