M.A. Regulations of the English Department of NTNU (Literature Section)

Starting from 107 academic year

Ⅰ. **Program Duration:** Two years required & two years extended. No more than four years in total.

Ⅱ. **Curriculum and Credits:**

1. In addition to thesis, at least 32 credits.
2. English Writing and Research Methods I and English Writing and Research Methods II are required courses in our program, and the credits are included in the 32 credits.
3. Required courses: Contemporary Literary Theory & Cultural Studies, and Readings in British and American Literary History.
4. The credits for foreign languages taken by students are not included in the 32 credits.
5. Students who are not English major graduates must take two to four related courses from the undergraduate curriculum.

Ⅲ. **Course Registration:**

1. Registration of courses is subject to the regulations listed in Section II.
2. Students may register for new courses in the coming semester before the final exam.
3. The credits for courses in other M.A. sections cannot be included in the required 32 graduation credits.
4. In selecting intercollegiate courses (including courses offered by the NTU Triangle Alliance system) and Master's and PhD program courses offered by other departments and graduate institutes in the university, students are allowed to take no more than three courses in total, with a maximum of nine credits. Credits earned from both types of courses must be reviewed and approved by the Curriculum Committee before they can be counted toward credits required for graduation.

IV. Credit waiver and transference:

1、 1. The application period is from two weeks before every semester to the first week of every semester.

2、 Students who meet any of the following criteria may apply for a credit waiver or transfer: (1) Have taken and passed Master's or PhD program courses during Bachelor years with a grade of no less than B minus or 70, the credits of which have not been counted toward the student's

minimum graduation requirements for Bachelor's degree. (2) Have dropped out from graduate programs at other universities or have previously studied at our university prior to their readmission into our university.

3、 Calculation of credits waived or transferred: Those who meet the first criterion can waive <u>two</u> courses at most with a maximum of six credits waived or transferred; those who meet both criteria are allowed to waive no more than <u>three</u> courses with a maximum of nine credits waived or transferred. In special cases, approval from the Curriculum Committee is required for credits to be counted toward the student's graduation credit count.

4、 In applying for a credit waiver or transfer, the number of courses to be waived or transferred, including intercollegiate courses or courses offered by other graduate institutes in the university, cannot be more than three in total.

5、 Credits earned from courses taken within seven years prior to enrollment are considered valid for the application for a credit waiver or transfer.

6、 Courses defined as "required courses" by the department cannot be waived.

V. Guest Lectures

Students are required to attend at least two to three guest lectures per semester held by the Literature program and hand in their notes every semester. Students must attend more than ten guest lectures before their proposal hearing of thesis.

VI. Comprehensive Examination:

The comprehensive examination is a prerequisite for graduation. The regulations concerned are as follows:

A. Regulations for Comprehensive Examination

1. Students may propose the reading list for examination when they finish two semester courses, then after the reading list is approved by their advisor they can apply for the comprehensive examination. Students should submit the reading list and the 500-1000 word rationale in English for application. The reading list should include at least ten books (each book can be substituted for four published journal articles or book chapters), the contents of which can be either literary studies or cultural studies (for instance, studies on specific genres, specific literary periods, major authors, or theories) or a specific research topic.

2. The application time for proposing the reading list is after registration every

semester to the end of semester, and students should choose a time after registration before the end of semester to take the exam. No test will be scheduled during the winter and summer recesses. For students who already have a thesis adviser at the time of application, the review of the reading list and rationale will be conducted by the thesis adviser; for students who do not yet have a thesis adviser at the time of application, the review of the reading list and rationale will be conducted by the Literature curriculum committee. After the reading list and rationale have been reviewed and approved, the comprehensive examination can be arranged.

3. The comprehensive examination will be conducted by two faculty members (exclusive of the thesis advisor) on preparing questions and grading. Students may take the comprehensive examination twice at most during their program. 70 points is the passing grade. After the first failure, students may apply to retake the exam as soon as three months following the date of the first failure (but if it happens to be winter or summer recess, the exam will be postponed until the beginning of a new semester). A second failure normally guarantees dismissal from the graduate program.

4. The comprehensive examination takes the form of a 3 hour pencil-and-paper and open-book exam. Students are allowed to bring textbooks, dictionaries, or related references. All electronic devices (cell phones, laptops, etc.) are strictly prohibited during the exam.

5. Students may apply for a proposal hearing of their thesis when they pass the comprehensive exam and fulfill all the required credits. Students may start writing their thesis after their proposal is approved.

VII. Thesis & Oral Defense

1. In accordance with the regulations "National Taiwan Normal University Implementation Rules for Research Ethics and Practice Teaching" students are required to complete the Academic Research Ethics Education Online Courses and passed the corresponding examination before writing the thesis. Please refer to the following website to take this online course: http://ethics.nctu.edu.tw. This course is a 0 credit, mandatory course. Each student that has taken this course must obtain at least a passing grade for the course's test. Students need to download and submit the certificate of completion before applying for thesis defense. The students who have not completed this course are not allowed to apply for thesis defense.

2. Students need to follow the following process:

    (a) Invite a professor, associate professor, or assistant professor as thesis

advisor.

    (b) Fill in the application form for outline evaluation one month before the end of each semester, and hand in the proposal within the first week of the beginning of the new semester.

    (c) The thesis proposal should be approved by the advisor through a proposal hearing. With the advisor's consent (the consent form is available from the department assistant), students can continue thesis writing and apply for thesis defense.

3. The thesis must be written in English.

4. Students who apply for the Graduate Degree Examination must submit "one report on thesis originality from the online plagiarism system" and "one affidavit for applying for their Graduate Degree Examination." You can reference the library's "Turnitin Thesis Originality Check System" for the report from the online plagiarism system. Website: http://www.lib.ntnu.edu.tw/eresource/turnitin.jsp

5. Ten days before the oral defense, the date and place for the oral defense should be posted and the thesis draft should be displayed at the department's library.

6. The oral defense should be held in public and conducted in English. After approval, the consent page with the committee members' signatures and the score transcript of the comprehensive test should be submitted to the department office. Students must revise their thesis according to the committee members' recommendations, and the thesis should be approved by the advisor again after revision. With the advisor's final consent, students can obtain the committee members' signatures and begin the final procedures for graduation.

7. Deadlines for the thesis defense are the end January or the end of June.

8. Please refer to the Regulations for the Tests for Master Degree for additional related matters.

M.A. Regulations of the English Department of NTNU (TESOL Section)

Starting from 107 academic year

Ⅰ. **Program Duration:** Two years required & two years extended. No more than four years in total.

Ⅱ. **Curriculum and Credits**

(1) In addition to thesis, at least 32 credits.

(2) Academic Writing is a required course in our program. Students have to choose at least three courses from Foreign Language Acquisition, Studies in English Language Teaching, Language Testing and Evaluation, and Pedagogical Grammar in TESL/TEFL.

(3) Students have to choose at least six courses from the TESOL program.

(4) Students have to choose at least one course from the two types of research methods: quantitative (e.g., statistics) and qualitative courses (e.g., qualitative method).

(5) Credits of courses offered by other departments (graduate institutes) must be approved by the Curriculum Committee before being counted as credits required for graduation.

(6) Students who are not English major graduates must take two to three related courses from the undergraduate curriculum.

Ⅲ. **Course Registration:**

1. Registration of courses is subject to the regulations listed in Section II.

2. Students may register for new courses in the coming semester before the final exam.

IV. Guest Lectures

Students are required to attend at least two to three guest lectures per semester held by the TESOL program and hand in their notes every semester. Students must attend more than ten guest lectures before their proposal hearing of thesis.

V. Paper Presentation

Presenting a research paper is a prerequisite for graduation. The regulations concerned are as follows:

1. Students must present or publish at least one research paper in related domestic or international academic conferences or in academic journals. The research paper shall be written in English and must not be co-authored.

2. Papers must be presented at academic conferences approved by the TESOL Section and listed on the list of acceptable conferences (list of acceptable conferences separately attached). If a paper is to be presented at an academic conference which is not on the list of acceptable conferences, the academic conference must be evaluated and approved by the course committee before the paper can be submitted to the conference. Any accepted paper will be acknowledged only through the course committee's re-evaluation. Students must hand in the following information for reference: (1) conference letter of acceptance, (2) conference program, and (3) abstract of the paper.

3. Any academic journals must be peer reviewed. Any published paper will be acknowledged only through the course committee's re-evaluation, which includes the subject matter and the significance of the journal. Students must hand in the following information for reference: (1) a copy of the paper to be published, or (2) journal letter of acceptance and journal hard copy.

VI. Thesis & Oral Defense

1. In accordance with the regulations "National Taiwan Normal University Implementation Rules for Research Ethics and Practice Teaching" students are required to complete the Academic Research Ethics Education Online Courses and passed the corresponding examination before writing the thesis. Please refer to the following website to take this online course: http://ethics.nctu.edu.tw. This course is a 0 credit, mandatory course. Each student that has taken this course must obtain at least a passing grade for the course's test. Students need to download and submit the certificate of completion before applying for thesis defense. The students who have not completed this course are not allowed to apply for thesis defense.

2. Students need to follow the following process:
   (a) Invite a professor, associate professor, or assistant professor as thesis advisor.
   (b) Fill in the application form for outline evaluation one month before the end of each semester.
   (c) The thesis proposal should be approved by the advisor through a proposal hearing. With the advisor's consent (the consent form is available from the department assistant), students can continue thesis writing and apply for thesis defense.

3. The thesis must be written in English.

4. Students who apply for the Graduate Degree Examination must submit "one report on thesis originality from the online plagiarism system" and "one affidavit for applying for their Graduate Degree Examination." You can

reference the library's "Turnitin Thesis Originality Check System" for the report from the online plagiarism system. Website: http://www.lib.ntnu.edu.tw/eresource/turnitin.jsp

5. Ten days before the oral defense, the date of the oral defense should be posted and the thesis draft should be displayed at the department's library.

6. The oral defense should be held in public and conducted in English. After approval, the student should hand in the consent page with the committee members' signatures and the score transcript of the comprehensive test to the department office. Students must revise their thesis according to the committee members' recommendations, and the thesis should be approved by the advisor again after revision. With the advisor's final consent, students can begin the final procedures for graduation.

7. Deadlines for the thesis defense are the end January or the end of June.

8. Please refer to the Regulations for the Tests for Master Degree for additional related matters.

PhD Regulations of the English Department of NTNU (TESOL Section)

<div align="right">Starting from 107 academic year</div>

Ⅰ. Program Duration:

Two years required & five years extended. No more than seven years in total. Failing to pass the certification and dissertation exams will lead to the cancellation of one's student status. School years for those teaching full-time in NTNU: three years at least are required & no more than seven years in total.

Ⅱ. Curriculum and Credits:

1. In addition to the dissertation, at least thirty credits. Twelve credits (or more) should be taken in the PhD program of our section (code name of the courses: END). To take the END-coded classes, students must have taken the related ENC-coded courses or have a related knowledge background.

2. Credits for research methods: Students must choose one, at least, from the quantitative (e.g., statistics or the applied statistics course offered in the TESOL section) and qualitative courses (e.g., qualitative method). Those who, in five years, have taken these two courses in graduate school and have earned a minimum score of 70 are exempted.

3. For those who are not language-teaching related major graduates, they are required to take Second/Foreign Language Acquisition, Studies in English Language Teaching, Language Testing and Evaluation, and Academic Writing. These ENM-coded credits are not included in the 30 graduation credits. For those who have taken the 4 courses mentioned above in the MA program within 5 years and are approved by the committee, they can waive these courses.

Ⅲ. Course Registration:

1. Students may register for new courses in the coming semester before the final exam.

2. Course registration should be advised and approved by the class advisor.

3. After the mid-term exam in the second semester of the first school year, a course planning committee made up of three to five professors (including associated professors; the class advisor teacher is a designated member) will be formed to assist students in course registration and research direction.

4. Students should not take more than six credits from the education program each semester.

IV. Guest Lectures

Students are required to attend at least two to three guest lectures per semester held by

the TESOL program and hand in their notes every semester. Students must attend more than ten guest lectures before their proposal hearing of doctoral dissertation.

V. PhD Candidate Qualification Exam

The PhD Candidate Qualification Exam is divided into (1) paper presentation and (2) Qualification Exam.

1. Paper presentation:
   (a) Students must present or publish research papers before the qualification exam: (1) three research papers presented in related domestic or international academic conferences, (2) two research papers published in domestic or international academic journals (referring to academic journals, academic books, and conference proceedings). Papers must be presented at academic conferences approved by the TESOL Section and listed on the list of acceptable conferences (list of acceptable conferences separately attached). If a paper is to be presented at an academic conference which is not on the list of acceptable conferences, the academic conference must be evaluated and approved by the course committee before the paper can be submitted to the conference. Students should be the first author of the paper presented or published.
   (b) Any academic conferences/journals must be peer reviewed. Any accepted/published paper will be acknowledged only through the course committee's re-evaluation, which includes subject matter and the significance of the conference/journal.
   (c) Students must hand in the following information for reference: 1. for paper presented in conference: abstract, conference letter of acceptance, document to prove the abstract is under review, and conference program; or 2. journal hard copy, a copy of the paper to be published, or journal letter of acceptance and document to prove the abstract is under review.

2. Qualification Exam: The Qualification Exam can be fulfilled by either taking tests or publishing journal articles (the required presentation and publication mentioned in point 1 above is not included).
   A. Taking tests
      (a) After or within a semester of fulfilling all the required credits, students can apply for the PhD candidate qualification exam. Grade transcripts and consent forms for Advisor of Doctoral Dissertation should be handed in along with the overview of research directions and reading list before the end of April or November. The content should include **Introduction, Brief Literature Review, Tentative Methodology, Research Questions, and**

Reading List. Students should choose a time in October or March to take the exam. The qualification exam should be done within a year after submission of the reading list. Except for unavoidable events such as hospitalization, the exam cannot be canceled. USB, cell phones and access to the Internet will not be allowed during the exam.

(b) This test will be focus on the research area of students whose reading list will be evaluated by the TESOL committee as well. The committee includes three to five professors (associate professors included): the advisor will be the head of the committee and other members will be nominated by the advisor and the dean of the English Department. All members will be recruited by the dean of the English Department.

(c) The reading list for the tests should be prepared three months before the tests and be approved by the committee no later than two months before the tests. Students can confirm the areas to be tested with their advisors two weeks before the tests.

(d) The tests should be scored by at least three members of the committee.

(e) If failed, students can take those subjects again only once.

(f) Those who pass the exam and conform to the second foreign language rule of our section will be conferred the PhD candidate qualification.

B. Publishing journal articles

The Qualification Exam can be fulfilled by either taking tests or publishing journal articles (the required presentation and publication mentioned in point 1 above is not included). Accepted journals are SCI, SSCI, TSSCI, A&HCI, THCI-core, and other academic journals approved by the TESOL section. Whether the topic of the journal article is related to the student's dissertation should be first evaluated and approved by the advisor and then also by the committee.

VI. Dissertation & Oral Defense

1. In accordance with the regulations "National Taiwan Normal University Implementation Rules for Research Ethics and Practice Teaching" students are required to complete the Academic Research Ethics Education Online Courses and passed the corresponding examination before writing the thesis. Please refer to the following website to take this online course: http://ethics.nctu.edu.tw. This course is a 0 credit, mandatory course. Each student that has taken this course must obtain at least a passing grade for the course's test. Students need to download and submit the certificate of completion before applying for thesis defense. The students who have not completed this course are not allowed to

apply for thesis defense.

2. The dissertation should be in the student's major field. If it is not in their major, an agreement from the advisor and the department dean is required. The advisor for the dissertation should be at least an assistant professor in the TESOL section; if not, the student should get approval from the committee. The "Dissertation Proposal Evaluation" should be completed before dissertation writing. The proposal evaluation can take place within a semester after students acquire the PhD candidate qualification. The dissertation proposal should be approved by the advisor through a proposal hearing. With the advisor's consent (the consent form is available from the department assistant), students can continue dissertation writing and apply for dissertation defense.

3. The dissertation must be written in English.

4. Students who apply for the Graduate Degree Examination must submit "one report on thesis originality from the online plagiarism system" and "one affidavit for applying for their Graduate Degree Examination." You can reference the library's "Turnitin Thesis Originality Check System" for the report from the online plagiarism system. Website: http://www.lib.ntnu.edu.tw/eresource/turnitin.jsp

5. Ten days before the oral defense, the date and place of the oral defense should be posted and the dissertation draft should be displayed at the department's library.

6. The oral defense should be held in public and conducted in English. After approval, the consent page with the committee members' signatures and the score transcript of the comprehensive test should be handed in to the department office. Students must revise their dissertation according to the committee members' opinions, and the dissertation should be approved by the advisor again after revision. With the advisor's final consent, students can have the committee members' signatures and begin the final procedures for graduation..

7. Deadlines for the dissertation defense: the end of January or the end of June

8. Please refer to the Regulations for the PhD exam for additional related matters.