

# National Taiwan Normal University

## Online Continuing Education Master's Degree Program in Teaching Chinese as a Second Language Program Regulations

- 2016.03.04 Passed during the Department of Applied Chinese 1<sup>st</sup> Department Affairs and Curriculum Committee Meeting, 2<sup>nd</sup> Semester, Academic Year 2015–16
- 2016.08.10 Amended and passed during the Department of Applied Chinese 1<sup>st</sup> Department Affairs and Curriculum Committee Meeting, 1<sup>st</sup> semester, Academic Year 2016–17
- 2017.05.12 Amended and passed during the 6<sup>th</sup> Preparatory Meeting for the Merger of the Department of Chinese Teaching and Department of Applied Chinese, 2<sup>nd</sup> semester, Academic Year 2016–17
- 2018.01.12 Amended and passed during the 5<sup>th</sup> Department Affairs Meeting, 1<sup>st</sup> Semester, Academic Year 2017–18
- 2018.09.14 Amended and passed during the 1<sup>st</sup> Department Affairs Meeting, 1<sup>st</sup> Semester, Academic Year 2018–19
- 2020.02.25 Amended and passed during the 1<sup>st</sup> Department Affairs Meeting, 2<sup>nd</sup> Semester, Academic Year 2019–20
- 2020.03.17 Passed during the 3<sup>rd</sup> College Affairs Meeting, Academic Year 2019–20
- 2020.04.22 Passed during the 2<sup>nd</sup> Academic Affairs Meeting, Academic Year 2019–20
- 2020.06.12 Amended and passed during the 4<sup>th</sup> Department Affairs Meeting, 2<sup>nd</sup> Semester, Academic Year 2019–20
- 2020.09.18 Amended and passed during the 2<sup>nd</sup> Department Affairs Meeting, 1<sup>st</sup> Semester, Academic Year 2020–21
- 2020.10.07 Passed during the 2<sup>nd</sup> College Affairs Meeting, Academic Year 2020–21
- 2020.11.04 Passed during the 1<sup>st</sup> Academic Affairs Meeting, Academic Year 2020–21
- 2021.02.06 Passed during the 1<sup>st</sup> Department Affairs Meeting, 2<sup>nd</sup> Semester, Academic Year 2020–21
- 2021.03.10 Passed during the 4<sup>th</sup> College Affairs Meeting, Academic Year 2020–21
- 2021.09.24 Passed during the 1<sup>st</sup> Department Affairs Meeting, 1<sup>st</sup> Semester, Academic Year 2021–22

Article 1 These *Program Regulations* have been formulated for students of the Online Continuing Education Master's Degree Program in Teaching Chinese as a Second Language (“the Program”), National Taiwan Normal University (NTNU, or “the University”) in accordance with the Ministry of Education’s (MOE) *Guidelines for Applications for and the Review and Certification of Online Continuing Education Master’s Programs* and *Degree Conferral Act*; the University’s *School Regulations*, *Degree Conferral and Graduate Degree Exam Regulations*, and *Guidelines Governing the Implementation of Academic Ethics and Integrity Education*; as well as other applicable regulations.

Article 2 The length of the Program shall be between one and four years, but students who are unable to complete their coursework, master’s thesis, or professional practice report may be granted an extension of two years.

Article 3 Suspensions of studies shall be processed on a semester basis. Each student may suspend their studies for a maximum of two academic years, with the exception of students with special circumstances. Matters related to suspensions of studies shall be handled in accordance with the University’s *School Regulations*.

Article 4 Students are required to complete 25 course credits consisting of a 1-credit compulsory course and at least 24 elective course credits. Course requirements are shown in the appendix. Students may only graduate upon completion of their degree thesis or professional practice report and passage of the degree examination.

Article 5 Matters related to credit transfers for the Program shall be handled in accordance with the University’s *Credit Transfer Regulations*. To apply for a credit transfer, students must meet one of the following course requirements:

- 1) Students who have taken an online course certified by the MOE that is equivalent to a course offered by the Program may apply to transfer the appropriate number of credits in accordance with applicable regulations.
- 2) Students who have taken and passed graduate-level courses at a public or registered private university, the Academia Sinica, an MOE-sanctioned foreign tertiary educational institution, or a continuing education credit program may apply to transfer such credits with the approval of the Department.

Article 6 Students may write their thesis or professional practice report in either Chinese or English.

Article 7 Following the completion of the required credits, courses, and a preliminary draft of their degree thesis (or professional practice report), students may, with the approval of their advisor, request a degree examination with the Department by the end of April or November each year, and they shall take part in said degree examination by the end of July or January each year. The following

documents must be submitted in order to request a degree examination:

- 1) A degree examination application form
- 2) A transcript of academic records
- 3) A preliminary draft of the degree thesis with abstract
- 4) An originality report generated by an online plagiarism checker
- 5) An affidavit of academic ethics compliance for the degree examination
- 6) Proof of participation in online academic research ethics training

- Article 8 In principle, advisors shall be faculty members affiliated with the Program (or the Department). Students whose advisor is not affiliated with the Program (or the Department) must also have a co-advisor that is affiliated with the Program (or the Department).
- Article 9 Each degree examination committees shall consist of three to five members, at least one third of whom shall be non-NTNU members (including adjunct faculty members at the University) appointed by the NTNU President. Committee members must meet one of the following criteria:
- 1) Currently serving or having previously served as a professor, associate professor, or assistant professor
  - 2) Currently serving as an academician, or currently serving or having previously served as a research fellow, associate research fellow, or assistant research fellow, at Academia Sinica
  - 3) Holding a doctoral degree and having significant academic or professional achievements
  - 4) Specializing in an unusual or highly specialized academic or professional field and having significant academic or professional achievements
- The recognition of Items 3 and 4 in the preceding subparagraph shall be subject to approval by the Graduate Student Education Committee.
- Article 10 The final grade for the degree examination shall be determined by averaging the grades assigned by individual committee members, with B– (70 on the percentage scale) as the passing grade. Upon confirmation of the grade, records, and review results of the examination, committee members shall affix their signatures to the degree thesis, which shall then be submitted to the Department for reference. The final grade for the examination shall be submitted to the Office of Academic Affairs for recordation.
- Article 11 Students who obtain a bachelor’s degree or equivalent in a jurisdiction other than Taiwan, Hong Kong, Macau, and mainland China must also pass Level 5 of the Test of Chinese as a Foreign Language (TOCFL) listening and reading tests or submit proof of equivalent Chinese proficiency.
- Article 12 Students must produce proof of 100 hours of teaching or internship experience before requesting a degree examination.
- Article 13 Students are required to return to Taiwan to attend the Research Methods and Thesis Writing course (18 hours in total) and take part in the degree examination at NTNU in person.
- Article 14 Students who pass the degree examination may be conferred a Master’s of Arts (M.A.) degree, and their diploma will show that they have completed the Program through distance education, with indication of the number of distance education credits obtained.
- Article 15 Students shall submit their graduate thesis to the Department Office at least 14 calendar days in advance of the graduate thesis finalization and submission deadline in the semester of their expected graduation (as indicated on the University’s academic calendar) for signing and approval by the Department Chair.
- Article 16 Matters unaddressed herein shall be subject to MOE’s *Guidelines for Applications for and the Review and Certification of Online Continuing Education Master’s Programs* and *Degree Conferral Act*; the University’s *School Regulations, Degree Conferral and Graduate Degree Exam Regulations*, and *Guidelines Governing the Implementation of Academic Ethics and Integrity Education*; as well as other applicable regulations.
- Article 17 Provisions involving graduation requirements for degree conferral shall be passed by the Department Affairs Meeting and the competent college-level meeting and then submitted to the Academic Affairs Meeting for deliberation. All other matters shall be passed by the Department Affairs Meeting and then submitted to the Office of Academic Affairs for recordation. The same shall apply to any amendments hereto.

Appendix:

**National Taiwan Normal University**  
**Online Continuing Education Master's Program of Teaching Chinese as a Second Language**  
**Course Requirements**

Required credits	Elective credits	Minimum credits required for graduation
1	24	25

**1. Compulsory credit: 1 credit**

Course classification code	Course code	Course name	Credit(s)	Hour(s)		Remarks
				Lecture	Lab/ Practicum	
411	CLP5012	Research Methods and Thesis Writing	1	1		Students must attend this course in person at NTNU.

**2. Elective credits: 24 credits**

- \* Students shall select the courses they wish to take based on the available elective courses each semester.
- \* Starting from Academic Year 2021–22, Special Topics in Chinese Teaching and Online Chinese Teaching have been relisted as elective courses:
  1. Students admitted between 2016 and 2019 who have yet to take the aforementioned courses may select other courses instead and may graduate as long as they meet the 24-credit graduation requirement.
  2. The same shall apply to students admitted in or after Academic Year 2020–21.
- \* The provisions involving credit transfers set forth in Article 5 herein shall apply to students admitted in or after Academic Year 2016–17.

The English version is provided for reference only.

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