

Academic Regulations for the Master's Degree Program in Teaching Chinese as a Second Language at the College of Liberal Arts, National Chengchi University

Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on October 7, 2022.

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Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on September 22, 2023; approved and recorded by the Academic Affairs Office on November 1, 2023

Full revision history detailed at the end of the document.

I. Duration of Study: Limited to 1 to 4 years.

II. Graduation Credits:

- 1 A total of 30 credits are required, excluding the thesis.
- 2 At least 6 credits each are required from the three fields: "Chinese Linguistics" 「漢語語言學」, "Teaching Chinese a Second Language" 「華語文教學」, and "The Chinese Society and Culture" 「華人社會與文化」.
- 3 Courses taken should primarily be offered by this program. Students can take up to 8 credits from equivalent courses outside the program.
- 4 Overseas internships during the study period may apply for a waiver of the "Chinese Language Teaching Practicum" 「華語文教學實習」 course. Refer to the "Overseas Internship Waiver Regulations for Students of the Master's Degree Program in Teaching Chinese as a Second Language at National Chengchi University" 《國立政治大學華語文教學碩士學位學程學生海外實習免修辦法》.
- 5 Starting from the 2016 academic year, students must complete "Academic Research Ethics Education" 「學術倫理教育」 courses by the end of their first academic year. Unaddressed issues will be handled according to 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 according to the "National Chengchi University Regulations for Student Credit Transfer" 《國立政治大學學生抵免學分辦法》 with a limit of 9 credits maximum.

IV. Internship Requirements:

- 1 After enrollment and before applying for the degree examination, students must complete at least 72 hours of classroom teaching internship targeting non-native Chinese speakers in institutions recognized or accredited by domestic or international educational authorities or professional evaluation organizations (including language centers affiliated with universities).

- 2 Internship certificates must include the following information: name, institution name, position, duration, 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:

- 1 For local, Hong Kong, Macau, and Chinese students: they must meet one of the following conditions before applying for the degree examination:
 - (1) Passing the "Ministry of Education's Foreign Language Proficiency Test for Teaching Chinese Standards for Certification" 「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.
 - (3) Completing at least 10 credits in any two foreign languages.
- 2 For foreign and overseas Chinese students: Passing the "Chinese Language Proficiency Test" at the advanced level 「華語文能力測驗」流利級.
- 3 Special cases should be reviewed and approved by the program committee.

VI. Academic Activities:

- 1 Students must submit or present at least one paper in a peer-reviewed journal or academic conference before the degree examination (in case of multiple authors: two authors are counted as 1/2 paper, and three authors as 1/3 paper, etc.). The paper must be related to "Teaching Chinese as a Second Language" 「華語文教學」 and fully published. Poster presentations are not counted.
- 2 In each semester with graduation credits, students must fully participate in at least 2 academic conferences or 6 seminars/workshops related to "Teaching Chinese as a Second Language" 「華語文教學」 and provide proof of participation.
- 3 Students are obligated to assist and fully participate in academic activities organized by the master's program.

VII. Thesis Research Plan Review:

- 1 Application Time: From the first semester until the semester before the degree examination, students may apply for thesis plan review with the approval of their advisor and submit three copies of the research plan.
- 2 Thesis Content: The research plan should detail the motivation, objectives, methods, and scope of the research, and include a list of references.
- 3 Advisor: The advisor should, in principle, be a full-time assistant professor or higher at the university, or a current or former adjunct assistant professor or higher of the program. For

special topics requiring external advisors, co-supervision with a full-time university professor is required, and an "External Thesis Advisor Application" 『校外論文指導教授』 must be submitted to the program office. Unapproved external advisors cannot be hired.

- 4 Review Method: The research plan will be reviewed in writing by two committee members appointed by the program director. Reviewers must meet the qualifications for the master's degree examination committee.
- 5 Review Result: Based on the comprehensive review comments, the research plan should be revised and approved by the advisor, and a copy of thesis should be submitted to the program office. During the thesis writing period, any modifications to the research plan must also be approved by the advisor and submitted to the program office for record.

VIII. Thesis Topic Declaration:

- 1 Declaration Method: Students should enter data into the "Graduate Student Degree Thesis Title Declaration" 「研究生申報論文題目」 system on the university website, print the form, get it signed by the advisor, and submit it to the program office.
- 2 For a change to the declared title, students should download the application form from the Academic Affairs Office website, fill it out, get it signed by the advisor, and submit it to the program office during the thesis topic declaration period.

IX. Applying for Degree Examination:

- 1 Students should complete the required credits, pass the thesis research plan review, and meet the language, internship, and academic activity requirements in order to apply for the degree examination.
- 2 The thesis must be written in traditional Chinese.
- 3 After meeting all the requirements for applying for the degree examination, submit the application form, required documents, and thesis from the start of the semester until the announced deadline.

X. Graduation Procedures and Thesis Submission:

- 1 After passing the degree examination, students should update 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 have not yet submitted their thesis.

XI. Effective Date: Applicable to students admitted from the 2023 academic year onward.

XII. Amendments: Amendments are effective after approval by the Master's and Doctoral Degree

Program Committee in Teaching Chinese as a Second Language and submission to the Academic Affairs Office. Unaddressed issues will be handled according to the university regulations.

Full Revision History

- Approved by the Teaching Chinese as a Second Language Committee on May 30, 2008.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on December 25, 2009.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on June 30, 2011.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on October 17, 2011.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on October 9, 2012.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on January 16, 2013.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on October 29, 2014.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on March 12, 2015.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on April 25, 2016.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on June 7, 2017.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on October 25, 2018.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on April 15, 2019.
- Revised and approved by the Master's and Doctoral Degree Program Committee in Teaching Chinese as a Second Language on January 25, 2022.