

# **Graduate Scholarship Application Instructions and Review Criteria of the Department of English, NCCU**

Adopted by the 325<sup>th</sup> Department General Faculty Committee, March 23, 2017

Amendments Adopted by the 332<sup>nd</sup> Department General Faculty Committee, November 30, 2017

- Article 1      These application instructions are formulated by the "Implementation Measures for Graduate Scholarships and Grants of National Chengchi University".
- Article 2      Graduate students in the department who wish to apply for scholarships should submit the following documents for review:
1. Application form
  2. Transcript (For first-year students, please submit the entrance exam scores as replacement)
  3. One representative work of academic papers (journal papers, conference papers, or term reports) in the past year, and there is no limit to the number of reference works. However, representative works of papers that have been awarded this scholarship cannot be re-applied (the applicant must indicate the above circumstances). If the representative work is a joint work, the contribution proportion must be marked and confirmed by the signature of the co-author.
- Article 3      The review of this scholarship is carried out by the "Scholarship Review Committee" formed by the Department of English. The committee members are appointed by the department chairperson and are composed of teachers of Literature and TESOL divisions. Each group is composed of two teachers. The review committee holds meetings in April and November each year to determine the list of winners, which will be announced by the Office of the School of Foreign Languages after being submitted to the dean for approval.
- Article 4      The review criteria for this scholarship include grades, research potential, learning attitude, and academic papers.
- Article 5      These instructions will be implemented after being adopted by the Department General Faculty Committee and announced by the department chairperson. The same applies to revisions.

