

National Taiwan Normal University
Department of Chinese as a Second Language
Regulations Governing the Selection of Students for Pre-Master's Studies

2020.10.16 Passed during the 3rd Department Affairs Meeting, 1st Semester, Academic Year 2020–21

- Article 1 These *Regulations* have been formulated in accordance with National Taiwan Normal University's (NTNU, or "the University") *Pre-Master's Studies Regulations*.
- Article 2 Eligibility:
1. Completion of at least two years of study at the University and with a passing grade in all compulsory courses stipulated by the Department for the first and second year of study
 2. A cumulative GPA ranking in the top 50% of all students in the same year of study
- Article 3 Application period: Applications shall be submitted within the application period set by the University.
- Article 4 Selection method:
1. The Department shall establish a selection committee with members appointed by the Department Chair.
 2. A review of written documents shall be conducted.
- Article 5 Required documents: Applicants shall upload the following documents to the selection system by the application deadline:
1. Application form
 2. Transcript of cumulative GPA (original copy)
 3. Certificate of ranking (original copy)
 4. Study plan (including research interests and future course-taking plans)
 5. Autobiography (including research experience)
 6. Other documents conducive to the review (such as academic publications and award certificates)
- Article 6 The number of pre-master's students may not exceed 30% of the approved admissions quota for the master's program of the Department in the following academic year.
- Article 7 Students who obtain pre-master's status may begin taking master's courses offered by the Department, during which they shall be supervised by faculty members and the Chair of the Department.
- Article 8 Pre-master's students in the Department must still obtain a bachelor's degree by the end of their period of study (as stipulated by the University's *School Regulations*), participate in the master's program admissions process through a screening or test held by the University, and be accepted by the University in order to formally obtain master's student status in the Department.
- Article 9 Pre-master's students in the Department may transfer all credits for master's coursework taken during their period of study as an undergraduate that are not counted towards their undergraduate graduation requirements. Credits that have been counted towards the undergraduate graduation requirements, as well as credits for courses offered to both undergraduate and master's students, may not be transferred. Students with insufficient credits must select other courses to make up the difference.
- Article 10 Matters unaddressed herein shall be subject to applicable laws and regulations.
- Article 11 These *Regulations* shall be implemented upon passage by the Department Affairs Meeting and submission to the Office of Academic Affairs for recordation. The same shall apply to any amendments hereto.

The English version is provided for reference only.

The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.