Department of English Guidelines for Graduation Project (I) and (II)

Department of English, Wenzao Ursuline University of Languages

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Article I [Supervisor Selection & Application]

By the end of the first semester, the Department of English will announce the faculty members' areas of expertise, research interests, and the principles governing supervisor assignments. Students should then approach a faculty member whose expertise aligns with their proposed graduation project to seek supervision.

Once a faculty member has agreed to supervise a student, the student must submit the "Application Form for the Graduation Project Supervisor, Department of English, Wenzao Ursuline University of Languages." The faculty member must also submit the "Supervision Consent Form for Graduation Project, Department of English, Wenzao Ursuline University of Languages" to formally confirm their agreement to serve as the supervisor.

Article II [Department Arrangements for Unassigned Students]

Students who have not secured a supervisor by the application deadline must still submit the application form. The Department will then assign a supervisor to each of these students. Upon receiving notification of their supervisor assignment, students are responsible for contacting their assigned supervisors and maintaining regular communication with them throughout the graduation project process.

Article III [Supervisees Allocation & Capacity]

The minimum number of students a faculty member is expected to supervise is normally five, but

may be adjusted according to the circumstances of each academic year. The maximum number of supervisees is 20.

For students who have not secured a supervisor by the application deadline, the Department will assign supervisors on their behalf. Priority in supervisor assignments will be given to faculty members whose research interests align with those of the students and who have not yet reached the minimum expected number of supervisees.

Article IV [Change of a Supervisor]

Students are not permitted to change their graduation project supervisors without following the prescribed procedure. Students undertaking individual or group graduation projects who wish to change supervisors must complete a hard-copy "Application Form for Changing the Graduation Project Supervisor, Department of English" and obtain approval from their current supervisor and their proposed new supervisor. Each graduation project, whether completed individually or collaboratively, is permitted to change supervisors only once.

Article V [Graduation Project Tracks]

Students may choose one of the following project options: Research Paper, Practical Project, or Internship / Exchange Report.

Article VI [Regulations on Project Specifications & Submissions]

(1) Research Paper

a. Team Size: Research papers may be completed individually or collaboratively by groups of up to three students.

b. Page Count Requirements: Individual research papers must be 10–12 pages, while group research papers (with two or three members) must be 15–25 pages. The page count excludes the cover page, abstract, and references.

c. Required Submission: Students must submit an electronic copy of the completed research paper.

(2) Practical Projects (Choose one of the following):

a. Translation:

i. Source Text Requirements: In principle, the source text must be a work that has not yet been translated. Translation may be conducted from Chinese into English or from English into Chinese.

ii. Team Size: For projects of a moderate scale, students may form teams of up to three members. For larger-scale projects, teams may consist of up to five members, subject to the approval of the supervisor.

iii. Translation Method: Students must consult their supervisor to determine whether to adopt Human Translation (HT) or Machine Translation Post-Editing (MTPE). All members of the same team must use the same translation method.

vi. Source Word Count Standards: The minimum source text word counts for Human Translation (HT) projects are as follows:

One member: 1,200 words

Two members: 2,000 words

Three members: 3,000 words

Four members: 4,000 words

Five members: 5,000 words

For Machine Translation Post-Editing (MTPE) projects, the minimum source text word count is twice that required for Human Translation (HT) projects.

iv. Reporting Requirements: Both the practical project report and the presentation slides for the Graduation Project Presentation must clearly specify the translation method adopted and the word count of the source text.

v. Required Submissions: Students must submit an English-language practical project report and presentation slides. Both must clearly indicate the translation method adopted and the source text word count. Students must also submit electronic copies of both the original source text and the completed translation.

b. Business Marketing or Tourism/Sightseeing:

i. Team Size: Projects may be completed individually or by a group of up to five students.

ii. Practical Deliverables: The English-language project report may take the form of a business marketing proposal or a tourism/sightseeing proposal. Tangible deliverables may include printed flyers, websites, brochures, short videos, or other related materials.

iii. Required Submission: Students must submit an electronic copy of the project report (at least five pages). Any tangible deliverables must be documented and presented in the report, either through photographs or written descriptions.

c. English Teaching Materials or Teaching Aids Design:

i. Team Size: Projects may be completed individually or by a group of up to five students.

ii. Scope: Projects may involve innovative teaching approaches and the design and development of teaching materials. Examples include English-language digital multimedia teaching materials, interactive learning materials, online learning resources, and instructional aids.

iii. Required Submission: Students must submit an electronic copy of the English-language project report (at least five pages). The final teaching materials or instructional aids must be documented and presented in the report, either through photographs or written descriptions.

d. Cultural Works and Events:

i. Team Size: Projects may be completed individually or by a group of up to five students.

ii. Scope: Projects may involve various forms of cultural creation and activities, including English-language drama performances, film or video production, literary creation, songwriting, handicraft production, art exhibitions and performances, and cultural heritage preservation activities. The English-language project report must describe the process of creating the cultural works or participating in the cultural activities.

iii. Required Submission: Students must submit an electronic copy of the practical project report (at least five pages). Cultural products created or activities undertaken must be documented and presented in the report, either through photographs or written descriptions.

(3) Internship or Exchange Report

a. Report Requirement: An analytical report written in English, based on the student's exchange or practical internship experience.

b. Required Submission: An electronic copy of the analytical report on the internship or exchange program (at least five pages).

Article VII [Semester Internship or Exchange Program Rules]

(1) Students who participate in a semester-long internship or exchange program during the second semester of their junior year (Year 3) may be exempted from taking Graduation Project (I) that semester. Upon returning to the University in the first semester of their senior year (Year 4), they must enroll in Graduation Project (II). For their graduation project, they may choose to submit an internship/exchange report or undertake another type of project. Regardless of their choice, they must fulfill all the requirements of Graduation Project (II), particularly participation in the Graduation Project Presentation.

(2) Students who plan to participate in a semester-long internship or exchange program during the first semester of their senior year (Year 4) must enroll in Graduation Project (I) during the

second semester of their junior year (Year 3). By the end of that semester, they must complete and submit their graduation project paper or report. The specific requirements and format of the project outcome will be determined by their supervisors. As these students will be off campus during the first semester of their senior year, they are exempted from participating in the Graduation Project Presentation.

Article VIII [Supervisors' Discretion in Determining Project Requirements]

The supervision arrangements shall be determined jointly by the supervisor and the student(s) through discussion. The supervisor and the student(s) shall also agree on the topics, content, and specific requirements of the final project, report, or product.

Article IX [Academic Ethics & Integrity]

All final project outputs must be original work. Copyright infringement, plagiarism, and self-plagiarism (e.g., the verbatim reuse of one's previous assignments or works) are strictly prohibited. Students must also comply with the University's regulations and guidelines regarding the use of AI tools. Any violations of academic ethics or the University's Code of Honor shall be handled in accordance with the University's regulations governing academic integrity violations.

Article X [Graduation Project Competition & Submission]

All students enrolled in Graduation Project (II) are required to participate in the Graduation Project Presentation and submit their graduation project files by the deadline announced by the Department.

Article XI [Formatting Guidelines for Papers & Reports]

(1) Formatting Requirements:

a. Language: Both research papers and project reports must be written in English.

b. Page Setup: Each page should contain 25–26 lines, with 1.5-line spacing.

c. Font Style and Size: Times New Roman, 12 pt.

d. Margins: Top and bottom margins: 2.54 cm (1 inch); left and right margins: 3.17 cm (1.25 inches).

e. Page Numbers: Page numbers must be placed in the header and right-aligned.

(2) Reference and Citation Style:

References and in-text citations must follow the conventions of an established citation style, such as APA (American Psychological Association), MLA (Modern Language Association), or the Chicago Manual of Style.

Article XII [Enactment and Amendments]

These Implementation Guidelines shall take effect upon review by the English Department Curriculum Committee and approval at a Department Affairs Meeting. The same procedure shall apply to any subsequent amendments.