

**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 since Academic Year 2023)

Amendment approved on December 26th, 2016 during the Departmental Meeting

Amendment approved on October 1st, 2018 during the Academic Development Committee Meeting

Amendment approved on February 20th, 2023 during the Departmental Meeting

1. Graduate students of this department are required to participate in the following academic activities within the department, and should obtain a seal of approval from the department office or the organizing teachers to be eligible for applying for the degree examination.
 - (1) During their study period, graduate students are required **to present their research findings at least once at the Graduate Student Workshop organized by the department.** The execution process is as follows:
 - a. The department organizes several Graduate Student Workshops every semester, which are announced at the beginning of each semester for applications. Graduate students themselves should contact teachers or other graduate students of the department to serve as discussants for their presentations, and the application shall be submitted consisting of both a presenter and a discussant. The department will arrange a schedule for the presentations after reviewing the applications.
 - b. The content presented at the Graduate Student Workshop can be preliminary research findings, semester reports, or academic papers. Graduate students are required to deliver their presentations either with complete text or the accompanying presentation slides.
 - c. The Graduate Student Workshop is an informal presentation platform, and cannot be used to fulfill the requirements for formal paper presentations or publications.
 - (2) During their study period, graduate students are required **to attend at least eight academic activities organized by the department, such as conferences, academic lectures, and the Graduate Student Workshops** (may include up to three academic activities not organized by the department but with a seal of approval or proof of participation issued by the organizers). The execution process is as follows:

- a. When attending conferences, academic lectures, the Graduate Student Workshops and other academic activities, regardless of the duration of the activities, graduate students should obtain a seal of approval based on the principle of full participation.
 - b. Serving as a staff member for conferences organized by the department is credited as an equivalent to attending one academic activity for every ten hours of work. The maximum certification limit for a single event is thirty hours. Detailed records of the hours worked should be provided when applying for the certification.
 - c. Serving as a discussant for the Graduate Student Workshop is credited as an equivalent to attending two academic activities.
 - d. Attending lectures on graduate students' own classes or designated lectures as part of their curriculum shall not count toward the participation record since attending classes is mandatory for students.
2. Graduate students shall print and fill out the **Academic Activity Participation Record Form** (available for download on the department website), and submit it to the department office or the organizing teachers for a seal of approval within two weeks after attending each academic activity (for activities not organized by the department, please follow the instruction of the organizers).
 - (1) For activities organized by the department office, a seal of approval should be endorsed by the department office. For activities organized by the teachers of the department, a seal of approval should be endorsed by the respective teachers (teachers may use their own signature as a substitute for seal).
 - (2) For activities not organized by the department, a seal of approval should be endorsed by the organizers (signature is not allowed). Alternatively, a physical or electronic proof of participation provided by the organizers (including information such as the organizing entity, the name, date & time of the activity, the name of the graduate student, etc.) should be attached to the *Academic Activity Participation Record Form* without requiring further endorsement from the department.
3. Graduate students should properly keep their own *Academic Activity Participation Record Form* with the endorsed seals as it serves as one of the requirements for applying for the degree examination.
4. Cases of any doubts or questions regarding the certifications should be submitted

to the Department Chair for review and determination.

Note:

1. When attending academic activities, 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. For activities organized by the teachers of the department, it is recommended to promptly seek endorsement or signature from the organizing teachers after the activities conclude.
3. For activities not organized by the department, it is recommended to confirm in advance whether the organizers provide a seal of approval or proof of participation.