

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

Starting from 112 academic year (fall 2023)

**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 Literature 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 27 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 27 credits. Students have to choose one course from: “Research Practices of Literature and Culture Studies (I)” and “Research Practices of Literature and Culture Studies (II).” Students must first complete and pass “English Writing and Research Methods (I)(II)” before they are eligible to take “Research Practices of Literature and Culture Studies (I)” or “Research Practices of Literature and Culture Studies (II).”
- (3) Students have to choose one course from: “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 27 credits.
- (5) Students who are not English major graduates must take two to four related courses from the undergraduate curriculum. “Readings in British and American Literary History” can be counted as one of these courses.

### **2. Option B**

- (1) In addition to thesis, at least 33 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 33 credits. Students have to choose one course from: “Research Practices of Literature and Culture Studies (I)” and “Research Practices of Literature and Culture Studies (II).” Students must first complete and pass “English Writing and Research Methods (I)(II)” before they are eligible to take “Research Practices of Literature and Culture Studies (I)” or “Research Practices of Literature and Culture Studies (II).”
- (3) Students have to choose one course from: “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 33 credits.
- (5) Students who are not English major graduates must take two to four related courses from the undergraduate curriculum. "Readings in British and American Literary History" can be counted as one of these courses.

### **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 27/33 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. 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 two courses at most with a maximum of six credits waived or transferred; those who meet both criteria are allowed to waive no more than three 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. **Required courses cannot be waived by courses taken from other universities.**

## **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 with 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. Students are required to fully discuss the contents of the booklist with their advisors or lecturers of ENM courses “Research Practices of Literature and Cultural Studies I/ II. If non-English research materials are to be included in the booklist, students must first get approval from their advisors or the lecturers of above courses. Non-English research materials should not exceed one-fifth of the total number of materials included in the booklist.
2. The reading list and rationale should be reviewed and passed by the lecturers of ENM courses “Research Practices of Literature and Cultural Studies I/ II.
3. Students may apply for a proposal hearing of their thesis after they fulfill all the required credits and complete their reading list and rationale.

## 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.
  - (1) For students who have selected Option A, the M.A. thesis should be at least 60 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 30 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).
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.

## **PhD Regulations of the English Department of NTNU (Literature Section)**

Starting from 112 academic year (fall 2023)

### **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 twenty-seven credits. Twelve credits (or more) should be taken in the PhD program of our section (code name of the courses: END). Credits obtained from a second foreign language class will not be counted in the required credits.
2. "Research Methods: Literature and Culture studies" is a required END course and the credits are as 1-3 of the 12 credits required in END courses.
3. Each student is required to choose a major field (taking at least three courses related to their major, and their PhD dissertation will be in this major field) and two minor fields (taking at least two courses for each of their minor fields). The major field should be chosen from the different categories or periods in English and American literatures, while the minor fields could be English and American literatures, literary theories, cultural studies, or comparative literatures.
4. Second foreign language
  - a. Each student should learn at least one second foreign language prior to conferral of PhD Candidate qualification, including Japanese, French, German, Spanish or any other language recognized by our department. Two years' learning is required and the score should be 70 at minimum. The second language class can be taken either in our school or another school or both. Those who have taken a second language class in college or graduate school and have earned a minimum score of 70 are exempted. Students should obtain approval from the department before attending a second foreign language class in other schools.
  - b. Students can also take the second foreign language evaluation exam held by the Literature Section of our PhD program. Those who pass the exam will be exempted from taking a language class. Those who fail to pass the exam for the first time will be allowed to apply for the second exam the next semester. The evaluation exam cannot be taken more than twice. The exam is focused on reading and translation. Use of a dictionary is allowed. The exam will take place in November in the first semester, and in May in the second semester.

- c. Each student can also provide the certificate of proficiency in foreign languages tests. The minimum requirements for various language tests are as follows: (choose one of the following.)
- (a) Pass level 2 in Japanese Language Proficiency Test (JLPT), level N2 has also been qualified since 2010; or Foreign Language Proficiency Test-Japanese (FLPT-Japanese): Listening, Usage, Vocabulary and Reading should be 180 points in total and S-2 for the oral test.
  - (b) Pass B1 in Test de connaissance du français(TCF); or Pass B1 in Diplôme d'Etudes en Langue Française and Diplôme Approfondi en Langue Française (DELFDALF); or Foreign Language Proficiency Test- French (FLPT-French): Listening, Usage, Vocabulary and Reading should be 180 points in total and S-2 for the oral test.
  - (c) Pass Goethe-Zertifikat B1 : Zertifikat Deutsch(ZD); or TestDaF TDN3; or Foreign Language Proficiency Test- German (FLPT-German): Listening, Usage, Vocabulary and Reading should be 180 points in total and S-2 for the oral test.
  - (d) Pass Diplomas de Español como Lengua Extranjera Nivel B1 (DELE); or Foreign Language Proficiency Test- Spanish (FLPT-Spanish): Listening, Usage, Vocabulary and Reading should be 180 points in total and S-2 for the oral test.

### **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. Students should not take more than six credits from the education program each semester.
4. Credits from courses taken in other sections of our department will not be included.
5. 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.
6. Credits earned from courses taken at other universities or other departments in our university, if they are to be counted towards the 12 credits required by the PhD

program of our section (code name of the courses: END), are limited to credits from no more than one such course.

#### **IV. Credit waiver and transference:**

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 PhD program courses during Master 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 Master'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 two courses at most with a maximum of six credits waived or transferred; those who meet both criteria are allowed to waive no more than three 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 ten 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 doctoral dissertation.

#### **VI. Paper Presentation**

1. Students must present or publish at least one research paper in related domestic or international academic conferences or academic journals. The presentation or publication of the paper must be prior to the comprehensive exam.
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 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) full text of the paper; or 2. (a) a copy of the paper to be published, or (b) journal letter of acceptance and journal hard copy.

## **VII. PhD Candidate Qualification Exam**

1. After fulfilling all the required credits and before applying for the PhD candidate qualification exam, the PhD student is required to get an advisor.
2. After or within a semester of fulfilling all the required credits, students can apply to take the PhD candidate qualification exams. School transcripts should be handed in along with the application before the end of April or November. Students can apply for the PhD candidate qualification exams after the reading list is approved and they 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. Each 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.
3. There are two systems of the PhD candidate qualification exam: the new system and the old system. The new system applies to students enrolling in the 108 academic year and onward. Students who have enrolled in the 107 academic year or earlier may choose to take the qualification exam under either the new system or the old system. Students who have already passed the first qualification exam (under the old system) may, if they choose to switch from the old system to the new system, take the second qualification exam under the new system.
4. There are two PhD qualification exams. The qualification exams are conducted orally, and students may choose whether to take the minor subject exam or the major subject exam first. Students are required to fully discuss the contents of the booklist with their advisors. If non-English research materials are to be included in the booklist, students must first get approval from their advisors. Non-English research materials should not exceed one-tenth of the total number of materials included in the booklist.
  - (1) The minor subject of the reading list should include a rationale and a booklist of 25-35 items (each book can be substituted with four published journal articles or book chapters). The duration of the qualification exam will be 90 minutes.
  - (2) The major subject of the reading list (related to the topic of the student's

dissertation) should include a rationale and a booklist of 40-50 items (each book can be substituted with four published journal articles or book chapters). The duration of the qualification exam will be two hours.

5. The reading list and rationale should be submitted at least three months before the exam. The reading list and rationale should be evaluated at least two months before the exam.
6. Each qualification exam rationale and booklist will be evaluated by two Literature Faculty members, assigned by the Curriculum Committee coordinator. After review and revision of the booklist by the student, the oral exam questions will be set by these same faculty members. The advisor should be excluded from being a member of the qualification exam committee.
7. Only one make-up exam is allowed in each subject.
8. Those who pass the two exams and also meet the second foreign language qualification of our section will receive the PhD candidate qualification.

#### **VIII. 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 “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' recommendations, 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 graduation procedures.
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.

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

Starting from 112 academic year (fall 2023)

**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, cross-department, and cross-track 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 15<sup>th</sup> 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.
  - (4) Students are allowed to take no more than three courses in total, with a maximum of nine credits.

### **IV. Credit waiver and transference:**

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 PhD program courses during Master 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 Master'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 two courses at most with a maximum of six credits waived or transferred; for those who meet the second criterion, the total number of credits waived may not exceed two thirds of the total number of credits required for graduation approved by the Linguistics Section. In special cases, approval from the Curriculum Committee is required for credits to be counted toward the student's graduation credit count.
4. Credits earned from courses taken within ten years prior to enrollment are

considered valid for the application for a credit waiver or transfer.

## V. 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.

## VI. 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.

## 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) 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.
3. 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).
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 of 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 (Linguistics Section)**

Starting from 112 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.

### **II. Curriculum and Credits:**

1. In addition to the dissertation, at least 27 credits. Three credits (or more) should be taken in the PhD program of our section (code name of the courses: END).
2. Credits earned during the course of study must be from courses in the following **three core areas: Phonetics/Phonology, Syntax and Semantics.**
3. Those who have not taken courses in Phonology and Syntax as part of their MA program must take 2 required courses in our MA program as makeup courses. The credits earned from these courses (code name of the courses: ENM) do not count toward the 27 credits required for graduation.

### **III. Course Registration:**

1. Students may register for new courses in the coming semester before the final exam.
2. **Course registration must comply with the "II. Curriculum and Credits."**
3. **An application for a cross-school, cross-department, and cross-track 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 15<sup>th</sup> 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.**
  - (4) **Students are allowed to take no more than three courses in total, with a maximum of nine credits.**

### **IV. Credit waiver and transference:**

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 PhD program courses during Master 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 Master'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 two courses at most with a maximum of six credits waived or transferred; for those who meet the second criterion, the total number of credits waived may not exceed two thirds of the total number of credits required for graduation approved by the Linguistics Section. In special cases, approval from the Curriculum Committee is required for credits to be counted toward the student's graduation credit count.
4. Credits earned from courses taken within ten years prior to enrollment are considered valid for the application for a credit waiver or transfer.

#### **V. 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.

#### **VI. Paper Presentation**

1. Students must publish at least one research paper in relevant domestic or foreign academic journals (including SCI, **SCIE**, SSCI, A&HCI, **SCOPUS**, THCI, TSSCI journals and other academic journals approved by the Linguistics Track) during their course of study and before the Graduate Degree Examination, and should be the first author or the corresponding author. The same research paper can only be used for this qualification review once.
2. 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.
3. Students must hand in the following information for reference: (a) a copy of the paper to be published, or (b) journal letter of acceptance and journal hard copy. If it is a co-authored article, (c) a co-authored statement must be attached, and the degree of contribution should be indicated.

#### **VII. PhD Candidate Qualification Exam**

1. **The qualification exam for doctoral candidates must cover two fields (such as phonetics/phonology, syntax, semantics, etc.), and the field must be approved by**

the advisor. Students should take at least two related courses in each field (the current semester included).

2. Students can apply to take the exam from the second semester of the second year onwards. Reading lists and transcripts should be handed in along with the application before the end of April or November. The exam should be completed every October or March. Each qualification exam should be done within a year after submission of the reading list. Within one month before the exam, unless for major reasons (such as hospitalization due to illness, etc.), the exam cannot be canceled. No diskettes, reference materials, mobile phones, or Internet access are allowed during the exam.
3. The reading list and rationale should be submitted at least three months before the exam. The reading list and rationale should be evaluated at least two months before the exam.
4. The qualification exam may be a written or physical oral examination and the committee will decide the way to hold the exam. Mobile phones, laptop, flash drives as well as internet access are not allowed during the exam.
5. Each subject of the qualification examination should be scored by at least two Linguistics Faculty members.
6. Only one make-up exam is allowed in each subject.
7. Those who pass the qualification exam will achieve PhD candidacy.

### **VIII. 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 “Advisor Consent Form” and “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, students can continue dissertation writing and apply for dissertation 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. The date of the oral defense should be posted **three days before the oral defense**.
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 of January or the end of **July**.
8. Please refer to the NTNU Regulations for more information.

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

Starting from 112 academic year (fall 2023)

**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. Credit waiver and transference:**

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 PhD program courses during Master 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 Master'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 two courses at most with a maximum of six credits waived or

transferred; for those who meet the second criterion, the total number of credits waived may not exceed two thirds of the total number of credits required for graduation approved by the Linguistics Section. In special cases, approval from the Curriculum Committee is required for credits to be counted toward the student's graduation credit count.

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

## **V. 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.

## **VI. 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.

## **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.
  - (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 112 academic year (fall 2023)

### **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. **Nine** 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. Credit waiver and transference:**

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 PhD program courses during Master 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 Master'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 two courses at most with a maximum of six credits waived or transferred; for those who meet the second criterion, the total number of credits waived may not exceed two thirds of the total number of credits required for graduation approved by the Linguistics Section. In special cases, approval from the Curriculum Committee is required for credits to be counted toward the student's graduation credit count.
4. Credits earned from courses taken within ten years prior to enrollment are considered valid for the application for a credit waiver or transfer.

## **V. 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.

## **VI. 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, **Scopus**, THCI 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.

## VII. 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.