

**National Taiwan Normal University Department of Taiwan Culture,  
Languages and Literature**  
**Regulations on Master's Study Requirements and Degree Examination**  
(Applicable to Students admitted in Academic Year 2024)

Approved in Academic Year 2019 (Semester 1) – 2nd Department Affairs Meeting on Dec. 23, 2019  
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Approved in Academic Year 2023 (Semester 1) – 2nd Department Affairs Meeting on Dec. 4, 2023  
Approved in Academic Year 2023 (Semester 2) – 1st College Affairs Meeting on Mar. 12, 2024  
Approved in Academic Year 2023 – 2nd Academic Affairs Meeting on Apr. 17, 2024

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 master's program is Master of Arts (MA).

Article 3 Course and Study Requirements

- (I) Matters related to master's degree study duration shall be handled in accordance with regulations stipulated in the University's Academic Policies.
- (II) The Department's master students are required to complete at least 30 credits, including 12 free elective (interdepartmental/inter-university) course credits. Refer to the Department's Curriculum Framework for subject details.
- (III) The Department's master students must pass English or Japanese proficiency tests before submitting the application for degree examination. (Refer to the Appendix for the Department's graduation benchmarks for foreign language proficiency tests).
- (IV) The Department's master students must attain one of the following academic achievements before submitting the application for degree examination:
  - 1. Attend a domestic/international academic symposium and give a paper of relevant topic.
  - 2. Publish an academic paper in an academic journal for which review systems are employed.
- (V) Graduate students should present their research findings at least once at the "Graduate Student Workshop" by the department, and are required to attend academic activities held by this department for at least 8 times before submitting the application for degree examination (3 related activities from outside of the department with formal proofs of participation are acceptable). Please refer to

the “Guidelines for Participation of Graduate Students in Academic Activities within the Department of Taiwan Culture, Languages and Literature” for details.

- (VI) The Department’s master students can only graduate by completing graduation credits, writing a thesis, and meeting requirements set by the Department.

#### Article 4 Thesis Advisor Appointment

- (I) In principle, the thesis advisors shall be full-time faculty members (with assistant professor or higher status) of the Department. Graduate students can only appoint part-time faculty members or teachers from outside the Department as their thesis advisors where their thesis requires it 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 master 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, in which specific reasons for the change shall be stated. The advisor-advisee relationship can be changed with the consent of the original advisor, and the 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 Thesis Proposal Review

- (I) The qualification requirements for master’s thesis proposal review application are as follows:
1. Complete at least 17 required credits.
  2. Students shall complete and pass the tests for Academic and Research Ethics Studies. (See the National Taiwan Normal University 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 master degree examination.
- (III) Required Documents for Application:
1. Certificate of Academic Research Ethics Education Courses.

2. Transcripts for all semesters.
  3. Application Form for Master's Degree Thesis Advisor.
  4. Application Form for Master 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 (in principle, the number of pages shall be more than 25): (1) Research aims and objectives; (2) Literature review; (3) Research methodology and design (if empirical methods are employed, it is necessary to determine objects of study, 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 master thesis proposal oral defense no later than three weeks prior to the oral defense; then fill out the Confirmation Document of Oral Defense for master's thesis proposal, 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 two to three members (including the thesis advisor). 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, or assistant professors
    - (2) Academicians at Academia Sinica, or current/former research fellows or associate/assistant 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 two or three copies (determined by the actual number of committee members attending the oral defense) of the "Professor's Comments on Master's Degree Thesis Proposal Oral Defense" form (depending on the actual number of committee members attending the oral defense) and one copy of the "Comprehensive Review Result for Master's 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 the passing grade is not attained in the thesis review, another review shall be conducted the next semester.

#### Article 6 Thesis Degree Examinations

- (I) The qualification requirements for master's thesis degree examination application are as follows:

1. Applicants shall be students in master's programs who have completed at least one full semester of study, or students in direct-admission doctoral degree programs who come back to study for a master's degree.
2. Students shall complete the subjects and credits required by the Department, with a minimum of 30 credits.
3. Students shall meet other study requirements listed in Article 3.
4. 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. "Master's 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."
5. A complete printed copy of the thesis preliminary draft (including Chinese and English abstracts)
6. The supporting documents for the other study requirements listed in Article 3.

- (IV) Examination Committee: Confirm the time and Examination Committee members for master degree examination no later than three weeks prior to the oral defense; then fill out the Confirmation Document of Oral Defense for master's degree examinations, 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 five members (including the thesis advisor), among whom non-NTNU members (including the University's part-time 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 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, or assistant professors.
- (2) Academicians at Academia Sinica, or current/former research fellows or associate/assistant 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 3–5 copies (determined by the actual number of committee members attending the oral defense) of the “Professor’s Comments on Master’s Degree Examination” form, one copy of the “Recording Master Examination Grade” form, and one copy of the “Master’s Degree Thesis Approval” signing form, in advance by themselves, for the day of the thesis degree 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) 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 Master’s Degree Examination Committee, a failing grade of "X" shall be given, and the matter shall be handled in accordance with the University's "Handling Guidelines for the Doctoral/Master's Degree Theses that Violate Academic Ethics and Integrity".
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 “Master’s 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. Enrolment for the next semester is still required for students who fail to submit their theses 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 master's degree, the thesis submitted to the University's library shall not be exchanged or swapped any more.

Article 7 Any matters not fully 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 8 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

Revision approved in Academic Year 2022 (Semester 2) – 2nd Department Affairs Meeting on Jun. 5, 2023

	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		Choose one from the options below: (1) Complete and pass the “English Grammar (Lexile 600L)” online course (2) Complete and pass at least two professional courses “taught in English,” offered by this department, other departments at the university, or the Center for General Education.

Master's Program	✓	✓		650	173	500	61	850L	N3	<p>Choose one from the options below:</p> <p>(1) Complete and pass one academic year's "Japanese Readings of Taiwan Documentary Studies (I) &amp; (II)" offered by the Department. (A total of 6 credits.)</p> <p>(2) Complete and pass one academic year's "English Readings of Taiwan Documentary Studies" (3 credits) offered by the Department and one professional course "taught in English" (3 credits) offered by the Department, other departments at the university, or the Center for General Education, for a total of 6 credits.</p> <p>(3) Complete and pass a total of 6 or more credits of professional courses "taught in English" offered by the Department, other departments at the university, or the Center for General Education</p> <p>※ The aforementioned "Japanese/English Readings of Taiwan Documentary Studies" cannot be counted towards graduation credits. Professional courses "taught in English" that are offered as combined Master's and PhD courses can be counted towards graduation credits. However, courses from the undergraduate program or the Center for General Education cannot be counted towards graduation credits.</p>
Doctoral Program			✓	810	213	550	80		N2	



- ※ 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 more than one semester can be exempted from the foreign language proficiency test threshold requirements.
- ※ The regulation that "students performing Free Voluntary Reading in English for one year, and passing the English Reading Aptitude 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.