

National Taiwan Normal University
Department of Taiwan Culture, Languages and Literature
Regulations on Doctoral Study Requirements and Degree Examinations
(Applicable to Students admitted in [Academic Year 2022](#))

Approved in Academic Year 2019 (Semester 1) – 2nd Department Affairs Meeting on Dec. 23, 2019

Approved in Academic Year 2019 (Semester 1) – 5th College Affairs Meeting on Jan. 16, 2020

Approved in Academic Year 2019 – 2nd Academic Affairs Meeting on Apr. 22, 2020

Approved in Academic Year 2021 (Semester 2) – 1st Department Affairs Meeting on Feb. 21, 2022

Approved in Academic Year 2021 (Semester 2) – 1st College Affairs Meeting on Mar. 8, 2022

Approved in Academic Year 2021 – 2nd Academic Affairs Meeting on Apr. 13, 2022

Article 1 These Regulations are formulated in accordance with the National Taiwan Normal University Degree Conferral and Graduate Degree Exam Regulations.

Article 2 The title of the degree conferred by the Department's doctoral program is Doctor of Philosophy (PhD).

Article 3 Course and Study Requirements

(I) Matters related to doctoral degree study duration shall be handled in accordance with the regulations stipulated in the University's Academic Policies.

(II) The Department's doctoral students are required to complete at least 18 credits, including 3 required course credits and 15 selective course credits during the study period. Refer to the Department's Curriculum Framework for subject details.

1. The Department's doctoral students must select one of the following three courses: "Introduction to Taiwan Languages", "Special Topics on Taiwan Literary History", or "Introduction to Studies in Taiwan Culture". Credits earned from such course counted toward graduation. Students who have selected and were awarded credits for the three courses ("Introduction to Taiwan Languages", "Special Topics on Taiwan Literary History", and "Introduction to Studies in Taiwan Culture") offered by the Department during the study period for a master's program shall be exempted from this restriction.
2. The Department's doctoral students shall focus their study on the Department's doctoral program courses. When research requires, a doctoral student is allowed to take up to 6 credits from other universities or departments (which shall be counted in the 15 credits of selective courses). Submit an application to do so before the Department's last Academic Development Committee Meeting, held by the end of the semester prior to the semester when the courses are to be taken, or before the first Department Affairs Meeting held at the beginning of the semester during which the courses are to be taken. Said courses can only be taken and counted toward graduation after they have been approved by the meetings. (Refer to the Department's calendar for meeting schedules.)

- (III) Students in the direct-admission doctoral degree program shall complete a total of 30 credits, including required course credits as required by the original doctoral degree (including 15 credits obtained during the students' master's degree study).
- (IV) The Department's doctoral students must pass English or Japanese proficiency tests before submitting the application for degree examination. Alternatively, students can choose to complete and pass one academic year's "English (Japanese) Readings of Taiwan Documentary Studies (I)" and "English (Japanese) Readings of Taiwan Documentary Studies (II)" offered by the Department. The credits earned from said courses do not count as graduation credits, but can be deemed as a substitute for English (Japanese) proficiency tests. The graduation benchmarks for foreign language proficiency tests are as follows (either English or Japanese):
1. With respect to English proficiency tests, students must pass the GEPT at the high-intermediate-level second stage or higher, or other equivalent internationally known standardized tests. (Refer to the Appendix for the Department's graduation benchmarks for foreign language proficiency tests).
 2. With respect to Japanese proficiency tests, students must pass the JLPT at the N2 or higher level operated by the Japan Foundation and Japan Educational Exchanges and Services, or other equivalent internationally known standardized tests. (Refer to the Appendix for the Department's graduation benchmarks for foreign language proficiency tests).
- (V) The Department's doctoral students must publish three papers in academic journals for which review systems are employed. (Note: Due to the time-consuming process of publication for journal papers, a paper published in an academic symposium that offers open calls for papers and employs a paper review system may substitute for up to one of the three journal papers. The symposium paper and journal paper shall not be counted twice.) Said academic journals must be published by domestic/international colleges/universities, or journals included in SCI (E), SSCI, A&HCI, EI, EconLit, TSSCI, core journals new 2016 THCI system (originally known as THCI Core), SCOPUS, or other positively listed journals recognized by the University. If any doubt is raised, it shall be deliberated upon by the Academic Development Committee.
- (VI) Graduate students shall actively attend and provide assistance in at least 8 academic activities organized by the Department before submitting the application for degree examination. (Said academic activities can include 3 activities not organized by the Department; students are required to obtain participation evidence issued or approved with official stamps by the activity organizers.) Refer to the Department's *Guidelines for Participation in Academic Activities for Graduate Students* for the verification methods.

(VII) The Department's doctoral students can only attend a doctoral qualification examination after they have completed all courses. A student who passes the qualification examination may submit an application for doctoral thesis proposal review, but can only apply for degree examination after the thesis preliminary draft is completed and the paperwork review is finished.

Article 4 Thesis Advisor Appointment

(I) In principle, the thesis advisors shall be full-time faculty members of the Department, and shall meet the following qualification requirements:

- (1) Current or former professors/associate professors.
- (2) Academicians at Academia Sinica, or current/former research fellows or associate research fellows at Academia Sinica.
- (3) Scholars/experts with doctoral degrees and outstanding academic achievements.
- (4) Scholars/experts engaged in research areas involving rare/special topics or professional practices, and known for academic or professional achievements.

Qualifications (3) and No. (4) listed in the preceding paragraph shall be determined by the Department Chair, as authorized by the resolution approved in the Department Affairs Meeting held on Dec. 23, 2019.

Graduate students can only appoint part-time faculty members or teachers from outside the Department as their thesis advisors for thesis needs, after the appointment is reviewed and approved by the Department's Academic Development Committee Meeting. Moreover, a full-time faculty member of the Department must act as co-adviser; applications for such shall be submitted before the end of March and September, at the beginning of the semester.

(II) In principle, the doctoral thesis advisor fee shall be allocated to one advisor only. If a student has two co-advising professors, the fee for the other advisor shall be borne by the student, and such fee shall be the same as that allocated by the University for a sole advisor.

(III) During the thesis-writing process, if a graduate student needs to change advisors, they may fill out the Application Form for Thesis Advisor Change, on which specific reasons for the change shall be stated. The advisor-advisee relationship can be changed with the consent of the original advisor, and approval by the Department's Academic Development Committee. However, the advisor-advisee relationship can only be changed once. In the event that the thesis topic is changed, it is necessary to re-apply for thesis proposal review.

Article 5 Doctoral Degree Qualification Examinations

The Department's doctoral students can apply for Doctoral Degree Qualification Examination in accordance with the Department's Implementation Guidelines for Doctoral Degree Qualification Examination, after completing all courses.

Article 6 Thesis Proposal Review

- (I) The qualification requirements for doctoral thesis proposal review application are as follows:
1. Students shall pass the PhD candidate qualification examination.
 2. Students shall complete and pass the tests for Academic and Research Ethics Studies. (See the National Taiwan Normal University's Implementation Guidelines for Academic Ethics and Integrity Education for details, or check the Office of Academic Affairs website.)
 3. Students shall complete their thesis proposal preliminary drafts (in principle, the theses shall be written in Chinese or English).
- (II) Time for Application: Graduate students shall determine their thesis advisors and topics no later than the academic year prior to scheduled graduation, and submit the application for thesis proposal review to the Department Office by the end of April or November of the semester prior to doctoral degree examination.
- (III) Required Documents for Application:
1. Evidence of Academic and Research Ethics studies.
 2. Transcripts for all semesters.
 3. Application Form for Doctoral Degree Thesis Advisor.
 4. Application Form for Doctoral Thesis Proposal Oral Defense.
 5. The five elements below, corresponding to the components of the thesis, shall be completed in the thesis proposal preliminary draft:
 - (1) Research aims and objectives;
 - (2) Literature review;
 - (3) Research methodology and design (if empirical methods are employed, it is necessary to determine study subjects, pre-testing research tools, and statistical methods to be used);
 - (4) Tentative chapter outlines; and
 - (5) Main bibliography.
- (IV) Examination Committee: Confirm the time and Examination Committee members for doctoral thesis proposal oral defense no later than three weeks prior to the oral defense; then, fill out the "Time and Professors for Oral Defense" doctoral thesis proposal oral defense confirmation form, and submit it to the Department Office.
1. The list of Examination Committee members shall be determined based on the thesis advisor's recommendations. The Examination Committee shall be comprised of three to four members (including the thesis advisor), among whom non-NTNU members (including part-time University faculty members) shall account for at least one-third. The convener of the Examination Committee shall be a non-NTNU member. If there are two thesis advisors, it is acceptable if only one of them is present. Committee members must attend in person, and cannot entrust others to act as representatives.
 2. The Examination Committee members being appointed shall meet the following qualification requirements:

- (1) Current or former professors/associate professors.
- (2) Academicians at Academia Sinica, or current/former research fellows or associate research fellows at Academia Sinica.
- (3) Scholars/experts with doctoral degrees and outstanding academic achievements.
- (4) Scholars/experts engaged in research areas involving rare/special topics or professional practices, and known for academic or professional achievements.

Qualifications (3) and No. (4) in the preceding paragraph shall be discussed and determined by the Department Affairs Meeting.

- (V) Students shall prepare three or four copies (determined by the actual number of committee members attending the oral defense) of the “Professor's Comments on Doctoral Degree Thesis Proposal Oral Defense” form, and one copy of the “Comprehensive Review Result of Doctoral Degree Thesis Proposal Oral Defense” form, in advance by themselves, for the day of thesis proposal oral defense. These shall be handed to the committee members and used for thesis review during the oral defense, and shall be submitted to the Department Office after the oral defense.
- (VI) If a passing grade is not attained in the thesis review, another review shall be conducted the next semester.

Article 7 Thesis Degree Examinations

- (I) The qualification requirements for doctoral thesis degree examination application are as follows:
 1. Students in doctoral programs shall complete three-full-semester study; or students of direct-admission doctoral degree program shall complete three-full-semester doctoral program study.
 2. Students shall complete the subjects and credits required by the Department, with a minimum of 18 credits.
 3. Students shall meet other study requirements listed in Article 3.
 4. Students shall pass the PhD candidate qualification examination.
 5. Students shall pass the thesis proposal review and complete their thesis preliminary drafts (in principle, theses shall be written in Chinese or English). Thesis format: Students should refer to the general format for Call for Papers posted in the Journal of NTNU: Linguistics & Literature.
- (II) Time for Application: Applications shall be submitted before April 25 or November 25 each year.
- (III) Required Documents for Application:
 1. Transcripts for all semesters.
 2. “Doctoral Degree Examination Application Form”.
 3. A copy of the “Online Thesis Plagiarism & Originality Check Report” (log in

to the Turnitin Originality Check System through the library's website).

4. One copy of the “Declaration of Academic Integrity” (download the “Declaration” through the Office of Academic Affairs website).
5. A complete printed copy of the thesis preliminary draft (including Chinese and English abstracts).

(IV) Examination Committee: Confirm the time and Examination Committee members for doctoral degree examination no later than three weeks prior to the oral defense; then fill out the “Time and Professors for Oral Defense” doctoral degree examination confirmation form, and submit it to the Department Office.

1. The list of Examination Committee members shall be determined based on the thesis advisor's recommendations. The Examination Committee shall be comprised of five to nine members (including the thesis advisor), among whom non-NTNU members (including the University's part-time faculty members) shall account at least one-third. The convener of the Examination Committee shall be a non-NTNU member. If there are two thesis advisors, it is acceptable that only one of them is present. Committee members must attend in person, and cannot entrust others to act as representatives.
2. The Examination Committee members being appointed shall meet the following qualification requirements:
 - (1) Current or former professors/associate professors.
 - (2) Academicians at Academia Sinica, or current/former research fellows or associate research fellows at Academia Sinica.
 - (3) Scholars/experts with doctoral degrees and outstanding academic achievements.
 - (4) Scholars/experts engaged in research areas involving rare/special topics or professional practices, and known for academic or professional achievements.

Qualifications (3) and No. (4) in the preceding paragraph shall be discussed and determined by the Department Affairs Meeting.

(V) Students shall prepare 5–9 copies (determined by the actual number of committee members attending the oral defense) of the “Professor’s Comments on Doctoral Degree Examination” form, one copy of the “Recording Doctoral Examination Grade” form, and one copy of the “Doctoral Degree Thesis Approval” signing form, in advance by themselves, for the day of thesis degree oral defense. These forms shall be handed to the committee members and used for thesis review during the oral defense, and shall be submitted to the Department Office after the oral defense.

(VI) Grading and Retakes:

1. Scores/grades shall be given in a secret manner by the Examination Committee members after the thesis oral defense is finished. The scores/grades can only

be given once. The passing grade is an average of B- (or 70 percentage points). If a thesis involves plagiarism or other fraud issues, after being reviewed and verified by the Doctoral Degree Examination Committee, a failing grade of "X" shall be given, and the matter shall be handled in accordance with the University's *Guidelines for Handling Academic Ethics and Integrity Violations in Master's and PhD Theses*.

2. Students who fail in the thesis examination within their valid duration of study may apply for retakes in the next semester or next academic year. Only one retake is permitted. The retake grade shall be registered as a B- (or 70 percentage points). Students who fail to pass retakes shall be withdrawn from school.
3. The grade must be determined during the degree examination. It is not allowed to avoid giving the grade by viewing the examination as a "Preparatory Meeting" or "Review Meeting". A grade not given shall be deemed to be failing grade of "X".

(VII) After passing a degree examination, the student shall revise their thesis based on the recommendations offered by examination committee members, and fill out the "Doctoral Degree Thesis Finalization Notice" before the deadline scheduled for graduate students to submit their finalized theses (refer to the schedule announced in the University's calendar to check the deadlines for thesis submission and graduation school-leaving in each semester). The Notice shall be signed and approved by the thesis advisor, and then be sent to the Department Office for recordation. After that, the school-leaving procedures can be processed. Enrolment for the next semester is still required if the student fails to submit their thesis and complete school-leaving procedures in time, if the duration of their study has not finished. A student who submits their thesis and completes school-leaving procedures before the specified deadlines for a given semester can be deemed to have graduated in that semester. However, if the duration of their study has finished and they fail to submit their thesis and complete the school-leaving procedures before the specified deadlines, such a student shall be deemed not to meet the graduation requirements and shall be withdrawn from school in accordance with the regulations. For a student who has earned their doctoral degree, the thesis submitted to the University's library shall not be exchanged or swapped any more.

Article 8 Any matters not stipulated in these Regulations shall be handled in accordance with the University's regulations such as Degree Conferral and Graduate Degree Exam Regulations, Academic Policies, etc.

Article 9 After being approved by Department Affairs Meeting and College Affairs Meeting, the graduation requirements concerning degree conferral, etc. stated in these

Regulations shall be submitted to Academic Affairs Meeting for deliberation. The remaining regulations shall be submitted to the Office of Academic Affairs for recordation after being approved by the Department's Department Affairs Meeting. The same procedures shall also be followed for any amendments/revisions.

Appendix: Department of Taiwan Culture, Languages and Literature, National Taiwan Normal University - Graduation Benchmarks for Foreign Language Proficiency Tests

Approved in Academic Year 2019 (Semester 1) - 1st Department Affairs Meeting on Sep. 16, 2019
Revision approved in Academic Year 2019 (Semester 2) - 1st Department Affairs Meeting on Sep. 14, 2020
Revision approved in Academic Year 2021 (Semester 1) - 1st Department Affairs Meeting on Sep. 27, 2021

	English								Japanese	Remedies
	GEPT (Intermediate-level second stage test)	GEPT (High- intermediate-level first stage test)	GEPT (High- intermediate-level second stage test)	TOEIC	TOEFL (CBT)	TOEFL (PBT/ITP)	TOEFL (IBT)	Lexile	JLPT	
Bachelor's Program	✓	✓		650	173	500	61	850L		Complete and pass the "English Grammar (Lexile 600L)" online course
Master's Program	✓	✓		650	173	500	61	850L	N3	Complete and pass one academic year's "English (Japanese) Readings of Taiwan Documentary Studies (I) & (II)" offered by the Department
Doctoral Program			✓	810	213	550	80		N2	Complete and pass one academic year's "English (Japanese) Readings of Taiwan Documentary Studies (I) & (II)" offered by the Department

- ※ Students of the Department's programs who complete and pass more than **two** of the "English Teaching" specialized courses offered by the Department or other departments within the University can be exempted from the foreign language proficiency test threshold requirements.
- ※ Students of the Department's programs who study in non-Chinese-speaking countries (with the scope of Chinese-speaking countries including China, Hong Kong, and Macau) as exchange students for at least one semester can be exempted from the foreign language proficiency test threshold requirements.
- ※ The regulation that "students conducting self-reading in English for one year and passing the University's Adaptive English Reading Test (Lexile) with a result showing that the students' English proficiency has been improved for 100L or more can be deemed to have passed the foreign language proficiency test" is **NOT** applicable to the Department's students.