

National Taiwan Normal University
Department of Teaching Chinese as a Second Language
Doctoral Degree Program Regulations (Chinese Teaching Division)

- 2017.03.10 Formulated during the 4th Preparatory Meeting for the Merger of the Departments of Chinese Teaching and Applied Chinese, 2nd Semester, Academic Year 2016–17
- 2017.04.07 Amended during the 5th Preparatory Meeting for the Merger of the Departments of Chinese Teaching and Applied Chinese, 2nd Semester, Academic Year 2016–17
- 2017.05.31 Authorized by the Vice President of Academic Affairs
- 2018.05.04 Amended during the 4th Department Affairs Meeting, 2nd Semester, Academic Year 2017–18
- 2018.06.20 Authorized by the Vice President of Academic Affairs
- 2019.02.22 Amended during the 1st Department Affairs Meeting, 2nd Semester, Academic Year 2018–19
- 2019.05.23 Authorized by the Vice President of Academic Affairs
- 2019.09.20 Amended during the 1st Department Affairs Meeting, 1st Semester, Academic Year 2019–20
- 2019.10.31 Authorized by the Vice President of Academic Affairs
- 2020.02.21 Amended during the 1st Department Affairs Meeting, 2nd Semester, Academic Year 2019–20
- 2020.03.17 Amended during the 3rd College Affairs Meeting, Academic Year 2019–20
- 2020.04.22 Passed during the 2nd Academic Affairs Meeting, Academic Year 2019–20
- 2020.11.27 Amended and passed during the 4th Department Affairs Meeting, 1st Semester, Academic Year 2020–21
- 2021.03.10 Passed during the 4th College Affairs Meeting, Academic Year 2020–21
- 2021.04.28 Passed during the 2nd Academic Affairs Meeting, Academic Year 2020–21

Chapter I General Provisions

- Article 1 These *Program Regulations* were formulated in accordance with National Taiwan Normal University’s (NTNU, or “the University”) *School Regulations*, *Graduate School Regulations*, and *Degree Conferral and Graduate Degree Exam Regulations*.
- Article 1-1 The Department is formally registered as “華語文教學系” (English name: Department of Chinese as a Second Language) with the Ministry of Education (MOE). The title of degrees conferred by the Department shall be “Doctor of Philosophy” (Ph.D.).
- Article 2 The period of study for doctoral students shall be between two and seven years.
- Article 3 Doctoral students in the Department must pass the degree examination in order to graduate.

Chapter II Coursework and Research

- Article 4 The minimum number of graduation credits for the Division shall be 21 credits. Students must choose three of the four major concentrations—Language, Culture, Learning, and Teaching—and must select at least one course from each of the chosen concentrations. Students must obtain the prior approval of their advisor (or the Department Chair, if they have yet to be assigned an advisor) in order to have elective course credits from other departments or institutions counted towards their graduation credits. The number of online education credits that count towards a student’s graduation credits may not exceed one-third of the minimum credits required for graduation. Furthermore, **students are required to participate in academic lectures or Chinese teaching-related seminars/workshops organized by the Department, the University, or other organizations, either in person or remotely, for at least four semesters (at least two scholarly conferences or six lectures per semester)**. Students who meet the aforementioned requirements may submit a dissertation proposal. Detailed course requirements are shown in Appendix 1.
- Master’s degree students who apply for a direct pursuit of a doctoral degree may not transfer any compulsory course credits, but they may transfer up to 12 elective course credits.
- Article 5 1) Graduate students in the Department shall meet the foreign language proficiency standards stipulated by the MOE’s Certification Examination for Proficiency in Teaching Chinese as a Second/Foreign Language prior to graduation; otherwise, they shall produce a record of at least 10 course credits attained in two different foreign languages in the past five years.

- 2) International and overseas Chinese students in the Department must pass the Test of Chinese as a Foreign Language advanced level (TOCFL4) listening and reading tests prior to graduation; otherwise, they must attain at least four course credits in the Chinese language or a specific dialect of Chinese.
- 3) Graduate students in the Department who are from the mainland area shall produce proof of language proficiency equivalent to the foreign language proficiency standards stipulated by the MOE's Certification Examination for Proficiency in Teaching Chinese as a Second/Foreign Language prior to graduation.
- 4) In the event of extraordinary circumstances, a special request may be submitted to the Department for review and approval.

Article 6

Doctoral students shall choose their dissertation adviser by the start of their third semester of study and submit a signed dissertation advising agreement to the Department Office for recordation.

Doctoral students admitted in or after Academic Year 2016–17 are required to pass the Academic Ethics Test. Graduate students may log into the Academic Research Ethics Education website to take courses and the online Academic Ethics Test in the semester during which their advisor signs their dissertation advising agreement. Students may only begin writing their dissertation after they pass the test.

Students who have chosen an advisor shall accept the advisor's academic guidance, including for course selection, during their period of study.

Doctoral students may apply to change their advisor one time during their period of study with the approval of both the original and new advisors.

In principle, student advisors shall be a full-time faculty member of the Department. Students may also choose a faculty member not affiliated with the Department as a co-advisor if the need arises. Advisors and co-advisors must meet at least one of the requirements set forth in Article 6-1 herein.

Article 6-1

Doctoral student advisors and examination committee members must meet at least one of the following requirements:

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 Educational Committee.

Article 7

Prior to submitting their dissertation proposal, doctoral students must have published at least one professional work (including journal articles, monographs, and conference papers) that meets the requirements set forth in Article 3 of the College of International Studies and Social Sciences' *Faculty Evaluation Guidelines*. Said work must be closely related to the field of Teaching Chinese as a Second Language and must have been published under the auspices of the Department with the student listed as the first author. Works published prior to admission are ineligible.

Chapter III Ph.D. Candidacy Examinations

Article 8

Doctoral students must pass the candidacy examination prior to submitting their dissertation proposal, and they may only request a candidacy examination after attaining 21 course credits.

- Article 9 Prior to the examination, doctoral students shall confirm their area of specialization with the Department so that an examination committee may be formed accordingly. The committee shall consist of at least three members who are in the same field of specialization. The student's advisor shall serve as convener and ex officio member of the committee and shall nominate the remaining members, one of whom may be from an industry partner. The list of committee members shall be submitted to the Department for recordation. The committee members shall prepare a test based on the bibliography and area of research provided by the student. There shall be a waiting period of at least three months between the provision of said bibliography and the administering of the test. Test details (such as the location and duration of the test, or whether it is an open- or closed-book test) shall be determined by the committee.
- Article 10 Examination results shall be determined by the committee, with B– (70 on the percentage scale) as the passing grade. Students who fail the test may request a make-up examination one time after a period of three months has elapsed.
- Article 11 Doctoral students who pass the candidacy examination shall become Ph.D. candidates and may then submit their dissertation proposal.
- Chapter IV Dissertation Proposals**
- Article 12 Doctoral students shall submit a dissertation proposal to the dissertation examination committee for review and approval prior to beginning their research.
- Article 13 The dissertation examination committee shall consist of at least five members with a background related to the area of research of the dissertation, and with at least one third of the members unaffiliated with NTNU. The student's advisor shall serve as convener and ex officio member of the committee and shall nominate the remaining members, one of whom may be from an industry partner. The list of committee members shall be submitted to the Department for recordation.
- Article 14 The review shall take the form of a review of written documents and an oral defense.
- Chapter V Degree Examinations**
- Article 15 Local students may write their master's thesis in either Chinese or English. However, as part of an initiative to improve their Chinese writing skills, international and overseas Chinese students must write their thesis in Chinese.
- Article 16 Doctoral students who have completed a preliminary draft of their dissertation and obtained the approval of their advisor may request a doctoral degree examination by the 15th of each month. There shall be a waiting period of at least six months between the approval of the dissertation proposal and the examination date.
- Article 17 The committee members for the degree examination shall be the same as those for the dissertation proposal review. The student's advisor may not serve as the chair of the oral defense, which, in principle, shall last two hours. Students are responsible for finding a minute taker to take minutes as a reference for committee members to use during their review of subsequent revisions to the dissertation. The final grade for a 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. Once assigned, a grade may no longer be modified. The foregoing notwithstanding, if a failing grade is assigned by one third or more of the committee members, the student in question shall be deemed as having failed the examination. Students who fail the examination may request a make-up examination one time within a six-month period. Students who pass the make-up examination will be assigned a grade of B– (70 on the percentage scale). Those who fail the make-up examination shall be expelled from the University. After passing the oral defense, students shall revise their dissertation based on committee members' suggestions and have the revised draft confirmed by their advisor before submitting it to the Department Chair for review and signing. Students who are found, following an investigation by their degree examination committee, to have plagiarized or falsified their dissertation shall be assigned a failing grade without the possibility of a make-up examination.

Article 17-1 Students shall submit their graduate dissertation to the Department Office at least 14 calendar days in advance of the graduate dissertation 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.

Chapter VI Overseas Internships

Article 18 Doctoral students are required to take part in an internship program at an international institution or overseas location (including mainland China), either in person or remotely, for at least one semester (or equivalent). All students are required to submit an internship proposal to the Department for review before taking part in the internship. In the event of extraordinary circumstances, a special application for accreditation may be submitted to the Department. Students who have previously participated in a qualifying overseas internship program may apply for its recognition in the first semester following their admission.

Foreign students (including overseas Chinese students) may intern with the Chinese teaching unit/program at any tertiary educational institution in Taiwan or abroad, including the University's School of Continuing Education and undergraduate Chinese courses (both language and non-language courses). Students who wish to intern at other Chinese teaching institutions must obtain the prior approval of the Internship Review Committee and Department Affairs Meeting.

,Chapter VII Supplementary Provisions

Article 19 These *Program Rules* shall be passed by the Department and College Affairs Meetings and then submitted to the Academic Affairs Meeting for deliberation. The same shall apply to any amendments hereto.

Article 20 Matters unaddressed herein shall be subject to the applicable regulations of the University.

The English version is provided for reference only.

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

National Taiwan Normal University
Department of Teaching Chinese as a Second Language
List of Amendments to Doctoral Program Regulations (Chinese Teaching Division)

Amended provision	Original provision	Notes
<p>Article 4</p> <p>The minimum graduation credits for the Division shall be 21 credits. Students must choose three of the four major concentrations—Language, Culture, Learning, and Teaching—and must select at least one course from each of the chosen concentrations. Students must obtain the prior approval of their advisor (or the Department Chair, if they have yet to be assigned an advisor) in order to have elective course credits from other departments or institutions counted towards their graduation credits. The number of online education credits that count towards a student’s graduation credits may not exceed one-third of the minimum credits required for graduation. Furthermore, students are required to participate in academic lectures or Chinese teaching-related seminars/ workshops organized by the Department, the University, or other organizations, either in person or remotely, for at least four semesters (at least two scholarly conferences or six speeches per semester). Students who meet the foregoing requirements may submit a dissertation proposal. Detailed course requirements are shown in Appendix 1.</p> <p>Master’s degree students who apply for direct admission to the doctoral program may not transfer any compulsory course credits, but they may transfer up to 12 elective course credits.</p>	<p>Article 4</p> <p>The minimum graduation credits for the Division shall be 21 credits. Students must choose three of the four major concentrations—Language, Culture, Learning, and Teaching—and must select at least one course from each of the chosen concentrations. Students must obtain the prior approval of their advisor (or the Department Chair, if they have yet to be assigned an advisor) in order to have elective course credits from other departments or institutions counted towards their graduation credits. The number of online education credits that count towards a student’s graduation credits may not exceed one-third of the minimum credits required for graduation. Furthermore, students are required to participate in at least six academic lectures organized by the Department per semester. Students who meet the foregoing requirements may submit a dissertation proposal. Detailed course requirements are shown in Appendix 1.</p> <p>Master’s degree students who apply for direct admission to the doctoral program may not transfer any compulsory course credits, but they may transfer up to 12 elective course credits.</p>	<p>Amended the requirements for participation in academic activities for the Chinese Teaching Division</p>

Appendix 1:
National Taiwan Normal University
Department of Teaching Chinese as a Second Language
Doctoral Degree Program Course Requirements (Chinese Teaching Division)

1. Total credits required

Compulsory credits	Elective credits	Minimum credits required for graduation
0	21	21

2. Elective credits: 21 credits

Students must choose three of the four major concentrations—Language, Culture, Learning, and Teaching—and must select at least one course from each of the chosen concentrations.

Students shall select the courses they wish to take from among the available elective courses each semester.