

Regulations of Academic Studies for Students in English-Taught Master's Program of the English Department, Wenzao Ursuline University of Languages

Passed by the English Departmental Affairs Meeting on Sep.8th, 2016

I. General Rule

The English department manages all affairs regarding course requirements of master's program based on Regulations of Academic Studies for Students in English-Taught Master's Program of the English Department, Wenzao Ursuline University of Languages (hereafter referred to as the "regulations").

II. Period of Study

The study period is one to four years. The accumulative total period for suspension of schooling is two academic years and is excluded from the total study period.

III. Course requirements

1. The course requirements for graduate students are based on the course list of the year of admission.
2. If a graduate student is admitted with the same educational level or with a Bachelor's degree from a non-relevant major, after the evaluation of the graduate program's committee, he or she needs to take some undergraduate courses if necessary. The credits of undergraduate courses will not be adopted as credits for graduation but the courses taken will be listed on the transcript for future reference.
3. English proficiency requirements: Students of this master's program must submit a valid test certificate or score transcript from one of the English tests listed here to demonstrate adequate English proficiency level for graduation.
 - (1) TOEIC 800 or above
 - (2) GEPT High-Intermediate level First stage
 - (3) TOFEL CBT 197
 - (4) TOFEL ITP 527
 - (5) TOFEL iBT 71
 - (6) IELTS 6.0

IV. Credits waiving

1. Those who have attended other relevant master's programs are eligible to apply for credit waiving. Please abide by Wenzao's Credit Waiving Regulations.
2. Criteria for credits waiving:
 - a. Credits must have been earned within six years
 - b. A maximum of 12 credits may be waived
 - c. Only credits of professional courses listed on the credit list can be waived.

The chairperson of the English department reserves the right to waive the credits at his or her discretion.

3. First-year students and transfer students must complete all the credit waiving procedures within the designated time period based on the school calendar and can only apply once after enrollment.

V. Thesis supervisor

1. Students of this program must submit a thesis supervisor application form by the end of the second semester in the first year of study. Students must also submit an abstract of their thesis proposal/technical report relevant to the field of study. Students can then take the thesis writing course after their supervisors are arranged.
2. The thesis supervisor should be a full-time assistant professor (or higher ranking) from the department. A student can invite another supervisor from another department or from another university under the consent of his or her current thesis supervisor. The department should issue an agreement of appointment to the second supervisor.
3. The thesis supervisor should be one of the members on the defense committee. If there is more than one thesis supervisor, at least one should be on the defense committee.
4. One full-time faculty member supervises one student. Should there be two professors co-supervising one student, the student count number will be 0.5 for each supervisor.
5. In principle, the department's faculty members can each supervise four students

concurrently (maximum). Professors from other departments or institutes can supervise one student at most.

6. In case a student would like to change his/her supervisor, he or she must receive written agreement from both the original and the new supervisor along with the approval of the department chairperson.

VI. Thesis/technical report proposal defense

1. While taking the thesis writing course, students can start to discuss their thesis proposal and research direction with their supervisors. Students must submit the proposal within the designated period for evaluation. The grade of the thesis writing course only reflects the efforts and performance of a student in this course and does not represent the grade of the thesis proposal.
2. Students should choose a topic of the thesis/ technical report relevant to the field of their master's program and submit a proposal in English after their supervisors' guidance.
3. Defense of the proposal can be in written or oral form. The proposal must include a background description, literature review, research methodology and references. The proposal must be submitted to the proposal review committee two weeks before the review date.
4. The review committee consists of three members. Besides the student's thesis supervisor or co-supervisor, one member should be from another university, and the other is Wenzao's faculty member (an assistant professor or one who holds a higher academic position). The thesis supervisor should present a list of recommended committee members twenty days prior to the review date. The review committee members will be appointed under the agreement of the department chairperson.
5. The application deadline for thesis proposal/technical report review is January 10th of the first semester or July 10th of the second semester.

6. Thesis proposal/technical report review must be held before January 31st of the first semester or July 31st of the second semester.
7. Thesis proposal review must be attended by all committee members. The committee will mark the proposal Pass/Pass after revision or No pass. If two or more members consider the proposal to have failed, the proposal will be marked as No pass. In this case, the student can apply for another proposal review a month later.
8. Should a student would like to change the topic after submitting the thesis proposal, he or she must fill in a “Thesis Topic Change Application Form” with the supervisor(s)’ signature and report to the department.
9. If a student would like to change the supervisor(s) while working on the master’s degree, he or she must fill in a form and ask for the agreement of the department chairperson. The student will need to resubmit his or her application of the thesis proposal review after the chairperson’s approval.

VII. Master’s Thesis and Master’s Degree Examination

1. Two months after students complete all the credits and tasks as regulated and pass the thesis proposal review, they are eligible to apply for their Master’s Degree Examination conducted in English.
2. Examination deadline: first semester— January 31st; second semester— July 31st
Those who fail to pass the master’s degree exam in time shall not graduate from that semester.
3. Three professors are invited to serve as master’s degree examiners. Besides the student’s thesis supervisor or co-supervisor, one examiner should be from another university, and the other from Wenzao’s faculty member (assistant professor or one who holds a higher academic position). If one of the examiners is a part-time teacher of the master’s program, he or she is taken as Wenzao’s faculty member. Examiners should be recommended by the thesis supervisor and they will be appointed under the

agreement of the department chairperson. If a student has more than one supervisor, in principle, only one supervisor will be the examiner. If both supervisors attend the master's degree examination, the two examiners' scores will be calculated and averaged into one and then be calculated with other examiners' scores.

4. Master's degree examiners must not only specialize in the research field of the examinee's thesis/ technical report but they must also meet the following requirements:
 - a. Assistant professor (or higher position)
 - b. Holder of Ph. D.
 - c. The accomplished expert specializes in a rare or special subject or field academically or professionally
5. The graduate student's spouse, ex-spouse, third-class relatives, in-laws, employer or employee should be excluded from the examiner's list. The department will terminate the hiring of any examiner who is confirmed to be related to the examinee and then re-hire another examiner.
6. All examiners should attend the exam in person and then the exam shall proceed.
7. Once the application of the master's degree exam is accepted, the department will submit a thesis/ technical report abstract and the document stating the time, place, examiner list and how the exam is to be conducted to the Office of Academic Affairs for a double check. Once the document is signed and approved by the president, a notice regarding the master's degree exam shall be sent to the examinee at least a week prior to the exam date. The exam shall be conducted openly and fairly.
8. To pass the exam, students must score 70 or above (the full mark being 100). The exam is to be graded once and the grade will be based on the average score of all examiners'. If two or more examiners consider the examinee to have failed, then the student will not pass the exam. If any plagiarism or cheating is being discovered and

confirmed, the examinee will surely fail.

9. Those who fail the exam and have not exceeded the year of study can apply for a re-examination four months later. Each student can take the re-examination once. Those who score above 70 on the re-exam will be graded as 70; while those who fail in the re-examination shall face academic dismissal and the grade of the first exam will be marked on the transcript.
10. If a student has applied for the master's degree exam but fails to attend it and he or she is still within the study year limit, the student may request a "withdrawal of exam" to the Office of Academic Affairs under the consent of thesis supervisor(s) and department chairperson. Thus, the student can apply for the exam in the following semester. If the student fails to complete the procedure, he or she will be graded "No pass."
11. The examiners should clearly state how to revise the thesis/ technical report as a guideline for the examinee after the exam.
12. Those who pass the exam should submit four copies of their thesis/technical report with the approval signatures of the examiners along with an electronic copy to the department within a month. Afterwards the students can start procedures for graduation. If not, and the student is in the final year of study, then he or she will be disqualified. If the student has not reached the final study year, he or she should register in the next semester and submit the required copies and then graduate. If the student fails to submit the required copies until the final study year limit, he or she will receive "no pass" in the master's program and be disqualified.
13. Before completing all the graduation procedures, those who pass the exam should upload the thesis/technical report to the National Central Library Web Search System, MOE for the Dissertation Information of Collaboration in Building and Services of National.

14. The date of graduation is based on the semester to submit the thesis/technical report. If the student passes the degree exam but submits the thesis before the beginning of the next semester, the graduation date will still be in the semester he or she passes the exam.

15. If any plagiarism or cheating is discovered and confirmed after the degree is conferred, the university will revoke the degree and issue a public notice to announce the invalidation of the previously issued degree. The student will be disqualified from the program and maybe legally accountable.

VIII. Master's Degree Title

After the completion of credits and thesis/technical report along with the passing of the degree exam within the study year limit, the student will be granted the degree, Master of Arts.

IX. Appendix

1. For further unfinished affairs, please refer to the University Act, Degree Conferral Law, Regulations of Master Degrees Examination of Wenzao, Guidelines Regarding Hiring Supervisors and Committee Members of Graduate Institute and other related regulations.
2. The regulations will take effect after being approved at the Departmental Affairs Meeting, College Affairs Meeting and Academic Affairs Meeting. Any amendment should follow the same procedure.