# Academic Regulations for the Ph.D. Degree Program in Teaching Chinese as a Second Language at the College of Liberal Arts, National Chengchi University

I. Duration of Study: The program duration is limited to 2 to 7 years.

II. Graduation Credits:

1. In addition to the dissertation, 24 credits are required for graduation.

2. At least 3 credits are required from each of the three areas: "Chinese Linguistics"「漢語語言學」, "Teaching Chinese as a Second Language"「華語文教學」, and "The Chinese Society and Culture"「華人社會與文化」.

3. The courses taken should primarily be those offered by this program. Courses previously taken in a Master's program cannot be retaken. Up to one-fourth of the required credits can be recognized from equivalent courses outside this program.

4. Students who did not graduate from a Master's program in Teaching Chinese as a Second Language must take at least 9 credits of foundational core courses「基礎核心課程」specified by this program within the duration of their study (these credits are not counted towards graduation credits). Failure to complete these courses will result in disqualification from graduation.

5. Starting from the academic year 2016, Master's and Doctoral students should complete courses related to "Academic Research Ethics Education" 「學術倫理教育」within their first academic year. All other course-related affairs must comply with the "National Chengchi University Academic Research Ethics Education Implementation Guidelines"《國立政治大學學術研究倫理教育課程實施要點》.

III. Credit Transfer:

Credit transfers are made in accordance with the "National Chengchi University Regulations for Student Credit Transfer "《國立政治大學學生抵免學分辦法》 and are limited to a maximum of 3 credits.

IV. Internship Regulations:

1. Students must complete at least 72 hours of Chinese language classroom teaching internship with non-native Chinese speakers at an institution recognized by domestic or international education authorities or professional evaluation bodies before applying for the degree examination. International students, overseas Chinese students, Hong Kong

and Macau students, and mainland Chinese students can conduct internship at institutions domestically or abroad.

2. The internship certificate must include the student's name, internship institution, title, internship period, and teaching hours.

3. In special circumstances, an "Internship Plan" 「實習計畫書」must be submitted and approved by the program's internship review committee before the internship.

V. Foreign Language Proficiency Requirements:

1. Local students, Hong Kong and Macau students, and mainland Chinese students must meet one of the following conditions before the qualification examination to fulfill the foreign language proficiency requirements:
   (1) Passing the "Ministry of Education's Certification of Foreign Language Proficiency for Teaching Chinese as a Foreign Language" 「教育部對外華語教學能力認證考試外語能力合格認定基準」.
   (2) Accumulating at least 8 credits or 120 hours in any foreign language not listed in the proficiency test standards. Thai, Indonesian, and Vietnamese can be verified with university language course credits.

2. International students and overseas Chinese students must pass the " Chinese Language Proficiency Test " at the advanced level「華語文能力測驗」流利級 before the qualification examination.

3. Special cases should be reviewed and approved by the program committee.

VI. Academic Activity Requirements:

1. Before applying for the degree examination, students must publish at least two professional works related to the field of "Teaching Chinese as a Second Language"「華語文教學」 that are subject to a full review process (including journal articles and book chapters). Conference papers that have been presented at domestic or international conferences, subsequently undergone a formal review process, and been compiled and published by a recognized publishing institution, can be considered equivalent to book chapters. Conference posters are not considered as publications. The student must be the first author, and the full name of the program must be listed as the primary research institution for the publication. In case of multiple institutions, the program must be listed as the first institution, and co-authored papers will be calculated based on the proportion of authors.

2. Each semester, students must fully participate in at least 2 academic conferences or 6 seminars/workshops for at least four semesters. The activities must be related to "Teaching Chinese as a Second Language" 「華語文教學」and participation certificates must be provided.

3. Students are obligated to assist and fully participate in academic activities organized by the program.

VII. Ph.D. Candidate Qualification Examination:

Students meeting the following conditions can become Ph.D. candidates:

**1** Completing the required courses for Ph.D. degree.

**2** Passing the Ph.D. candidate qualification examination:

(1) After enrollment, students must publish at least one paper related to the field of " Teaching Chinese as a Second Language"「華語文教學」 in an academic journal or at an international academic conference. The paper should generally be at least 7,000 Chinese characters in length. The paper must be fully published, and the student must provide review certification issued by the organizing institution or at least two review comments. Papers presented as posters or those that were part of a degree thesis from a previous educational stage cannot be used to meet the academic publication requirement for the qualification examination.

(2) Meeting the foreign language proficiency requirements for Ph.D. students in this program.

VIII. Dissertation Research Proposal Review:

**1** Application Time: After obtaining the status of "Ph.D. Candidate" 「博士學位候選人」 and at least one semester before the degree examination, students can apply between October 15-31 or April 15-30 (if the deadline falls on a holiday, it will be extended to the next working day). The application must be submitted with the approval of the supervisor, and three copies of the dissertation research proposal must be submitted.

**2** Proposal Content: It should detail the research motivation, objectives, methods, scope, and reference list.

**3** Supervisor: The supervisor should ideally be a full-time associate professor (or above) at the university. If there are no suitable teachers within the university, an external supervisor may be invited. However, there must also be a co-supervisor who is a full-time associate professor (or above) at the university. This arrangement must be approved by the program director. The "Application for External Dissertation Supervisor"「校外論文指導教授申請書」 must be submitted and approved before the external supervisor can be appointed.

**4** Review Method: The dissertation research proposal will be reviewed by three committee members appointed by the program director, with the supervisor serving as an ex officio member. The review will be conducted orally. The review committee members must meet the qualifications for Ph.D. examination committee members. Both internal and external members must each constitute at least one-third of the total committee members.

The oral examination is generally two hours long and the results are "pass" or "fail."

If the proposal fails, a re-examination is scheduled by the supervisor and the review committee. The student is responsible for all the costs related to the re-examination. If the re-examination fails, the dissertation topic and supervisor must be changed.

**5** Review Results: The research proposal must be revised based on the comprehensive

review comments by the committee and approved by the supervisor. A signed copy of the revised proposal must be submitted to the program office for record-keeping. If the research plan is modified during the dissertation writing period, the modifications must also be approved by the supervisor and submitted to the program office for record-keeping.

IX. Dissertation Topic Declaration:
1. Declaration Method: Candidates should fill in the information on the university's "Graduate Student Dissertation Topic Declaration" 「研究生申報論文題目」system, print the paper copy, and submit it to the program office after the supervisor's signature.
2. For dissertation topic change, candidates should download and fill out the application form from the Office of Academic Affairs website during the next declaration period, get the supervisor's signature, and submit it to the program office.

X. Degree Examination Application:
1. Students can apply for the degree examination after completing the required credits, passing the qualification examination and dissertation research proposal review, and meeting the program's foreign language, internship, and academic activity requirements.
2. The dissertation must be written in traditional Chinese.
3. After meeting the requirements for applying for the degree examination, students must submit the application form and other required documents along with their dissertation. This should be done between the beginning of each semester and the announced application deadline.

XI. Graduation Procedures and Dissertation Submission:
1. After passing the degree examination, students must update their personal information on the "National Chengchi University Alumni"「政大全球校友網頁」 website, submit two copies of the revised dissertation, and return borrowed books when processing graduation procedures at the program office.
2. The program will not approve graduation procedures for students who wish to process them without submitting their dissertations.

XII. The guidelines apply to Ph.D. program students starting from the academic year 2023.

XIII. The guidelines are implemented after being approved by the Master's and Doctoral Program Committee of Chinese Language Teaching and reported to the Office of Academic Affairs. Amendments follow the same procedure. Matters not covered by these guidelines are handled in accordance with the university's regulations and related provisions.