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Webpage of NCTU TESOL : <http://tesol.nctu.edu.tw/>

One The Feature and Educational Objectives of TESOL

1. History:

The Master of Arts degree program in Teaching English to Speakers of Other Languages (TESOL) was established officially in August, 2005. The aim of establishing TESOL program is to respond to the need of English teachers because of rapid internationalization in Taiwan. On one hand, English teaching field is developed rapidly, such as educational technology and computer applied to language learning. On the other hand, the tendency of researching how English is applied in high technology and academic field is formed gradually. As a response to above demands, not only more professional English teaching knowledge but more innovative research and teaching methodology is required. However, most of foreign language graduate schools in domestic universities are mainly graduate institutes of Foreign Literatures, Linguistics or those with Foreign Language Teaching Group. Few graduate institutes of Teaching English are established individually and are endeavored to the practices and research in English teaching. The establishment of this institute includes the following purpose and objectives.

2. Purpose:

- To offer an avenue for further studies and research in English teaching.
- To offer diverse curriculum that integrates both theory and technology in response to the latest development in English teaching.
- To develop research features in English teaching that are closely in tie with related research in technology.

3. Objectives:

- To escalate the quality and effects and English teaching.
- To explore the latest theory in English teaching for innovating TESOL methodologies and curriculum design.
- To develop teaching practices as well as research in computer assisted language learning that integrates the latest educational technology.

Two Curriculum

1. Curriculum Plan: 1001-101 expected curriculum plan

(If it changes, please obey the curriculum in the online course registration)

1 st Semester, 101 Academic Year			2 nd Semester, 101 Academic Year		
TESOL: Theories and Methods	Required (1st year)	Lin, Lu-Chun	Thesis Writing	Required (1st year)	Lin, Shu-min
Research Methodology	Required (1st year)	Yeh, Shiou-Wen	Computer-Assisted Language Learning	Elective	Sun, Yu-Chih
Second Language Writing: Theory and Practice	Elective	Chang, Ching-Fen	Listening and Speaking: Theory and Practice	Elective	Yang, Fang-Ying
Sociolinguistics	Elective	Cheng, Wei-Jung	Qualitative Research	Elective	Chang, Yueh-ching
Classroom Discourse Analysis	Elective	Lin, Shu-min			

1 st Semester, 102 Academic Year			2 nd Semester, 102 Academic Year		
TESOL: Theories and Methods	Required (1st year)	Chang, Yueh-ching	Thesis Writing	Required (1st year)	Chang, Ching-Fen
Research Methodology	Required (1st year)	Yang, Fang-Ying	Computer-Assisted Language Learning	Elective	Sun, Yu-Chih
Design and Evaluation of Multimedia Language Teaching Materials	Elective	Yeh, Shiou-Wen	To Be Announced	Elective	Lin, Shu-min
Second Language and Literacy Development in Children	Elective	Lin, Lu-Chun	To Be Announced	Elective	Chang, Yueh-ching
Pragmatics	Elective	Cheng, Wei-Jung			

2. Program requirements:

➤ 27 Graduate Credits include:

2.1 Required Courses (3 courses; 9 credits)

2.2 One Required Elective Course: Linguistics and Applied Linguistics (1 course; 3 credits)

2.3 At least 5 elective courses (15 credits)

2.4 Students can take up to maximum 6 credits from other on/off-campus graduate institutes carrying graduation credit. Before choosing the courses, please download and fill in the application form- Graduate Students Apply for on/off-Campus Graduate institute (on NCTU-TESOL webpage). Please hand in the application form with the signature of the Institute Chair to the Research Institute Office for the registration.

3. Regulations and Procedures for MA Program

(Suitable for Students Enrolled in 100 Semester Year)

Regulations and Procedures for MA Program in TESOL National Chiao Tung University

Approved at the staff meeting of Dean of Academic Affairs June 7th, 2012

- I. These regulations are determined in accordance with the “NCTU Regulations for Master and Doctoral Degrees Conferment.”

- II. Admission Requirements:
 1. Applicants must have graduated and earned a bachelor’s degree from an accredited public/private college or university, or those have earned a foreign equivalent bachelor’s degree approved by the Ministry of Education. Moreover, Applicants must also have passed the (application) entrance examination held by the university.
 2. Foreign Students applying for graduate schools would obey “Regulations for Foreign Students’ Application to the Entrance of NCTU”. Applicants can get admission of master program in TESOL after passing through the assessment by the Institute’s Faculty Meeting and the staff meeting of Dean of Academic Affairs.

- III. Period of Study
 1. The minimum and maximum periods of study for master program in TESOL must be 1 to 4 years.

IV. Curriculum and Program Requirements:

1. MA students must complete a minimum coursework of 27 credits approved by the Institute. Additionally, MA thesis is required.
2. MA students must complete three required courses: TESOL: Theory and Methods, 3 credits; Research Methodology, 3 credits; and Thesis Writing, 3 credits, respectively. One required elective course related to Linguistics or Applied Linguistics must be completed as well.
3. Based on students' individual academic background, they can apply for credit transfer after enrolling for the first semester. The maximum of credit transferring cannot be over 9 credits.
4. Students can take up to maximum 6 credits from other on/off-campus graduate institutes carrying graduation credits. Before choosing the courses, please provide application form- Graduate Students Apply for on/off-Campus Graduate institute. Without this written approval, the credits cannot be carried as graduate credits.

V. Thesis Supervisor Requirements:

1. MA students must select a thesis supervisor before the end of the second semester in the first academic year. If MA students do not select a thesis supervisor within the permitted time, the Institute's Faculty Meeting has the right to assign a thesis supervisor to MA students.
2. MA students should select a thesis supervisor who must be the institute's full-time faculty members and rank at the assistant professor or above. If MA thesis may be supervised by a part-time faculty member or a full-time teacher in another institute, it should be co-supervised by the institute's full time faculty member. Furthermore, it should be approved by the Institute's Faculty Meeting. Transfer to a new supervisor must obtain approval of the original adviser. Special cases can be discussed in the Institute's Faculty Meeting.
3. In principle, each institutes' full-time faculty must supervise no more than 3 students of the same grade. Special cases can be discussed at the Institute's Faculty Meeting. For part-time faculty member or another institute's full-time teacher, each must supervise no more than 2 students concurrently.

VI. MA Thesis

1. Thesis proposals can be submitted early after completion of 23 credits (including those taken in progress). The latest submission should be done no later than the end of first semester in students' third academic year. Thesis proposal is assessed by the MA supervisor (as well as the co-supervisor, if any)

- and 1 oral defense committee member.
2. A minimum of 3 months is required between the thesis proposal adoption and the oral examination.
 3. Before applying for an oral examination, students should submit an original English proficiency test transcript, reaching iBT TOEFL 100/ CBT TOEFL 250/ IELTS 6.5 or higher. Students who are English native speakers do not need to submit English proficiency test transcript.
 4. MA thesis must be written in English and comply with the APA format.

VII. Oral Defense Requirements:

1. A final version of MA thesis must be submitted to each oral defense committee member 3 weeks before the date of oral defense. Meanwhile, an application form must also be filled out and submitted.
2. Oral defense committee must consist of student's thesis supervisor (as well as co-supervisor, if any) and 2 members appointed by the Institute's Faculty Meeting (Include a member off campus).
3. President of NCTU must engage one member of the oral defense committee as the Convener. Thesis supervisors cannot serve as the Convener.
4. Oral defense is open to the public. The time, place, and thesis topics must be announced in advance. Oral defense committee members should attend the board in person; representative for the member is not allowed.
5. The passing scores of the oral examination will be 70 and the full marks will be 100. The examination scores are determined through the average marks of the committee members. The examination will be marked only once. A student is considered to have failed the oral defense when half of the committee members have agreed on a failing grade.
6. After investigation, if the committee members have agreed on the commitment of plagiarism or cheating, a student is considered to have failed the examination.
7. Students are required to post an electronic version of the abstract and thesis on the university website within 1 month after passing the oral defense. (See "NCTU Library Abstract, Thesis and Dissertation Electronic File Regulation" for details.) 9Nine copies of MA thesis must also be submitted (6 collected by the institute, 1 displayed in the library, and 2 submitted to the Dean of Academic Affairs for transferring to other units appointed by the Ministry of Education).
8. School may expel students who fail to pass the oral defense or complete all required courses within the maximum period of study.

VIII.Scholarship Requirements:

MA students can apply for scholarships during school years. According to the requirement of Ministry of Education, students receiving scholarship are obligated to assist in research, teaching, or other academic work on campus. The university reserves the right to petition MOE for terminating scholarships if students fail to perform their duties or violate appropriate rules. Workload depends on the need of the institute. Requirements are provided in accordance with regulations for graduate students' scholarships.

IX. Transfer Requirements:

MA students can apply for transferring to another graduate institute after they have completed the first year of studies. Approval certificates issued by another institute are also required. Transfer application should be approved by the Institute's Faculty Meeting and signed by the thesis supervisor (or adviser) and the Head of Institute. Requirements for transferring from other institutes to NCTU are not included.

X. Regulations and procedures not outlined in this document must be subject to "Study Regulations of the university," "NCTU Regulations for Master and Doctoral Degrees Conferment," and to other relevant regulations.

XI. These regulations and revisions thereof must be approved by the Institute's Faculty Meeting and implemented after being examined by the Department and University Curriculum Committee and approved by the staff meeting of Dean of Academic Affairs.

4. Requirement for Minor in TESOL Program:

Required Coursework of Credits	Eighteen
Required and Required Elective Course	1. Required Courses : Theory and Methodology of English Teaching and Introduction to Linguistics 2. Required Elective Course : Elective courses provided by Institute of TESOL.
Notation	Minor studies should be approved by the Institute's Faculty Meeting. Students having majored in the relevant courses of the institute can apply for credit transfer after enrolling within

	one month. The maximum of credit transferring cannot be over 6 credits. Students applying for credit transfer should submit application form with academic transcript to the office of institute.
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5. Information for Teacher Education (See Webpage of Center for Teacher Education for detail—<http://www.cte.nctu.edu.tw/main.php>):

- 5.1 The audition would be announced by Center for Teacher Education and the orientation would be held.
- 5.2 Students studying in the second year or above can attend the audition of Teacher Education (Include Graduate and Doctoral Students; Students of in service master program). The seats of audition would be proclaimed in the announcement.
- 5.3 Applicants need to submit academic transcript of each semester. For graduate students, academic transcript of college is required.
- 5.4 Regulations and Procedures for Teacher Education, Curriculum and relevant requirements can be downloaded from the webpage of Center for Teacher Education: <http://www.cte.nctu.edu.tw/regulations/archive.php?class=101>.

Three Procedure for Thesis Oral Defense

1. Procedure for Thesis Oral Defense and Graduation

Application of Thesis Oral Defense	【Before Oral Defense】
	(Submit all documents 2 weeks before the date of oral defense)
	Certificate of coursework credit (Application Form)
	English proficiency test transcript
	# Invitation card for oral defense committee members. You can get letter paper and envelopes from the institute office.
	Submit oral defense examination application form
	Submit certificate of thesis first draft
After Oral Defense	Submit oral defense committee members' recommendation letters
	【After Oral Defense】
	Oral defense transcript
Leaving Application	Thesis review agreement
	【Leaving】
	Submit thesis review agreement
	Fill in the leaving application form on the webpage of Register Division.
	Letter of authorization of National Central Library
Three copies of MA thesis for institute office, Register Division and NCTU library.	

* Above application forms and the sample of invitation cards can be downloaded on TESOL webpage.

Four Journal Articles Presentation

1. Top Journals in TESOL Field:

NO	Title	ISSN
1	Annual Review of Applied Linguistics	0267-1905
2	Applied Linguistics	0142-6001
3	Applied Psycholinguistics	0142-7164
4	Calico Journal	0742-7778
5	Canadian Modern Language Review, the	0008-4506
6	College Composition & Communications	0010-096X
7	College English	0010-0994
8	Composition Studies : Freshman English News	0739-4713
9	Computer-Assisted Language Learning	0958-8221
10	ELT Journal : English Language Teaching	0951-0893
11	English for Specific Purposes	0889-4906
12	English Today	0266-0784
13	Foreign Language Annals	0015-718X
14	Intercultural Pragmatics	1612-295X
15	International Journal of Lexicography	0950-3846
16	IRAL : International Review of Applied Linguistics in Language Teaching	0019-042X
17	JAC: A Journal of Composition Theory	0731-6755
18	JALT Journal	0287-2420
19	Journal for English for Academic Purposes	1475-1585
20	Journal of Basic Writing: JBW	0147-1635
21	Journal of College Reading and Learning	1079-0195
22	Journal of Sociolinguistics	1360-6441
23	Journal of Teaching Writing	0735-1259
24	Journal of Technical Writing and Communication, the •	0047-2816
25	Language and Communication	0271-5309
26	Language Learning : A Journal of Applied Linguistics	0023-8333
27	Language Resources and Evaluation (Formly: Computers and the Humanities)	0010-4817
28	Language Sciences	0388-0001
29	Language Teaching	0261-4448
30	Language Testing	0265-5322
31	MET : Modern English Teacher	0308-0587
32	Modern Language Journal, the	0026-7902

33	Reading Research Quarterly	0034-0553
34	Reading Today	0737-4208
35	ReCall	0958-3440
36	RELJ Journal: A Journal of Language Teaching and Research in Southeast Asia	0033-6882
37	Research in the Teaching of English	0034-527X
38	Second Language Research	0267-6583
39	Studies in Second Language Acquisition: SSLA	0272-2631
40	System	0346-251X
41	Technical Communication	0049-3155
42	Technical Communication Quarterly	1057-2252
43	TESL Canada Journal	0826-435x
44	TESL Reporter	0886-0661
45	TESOL Quarterly	0039-8322
46	Text and Talk	0165-4888
47	Written Communication	0741-0883

2. Top Conferences:

Ranking of Impact Factor	Conference			Description of the conference significance
	Chinese Title	English Title (Abbreviation)	Acceptant Rate	
Top International Conferences	1	美國應用語言學協會年會	Annual American Association for Applied Linguistics Conference (AAAL)	One of the most significant Annual Applied Linguistics Conference worldwide. (In March)
	2	英語教學年會	Annual International TESOL Convention	The most significant Annual TESOL Convention in America. (In March or April)
	3	歐洲電腦輔助語言學習研討會	European Association for Computer-Assisted Language Learning Conference (Eurocall)	The most significant Annual Computer-Assisted Language Teaching in Europe (In August or September)
	4	第二外語寫作研討會	Symposium of Second Language Writing	International Symposium of Second Language Writing biannually.

	5	日本語教師協會語言教學年會	Annual JALT International Conference on Language Teaching and Learning (JALT = The Japan Association of Language Teachers)		The most significant Annual TESOL Convention in Japan. (In October or November)
Top International Conference	6	美國教育研究協會年會	American Education Research Association Annual Meeting (AERA)		The most important American Education Research Association Annual Meeting
	7	國際應用語言學會會議	World Congress of Applied Linguistics (AILA)		AAAL Conferences
	8	第二外語研討會	Second Language Research Forum (SLRF)		The most famous Second Language Research Annual Meeting in North America
	9	國際語言學習研討會	International Society for Language Studies		The most important International Language Learning Research once for two years. Discuss important issues about language learning
	10	電腦輔助語言教學協會年會	Computer Assisted Language Instruction Consortium's Annual Symposia (CALICO)		The most significant Annual Computer-Assisted Language Teaching in America
	11	國際閱讀協會年會	International Reading Association Annual Convention (IRA)	35%	The most important International Reading Association Annual Convention
	12	區域語言中心研討會	RELC Seminar (RELC = Regional Language Center)	50%	The most important international Language Teaching Annual Meeting in Singapore. (In April)
	13	大學寫作教學研討會	Conference on College Composition and Communication (CCCC)		The most famous Conference on College Composition and Communication in America

14	世界電腦輔助語言教學研討會	WorldCALL		The most important Word Computer-Assisted Language Teaching (Once for three years)
15	亞洲英語教學會議	Asia TEFL International Conference (Asia –TEFL)		One of the most important Asia Annual TEFL International Conference
16	亞洲英語教學期刊研討會	Asian International Conference EFL Journal		The most important Asian International Annual Conference of English Teaching.
17	大學英語教育國際研討會	International Symposium on Teaching English at Tertiary Level		The most important international language education in Singapore.
18	兒童語言研討會	Child Language Seminar (CLS)	40%	International Seminar of Child first and second language development. The annual seminar will be held in University of Reading in England in July.
19	國際語用學研討會	International Pragmatics Conference (by International Pragmatics Association, IPrA)		One of the most important International Pragmatics and SLA Conference. (Once for two years)
20	國際語用學與語言學習研討會	International Conference on Pragmatics and Language Learning		Once for two or three years

3. Application for research recruitment of College of Humanities and Social Sciences
(Download Webpage: : http://www.chss.nctu.edu.tw/05_service.html)

Application (3)

Research recruitment of College of Humanities and Social Sciences

【 Recruitment for graduate students applying for attending the important international conferences and presenting articles 】

Serial Number (Written by CHS)		Application Date : Y M D	
Name of Applicant		Student ID Number	
Supervisor		Department/ Grade	
Email Address		Telephone	Cell phone : School Extension Number :
The name of Conference	(Chinese/ English)	Sponsor	
Time of Conference		Place of Conference	(Chinese/ English)
The Topic of Thesis	(Chinese/ English)	Individual Presentation	<input type="checkbox"/> Yes <input type="checkbox"/> No Co-presenter :
The Importance of The conference	<input type="checkbox"/> Yes <input type="checkbox"/> No (Please check the information on the website listed below to see whether the conference is recommended by the application department: http://rdweb.adm.nctu.edu.tw/page.php?serial=27) If the answer is 'No', please interpret the importance of the conference as follows:		

Expenditure Request for the conference	<input type="checkbox"/> Airfare : (Standard Airfare recruited by NSC) = _____NT Dollars <input type="checkbox"/> Registration Fee : _____NT Dollars <input type="checkbox"/> Accommodation : (Daily Standard fare recruited by NSC) * Days = _____NT Dollars <input type="checkbox"/> Others: _____NT Dollars Sum : _____NT Dollars		
Recruitment from other Units (Please list other detailed recruitments)	<input type="checkbox"/> No <input type="checkbox"/> Yes , Recruited Unit: _____ , Total Recruitment: _____ Administrative Staff's Signature: : _____		
Previous Recruitment	<input type="checkbox"/> First Application <input type="checkbox"/> Previous Recruitment 【Time : _____ Total : _____NT Dollars】		
Related Approval Documents (Number 1~4 documents are necessary attachments)	<input type="checkbox"/> Applicants' official invitation received from the sponsor of international conference <input type="checkbox"/> Approval documents of thesis acceptance <input type="checkbox"/> Full Text of the thesis <input type="checkbox"/> Agenda and other information about the conference <input type="checkbox"/> Other :		
Director of LTR		CHS	
Note	One: Basically, two applicants will be recruited at one time. One applicant's recruited amounts are 10000 dollars for Asian conferences, 20000 dollars for North America and Oceania conferences. For European conferences or conferences in other areas, the maximum amount of the recruitment is 30000 dollars. Two: The way of document review, application date and budget cancellation are based on the fourth Act of Regulations for research recruitment of College of Humanities and Social Sciences.		

5、General Information

1. Teacher-advising System

The schedules of the teachers of NCTU TESOL Institute are presented in the following website; you are encouraged to browse through it. The schedule of each teacher varied based on their courses arranged. You can check the schedule of each teacher by the website provided as follow at the beginning of each semester.

(http://scahss.adm.nctu.edu.tw/uvpage/modules/catalog_1/admunit_basic/b_main.php?b_id=6)

Procedure of borrowing equipment from TESOL Institute

TESOL Institute Student Valuable Equipment-borrowing Form

- * Valuable equipment is allowed to borrow only for research and course purposes.
- * The permitted borrowing period of time is limited within a week, and your student card should be temperately deposited at the main office of TESOL Institute.
- * For any reason that you have to borrow equipment more than a week, you should ask for permission both from your advisor and the director of TESOL Institute.

Name		Student ID	
Equipment borrowed	<input type="checkbox"/> Overhead projector <input type="checkbox"/> Notebook <input type="checkbox"/> Digital video camera <input type="checkbox"/> DV Tape <input type="checkbox"/> Digital camera <input type="checkbox"/> Extended line <input type="checkbox"/> Cable for the Internet <input type="checkbox"/> Others	Reason of Borrowing	
Borrowing date		Returning date	
Advisor	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree	Sign by the director of TESOL Institute (borrow equipment more than a week)	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
<input type="checkbox"/> Returned	Sign :		

2. Scholarship Information/ Regulation

2.1 Scholarship for graduate student

Students with attendance or publication of thesis at conferences can apply for subsidies (please refer to the “Scholarship” document at “Download” page).

The procedures are as follows:

A. Fill in and prepare the following application documents:

1. For attendance – receipt & name tag (numbers limited to once per year)
2. For publication – digital copy of the thesis (PowerPoint file included) & a hard copy of the abstract printed by the conference host (numbers unlimited)
3. For papers published in the proceeding – digital copy of the published paper (PowerPoint file included)
4. A complete hard copy of the paper printed in the conference proceeding

B. Deadline: Jan. 15th for the first semester; June 15th for the 2nd semester. Please deliver the relevant documents before the deadline.

C. “Scholarship Information” and the application form please referring to the following pages.

2.2 Notice For The Scholarship Application

(1) The main office will register the scholarship that students obtain on 15th every month. It will take the duration about three to four weeks for the scholarship to be verified and entered into your account book. You can inquire from the website given below:
(<http://140.113.103.38/index.jsp>)

(2) For the scholarship entering into your account book, please apply the account of “Post-office system”.

(3) Deadline for the conference scholarship application: Deadline: Jan. 15th for the first semester; June 15th for the 2nd semester

Information of NCTU TESOL Institute Graduate Student Scholarship Application

Authorized by the Central Administration meeting, June, 2nd, 2005
Authorized by the Central Administration meeting, October, 5th, 2005
Authorized by the staff meeting, December, 17th, 2007
Authorized by the Committee of Scholarship, April, 4th, 2008

1. To encourage the graduate students of NCTU TESOL Institute devote in researching and assist in teaching in order to increase the academic standard, the scholarship of TESOL graduate student is established according to the “Constitution and Practice of National Chiao Tung University Graduate Student Scholarship” as well as “Constitution and Practice of National Chiao Tung University Graduate Student Grant”.
2. The applicant and receiver of the scholarship is NCTU TESOL in-study graduate student only.
3. Under the NCTU TESOL Institute Graduate Student Scholarship, a scholarship with NT10, 000 is provided per semester, and the receivers are as follows:
 - 3-1 First-year Scholarship: the student of the first place enrolling into NCTU TESOL Institute
 - 3-2 Second-year Scholarship: the student of the first place of the semester
4. Under the NCTU TESOL Institute Graduate Student Scholarship, a scholarship with NT200 per hour is provided as complete reimbursement.
5. Application of subsidies for attendance of conference is once per year with subsidies of NT1, 000.
6. Applicant of conference-attending subsidies should fill in the application form (see Appendix). Applicant of paper-presenting or thesis publishing on the conference proceeding should provide the hard copy as well as the digital copy of the thesis.
7. Scholarship for student presenting thesis at the conference is NT1, 000 per once, and does not have the number of times of application limitation. However, written verification is needed.
8. Students with presentation and publication of thesis on the conference proceeding can apply for subsidies with NT2, 000 per once, and do not have the number of times of application limitation. However, written verification is needed.

9. Students with publication on journal can apply for subsidies with the range from NT1,000 to NT5,000. The total amount of subsidies applied will be verified by the committee. There does not have the number of times of application limitation; however, written verification is needed.
10. Students with thesis publicized on the conference proceeding, if the thesis is also publicized on journal, two kinds of subsidies application is permitted.
11. If the thesis publicized on conference proceeding or journal involves more than one author cooperated, the distribution of subsidies are as follows:
 - 11-1 If there are two student authors, the first author is distributed with 60% of the total amount of subsidies applied. The second author is distributed with 40%.
 - 11-2 If there are three student authors, the first author is distributed with 50% of the total amount of subsidies applied. The second author is distributed with 30%, and the third author is distributed with 20%.
 - 11-3 If there are more than four student authors, the first author is distributed with 40% of the total amount of subsidies applied. The rest of subsidies is equally distributed to the other authors.
12. Submit single piece of thesis to more than one target conference or journal is not permitted. If one is being disclosed and verified, the credentials of subsidies applied will be revoked by NCTU TESOL Institute.
13. The constitution is amended and practiced after being approved at the staff meeting as well as at the Committee of Scholarship.

TESOL Scholarship for Conference, Journal, and Thesis Application Form

Date of Application : Y M D

(The form can be downloaded at the TESOL Institute website)

Applicant		Student Number	
The title of Conference	.	H o s t	(e.g. NCTU)
D a t e		L o c a t i o n	
Author(s)	Student author No. ____ Student name : Teacher author No. ____ Teacher name :		
I t e m o f S u b s i d y Application	Item A (Choose one for application) : <input type="checkbox"/> Conference attendance (please provide the name tag) <input type="checkbox"/> Conference presentation <input type="checkbox"/> Publication in the proceeding	Item B : <input type="checkbox"/> Publication in the journal	
Thesis title	Please write in the APA style.		
Materials for verification	<input type="checkbox"/> hard copy of the thesis (A complete hard copy of the paper printed in the conference proceeding or	Received by t h e m a i n o f f i c e	

	the agenda of the conference) <input type="checkbox"/> digital copy of the thesis (both hard copy and digital copy should be provided)	assistance	
Result of verification	<input type="checkbox"/> Disapprove <input type="checkbox"/> Approve Subsidies <u>NT</u>		
Sign of the chairperson of Graduate Student Association		Sign of the director	

***After filling in the application form, please deliver to the main office (for both the hard copy and the digital copy).**

*** Deadline: Jan. 15th for the first semester; June 15th for the 2nd semester**

3. Housing Information

(please refer to Housing Division: <http://housing.adm.nctu.edu.tw/>)

4.1 Applying for on-campus student dormitory

- (1) At the beginning of every semester, the housing Division will announce the time-line and procedure of on-campus student dormitory application both on the bulletin and on the Internet. The main office of TESOL Institute will also post the information on the graduate student bulletin. Students can apply it online.

140.113.101.78/Dorm/ (the system of on-campus student dormitory application)

http://housing.adm.nctu.edu.tw/uvpage/modules/catalog_5/static/main.php?file=dorm.html (the brief introduction of each on-campus student dormitory)

- (2) Student ID will receive on new students enrolling day. The main office of TESOL Institute will also assist the Housing Division providing “The procedure of new student on-campus dormitory application”. In accordance

with student ID, students can apply on-campus student dormitory on the Internet.

- (3) The instant information about on-campus student dormitory replacement can be inquired from the main page of Housing Division.

4.2 Off-campus apartment

- (1) Information about safety and other questions about off-campus apartment renting can be inquired from the “Q & A about off-campus apartment renting” of Housing Division.

(http://housing.adm.nctu.edu.tw/uvpage/modules/catalog_5/static/main.php?file=outsideQnA.html)

- (2) The information about off-campus apartment renting can be inquired from:

✧NCTU off-campus apartment information

<http://housing.adm.nctu.edu.tw/>

✧BBS ([bbs://wretch.twbbs.org](http://wretch.twbbs.org))→ board: NCTUTALK

5 Life Guidance

5.1 For information about living (in straitened circumstances, emergency assistance, scholarship, etc.), please refer to NCTU Life Guidance Division (<http://scahss.adm.nctu.edu.tw/>).

5.2 To enhance mutual understanding between teachers and students, every semester, NCTU TESOL Institute offers “Teacher office time” (see “Teacher-advising system” above), holds teacher-student discussion meeting, places “suggestion-to-the-director box” in front of the graduate student study room.

5.3 NCTU TESOL Institute has established the Student Association in order to increase classmates’ cooperation and facilitate emotional interaction between students and teachers. Detail regulation is provided in the following pages.

5.4 NCTU TESOL Institute regular activities: (Pictures can be inquired from the website of NCTU TESOL Institute!!)

(1) Every summer vacation: 1st year student discussion meeting

(2) Every semester: discussion meeting with the director of TESOL Institute

(3) Christmas: Christmas tree decoration (in charge by the 1st year student), Christmas buffet (prepared by the Student Association of

TESOL Institute)

- (4) School Anniversary: graduate student research-related poster demonstration, and alumni-sharing
- (5) Every semester: series symposiums about English-teaching
- (6) Every semester: Provide graduate students opportunities as being the instructor of GEPT (General English Proficiency Test) courses to increase teaching experience. (The instructor of GEPT courses has payment. Graduate students who would like to take the challenge please refer to the main office of TESOL Institute.)
- (7) Other irregular activities

National Chiao Tung University TESOL Institute Constitution of the Graduate Student Association

Authorized by the staff meeting of Institute of TESOL, August 20, 2007

Chapter 1. Goal

1. The goal of Student Association establishment is to increase classmates' cooperation and facilitate emotional interaction between students and teachers.

Chapter 2. Members

2. Graduate students in TESOL program are members of Graduate Student Association.

3. Members' Rights:

- 3-1 Elect Chair of Graduate Student Association
- 3-2 Participate in all activities held by Graduate Student Association

4. Members' obligation:

- 4-1 Obey the regulations and decision of Graduate Student Association
- 4-2 Pay membership fee when you begin to study in TESOL program
- 4-3 Transfer student would pay membership fee of Graduate Student Association. The amount of membership fee would be decided when the first meeting of Graduate Student Association is held.

Chapter 3. Administration

3.1 Chairperson

5. One chairperson of Graduate Student Association is needed. Term of chairperson is one year. When expiration of the term of chairperson is due, one cannot be reappointed. The chairperson is elected by members of Graduate Student Association.

6. Chairperson's Job Responsibility:

6-1 Held the Graduate Student Association meeting at least once per semester, and the chairperson should be the host.

6-2 Supervise and be responsible for the decision made at the Graduate Student Association meeting.

6-3 Process the official document delivered by the school, the main office of TESOL, or the Student Association.

6-4 Chairperson is allowed to recommend a deputy from the member of the Graduate Student Association when the chairperson cannot discharge the responsibilities of his/her job. However, chairperson should held provisional meeting, and the proposal should be assented to by at least half of the presented member.

3.2 Staff Meeting of the Graduate Student Association

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7. Staff Meeting is taken in charge by the staffs of general services, academic services, and activity services who are elected by the members of the Graduate Student Association. Chairperson is the convener who held the meeting whenever necessary.

Chapter 4. Election and Deposition

8. The election of chairperson should be held at the Graduate Student Association meeting when the attendance is over two-third of the members of the Graduate Student Association. Chairperson of the Graduate Student Association is elected by ballot. Candidate who has the highest vote obtained from more than half of the members presented in the Graduate Student Association meeting wins the election.

9. The election of chairperson is held at about middle of October every year, after graduate students enroll in the TESOL Institute.
10. Deposition of chairperson should be proposed by over half of the members of the Graduate Student Association. The proposal should be consented by over two-third of the presented members on the Graduate Student Association meeting. If the proposal approved, the new chairperson should be elected by presented members of the Graduate Student Association meeting.

Chapter 5. Constitution Practice and Amendment

11. After the discussion meeting held between the director and students of TESOL Institute, the constitution of the Graduate Student Association will be discussed at the staff meeting of TESOL Institute, and the constitution will be practiced after being approved. If any amendment is needed, the proposal should be consented at the Graduate Student Association meeting and then verified at the staff meeting of TESOL Institute.

1. Note: Resources provided by TESOL Institute

(1) A study room for the first-year graduate student (computers is included).

(2) A computer room and a discussion room.

- * Graduate students of TESOL Institute are responsible for the study room mentioned above and the bulletin, including decoration and cleaning.
 - * Do not download any source-unclear files and soft wares which might causes computers get infected by a virus. In principle, students are responsible for the computers provided by TESOL Institute. However, if computers shut down, being infected by virus, or suffer from hard ware damage, please fill the “Repair Form” placed at the main office of TESOL Institute. The part-time student will be responsible for the problem mentioned above.
 - * There is laser printer placed in the study room. If toner cartridge is run out, please go and get a new one at the main office of TESOL Institute (the price of toner cartridge is pretty high, please use it wise and well). There is a copy room at the sixth floor of Assembly Building 1. If massive amount of copy is needed, please go to the sixth floor copy room where personal service is provided (NT1 a page, and folding is provided).
- (3) Every student is provided with two packs of A4 printing paper.
- (4) Please provided the main office of TESOL Institute with the grade report (the original and the copy one) if English examination regulated in the TESOL Institute Regulation is passed. There is scholarship with NT 3,000 provided (once per student).

2. Transportation Information

6.1 The location of NCTU GuangFu Campus

<http://www.nctu.edu.tw/img/campus.swf>

6.2 NCTU TESOL Institute is located at the 5F of Assembly Building 1, please refer to the map provided as follow:



6.3 NCTU Transportation Information

(1) Schedule of School bus (between GuangFu and Bo-Ai Campus) and City Bus No.2

<http://www.nctu.edu.tw/campus/life/bus-sum.html>

(2) Information and service of Long-distance Bus in NCTU

<http://www.ga.nctu.edu.tw/ga7/coach.php>

(3) Route and schedule of Science Park circuit bus

<http://www.nctu.edu.tw/campus/bus.jpg>

7 Emergency Contact Information

7.1 In-campus Emergency Address Book

Whenever and wherever, if you need any help, please call the numbers listed below or come to the Office of National Defense Education at the Administration Building. 7-24 service is offered there.

*Colonel instructor/ Campus safety/ #50701 Dau-Liang Wu

*Lieutenant colonel instructor/ Chief of the Office of Life Guidance/ #50850
Zuo-Wen Lee

*Lieutenant colonel instructor/ #50706 Tai-Chi Chien

*Major instructor/ Staff on duty/ Instructor arrangement and organization/ #50714
Mei-Hua Liu

*Lieutenant colonel instructor/ Illness caring/ Campus safety/ Distress helping/ Life
caring/ Emergency contact/ #50708 Lee-Yu Zo

*Major instructor/ Preparatory Officer Examination/ #50852 Yu-Jyun Ma

*Lieutenant colonel instructor/ Military Education Courses/ National Military
Education/ #50704 Alex Deng

*Lieutenant colonel instructor/ Festival activities/ Illness caring/ #50711 Cap Yang

*Campus safety staff/ Gangster prevention/ Campus safety/ #50710 Yao-Wei Lee

*Campus safety staff/ Military service suspension / Leaving school procedure/
#50707 Zhao-Lin Lee

*Illness caring/ Distress helping/ #50713 T.S. Chen

7.2 TESOL Institute

Main office

(03) 5712121 xt.52754 Eva Chang 、 52724 Rita Huang 、 52778 Corey Chen

Instructor's office (03) 5712121 ext.52738 Prof. Shiou-Wen Ye

MEMO