

**Guidelines for Participation of Graduate Students in Academic Activities within the Department of Taiwan Culture, Languages and Literature, National Taiwan Normal University**

**(Applicable to students admitted in Academic Year 2022 and before)**

1. Graduate students of this department must attend academic activities such as conferences, lectures or workshops organized by the department at least 8 times as part of the requirements needed to apply for the degree examination before graduation.
2. Graduate students are required to print the “**Academic Activity Participation Record Form**” from the department website, and have their **Forms** stamped for the certification of their participation by the department office or the organizing teachers within two weeks of the end of every single event.
3. A maximum of 3 related academic activities **not** sponsored by the department can be used if other organizers have issued the certificates of participation or given their approval stamps on the **Forms**. (Formal certificates or stamp from outside of the department is needed.)
4. Students can obtain 2 activities approval stamps by giving 1 presentation in *Study Workshop* (研究小群) within the department.
5. Serving as a staff member of formal conferences (學術研討會) organized by this department also counts towards the participation record. Every 10 hours of work is equivalent to 1 stamp. The maximum limit of certification for a single event is 30 hours (3 stamps). It is necessary to have the working hours recorded clearly in an attachment for certification.
6. Attending an activity hosted in students’ own course does not count towards their participation record, as students are obligated to attend their regular classes.

Remarks:

1. When attending academic activities such as conferences, lectures or study workshops, graduate students should adhere to the principle of “full participation” for certification. For example, in the case of a two-day conference organized by the department, attendance for the full two days is required to receive a seal of approval, and it should be verified through the attendance sheet.
2. Online activities are acceptable with formal proofs of participation provided by the organizers.
3. Uncertain cases shall be reviewed by the chair of the department.