

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

Starting from 108 academic year

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

II . Curriculum and Credits: M.A. students in the Linguistics Section will select one of two M.A. thesis options: Option A or Option B.

1. Option A

- (1) In addition to thesis, at least 33 credits.
- (2) Required courses: Phonology, Syntax, and Research Methods and Academic Writing.
- (3) Students must take at least three courses in fields related to the thesis topic; whether the courses are related or not is decided by the thesis advisor. If there is any problem, it should be brought to the course committee in our program to discuss.
- (4) Before taking ENC courses, students must take related courses in ENM.
- (5) Students who are not English major graduates must take two to three related courses from the undergraduate curriculum, and must complete these undergraduate makeup courses during the first year. Students who fail to complete these courses by the end of the first year cannot take any graduate courses until they have completed these courses in the second year.

2. Option B

- (1) In addition to thesis, at least 39 credits.
- (2) Required courses: Phonology, Syntax, and Research Methods and Academic Writing.
- (3) Students must take at least three courses in fields related to the thesis topic; whether the courses are related or not is decided by the thesis advisor. If there is any problem, it should be brought to the course committee in our program to discuss.
- (4) Before taking ENC courses, students must take related courses in ENM.
- (5) Students who are not English major graduates must take two to three related courses from the undergraduate curriculum, and must complete these undergraduate makeup courses during the first year. Students who fail to complete these courses by the end of the first year cannot take any graduate courses until they have completed these courses in the second year.

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. An application for a cross-school course to be counted toward the required credits can be filed if the following criteria are satisfied:
 - (1) related courses have not been offered in the two years prior to the application day
 - (2) before March 15th in the academic year prior to the application day, the applicant has fully communicated with the class advisor and the convener and is confirmed that related courses are not to be offered in the Department in the coming year
 - (3) The application should be submitted to the course committee for approval two weeks before the beginning of a new semester. A detailed syllabus, which includes objectives and the schedule, should also be attached.

IV. Guest Lectures

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

V. Paper Presentation

For students who have selected Option A, 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 academic journals. The research paper shall be written in English. If the research paper is presented at an academic conference, the student must be the **first** author of the paper; if the research paper is published in an academic journal, the student must be the **first** author or the **corresponding** author of the paper. **The same research paper (either presented at an academic conference or published in an academic journal) stipulated in this regulation can only be used for this qualification review once.**
2. 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 the subject matter and the

significance of the conference/journal.

3. Students must hand in the following information for reference: 1. (a) conference letter of acceptance, (b) conference program, (c) abstract and full text of the paper, (d) a copy of the round-trip boarding pass or a copy of the entry and exit record page of the passport (please provide this information if the paper was presented abroad); or 2. (a) a copy of the paper to be published, or (b) 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. Before applying for the thesis oral exam, students need to pass the High-Intermediate level of GEPT (General English Proficiency Test) or international standardized tests of the same level. Native speakers of English are not restricted by this rule. The international standardized tests of the same level accepted by the Department of English are as follows: TOEFL IBT over 92 (included) (grades must meet the criteria of each section: listening 21; reading 22; speaking 23; writing over 21 (included)), IELTS Academic module over 6.5 (included), TOEIC listening & reading comprehension over 850 (included) and speaking & writing over 310 (included) (grades must meet the criteria of each section: listening 400; reading 385; speaking 160; writing over 150 (included)), Cambridge English Language Assessment over level 3 (included), FCE over Grade B (included) or other language proficiency tests of the same level, B2, as CEF.
3. Students need to follow the following process:
 - (a) Invite a professor, associate professor, or assistant professor as thesis advisor.
 - (b) Apply for outline evaluation by the end of April or November each year, submitting “past years’ transcripts,” “advisor’s consent form,” and “application form for outline evaluation.” At the time of application,

students should select “M.A. thesis Option A” or “M.A. thesis Option B.”

- (c) The thesis outline should be submitted during the first week of the following semester. Only after the thesis proposal has been approved by the advisor through a proposal hearing can the student continue thesis writing and apply for thesis defense.
4. The thesis must be written in English.
 - (1) For students who have selected Option A, the M.A. thesis should be at least 80 pages long (excluding appendices), typewritten in Times New Roman, 12-point font, double-spaced, and with 2.54 cm margins on all sides (top, bottom, left, and right).
 - (2) For students who have selected Option B, the M.A. thesis should be at least 45 pages long (excluding appendices), typewritten in Times New Roman, 12-point font, double-spaced, and with 2.54 cm margins on all sides (top, bottom, left, and right)
5. 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>
6. 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.
7. 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.
8. Deadlines for the thesis defense are the end of January or the end of June.
9. 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 108 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 33 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)

Starting from 108 academic year

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.