

NCCU Department of English Regulation for Completion of the Master Program (TESOL Division)

Passed by the General Faculty Meeting on Jun. 25, 2009
Amended and passed by the MA/PhD-Lit.& TESOL Meeting on Nov. 18, 2010
Amended and passed by the MA/PhD- TESOL Meeting on May 12, 2011
Amended and passed by the MA/PhD-Lit.& TESOL Meeting on Nov. 17, 2011

I. The duration of the Master program is two years and may be extended by two years.

II. **Courses and credits:** at least 33 credits shall be completed, excluding the thesis.

1. Required course: TESOL(3), Research Methods and Academic Writing(3)

2. Elective courses: the student shall select mainly from the courses provided by this master program. In the case of taking courses at other departments or universities, the student shall communicate the reasons therefore to the advisor or the Chair and then make adjustments as suggested by the teachers, provided that no more than 9 credits shall be earned by this means.

3. Required Curriculum : the student must, during the period of study, take and pass the following courses:

Subject	Number of Courses	Credits
*TESOL Practicum	1	3

(* If the student has the teaching experience for one semester in a formal school and has presented the certificate, then (s)he can exempted from this subject.)

III. Thesis

1. Declaration of the thesis title

- (1) The declaration may be done anytime from the second year to the semester before the thesis oral defense. The thesis advisors for the graduate students in Master Program are mainly teachers in this department. If there is no appropriate professor to advise the thesis in the department, the student may seek thesis advisor outside the university, but the written report and the specialties of the outside thesis advisor are required for verification. The declaration of the thesis title should not be later than the first semester of the third school year, except under unusual circumstances.
- (2) The student shall declare the thesis title on the NCCU website and have the hard copy sent to the advisor for signature and then submitted to the Office of the Department of English for the Chair's approval and signature to conclude the declaration procedure.
- (3) Where the declared title needs to be revised, the student shall submit the revised title along with the application for thesis oral defense, and mark the words in red: "Title revised" at the top right corner of the Master Degree Examination Application Form and sent an E-mail to the person in charge with the new title (both Chinese and English).

2. Thesis proposal oral test:

- (1) All students in this Master Program who have completed, including current credits, 33 credits, may apply for the for Thesis Proposal Oral Test.
- (2) The thesis proposal should be written in English, maximum 6000 words (including

references). The content of the proposal should include: (1) Introduction (2) Literature Review (3) Research Methods (4) Research Questions (5) Expected Findings and (6) References.

(3) The Department Chair should invite three teachers from our department or other universities to serve as the Committee members of the proposal Oral Test. The proposal oral test should be held publicly. The advisor of the student may join the committee.

(4) Guidelines for Thesis Proposal:

A. The quality of writing, research methods, the application of theory and method, and the organization and scope of the thesis in the thesis proposal are the essential elements for evaluation.

B. In addition to the content of the thesis proposal, the Oral Test Committee should also present questions related to the topics of the thesis proposal as part of the scope of the Oral Test.

C. The Oral Test is from 60 minutes to 90 minutes.

D. After the Oral Test, the Oral Test Committee members give Pass/Fail anonymously.

E. After the Oral Test, the Oral Test Committee should present written comments, which are returned to the graduate student for reference by the thesis advisor of the tested student.

(5) The result of the thesis proposal oral test can be Pass/Fail. Only two out of the three committee members give pass can the student pass the proposal oral test. Those who fail in the oral test can apply for re-test. However one can not apply for re-test more than two times.

(6) The application for thesis proposal oral test is held twice per semester. The dates will be announced by the Department Office at the beginning of the semester. Graduate students should fill in the application form during the application week and the oral test will be held three to six weeks after the application procedure is completed. Three copies of the thesis proposal must be handed in to the Office two weeks prior the oral test.

3. Thesis Oral Defense

1. The thesis shall be written according to the Master Thesis Format adopted by the Master Program, and application for the thesis oral defense may be done anytime before the specified deadline for a semester, only if the student has passed the Graduation Requirements for Foreign Language Proficiency.

2. For application, the student shall provide three copies of the completed thesis together with the Master Degree Examination Application Form (which may be downloaded from the website of the Office of Academic Affairs and shall be signed by the advisor after filled in.). The advisor will recommend a list of professors, including two from NCCU and two from outside the NCCU, and the Chair will pick out 2-4 professors from the list to join the advisor in conducting the oral defense.

3. The thesis oral defense will be held three to six weeks after the application procedure

is completed. The deadline for applying for the thesis oral defense will be announced by the Department Office. After the oral defense, the student shall revise the thesis according to the opinions of the Oral Defense Committee members and may have the revised thesis printed only after it has been reviewed and approved by the advisor and the Chair.

4. The student who passes the thesis oral defense shall check out online the procedure for leaving NCCU and print out the Checklist for Leaving NCCU, whereby (s)he may visit all the entities concerned and the Department Office to go through the stamping formalities for leaving NCCU. Before proceeding with the procedure for leaving NCCU, the student shall complete the Online Archiving of the NCCU Doctoral and Master's Theses and submit two paperbound copies of the thesis to the Departmental Office and two hardcover copies to the Collecting Section of the Library.

V. Others:

1. Since the Department has implemented Graduation Requirements for Foreign Language Proficiency since 2004, any student who falls short of the required standards shall not apply for the thesis oral defense.
2. (1) The student admitted to this program from the 2006 academic year onwards shall present paper(s) on graduate student paper presenting seminar, academic conference or publish papers in the local or foreign journals. The publisher must contribute at least 1/2 (including) for the paper. If it's a conference paper, the author needs to present the paper in the conference.

(2) The student admitted to this program from the 2011 academic year onwards shall present paper(s) on academic conference or publish papers in the local or foreign journals. The publisher must contribute at least 1/2 (including) for the paper. If it's a conference paper, the author needs to present the paper in the conference.
3. The punishment of plagiarism:
 - (1) The score of the course is zero
 - (2) The student can not apply for the graduate student scholarship during school years. Any complaints, the student can file a petition to the "Student Petition Committee" according to "NCCU Regulations of Student Complaints".
4. The department will allow the student to apply for transferring to other department but will not allow students from other department to transfer in to the department.