

# **Regulations and Procedures for MA Program in TESOL**

## **National Chiao Tung University**

Approved at the staff meeting of Dean of Academic Affairs June 5<sup>th</sup>, 2014

- I. These regulations are provided in accordance with the “NCTU Regulations for Master and Doctoral Degrees Conferment.”
  
- II. Admission requirements
  1. Applicants must have earned a bachelor’s degree from an accredited public/private college or university, or from a foreign equivalent approved by the Ministry of Education. Applicants must also have passed the (application) entrance examination held by the university.
  2. Foreign applications are processed in accordance with the regulations for “Foreign Students Apply to the Entrance of NCTU” and assessed 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. Program requirements
  1. MA thesis and a minimum coursework of 27 credits are required.
  2. MA students must complete three required courses: TESOL: Theory and Methods, 3 credits; Research Methodology, 3 credits; Thesis Writing, 3 credits, respectively. One required elective course related to Linguistics or Applied Linguistics must be completed as well.
  3. Students should consult their individual academic background to apply for credit transfer (with a maximum of 9 credits) after enrolling for the first semester.
  4. With written approval, students can take up to 6 credits from other on/off-campus graduate institutes carrying graduation credit.
  
- 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. Thesis supervisors must be the institute's full-time faculty members, ranking at the assistant professor or above. MA thesis may be co-supervised by a part-time faculty member or another institute's full-time teacher after being approved by the institute's full-time faculty and by the Institute's Faculty Meeting. Transfer to a new supervisor must obtain approval of the original adviser. Special cases can be discussed at the Institute's Faculty Meeting.
3. For the institutes' full-time faculty, each member in principle must supervise no more than 3 students of the same grade, and special cases, if any, must be reported to 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), while 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 (Academic) 7 or higher (only for the non-native English speakers).
4. MA theses must comply with the APA format and be written in English.

#### VII. Oral defense requirements

1. A final copy of MA thesis must be submitted to each oral defense committee member 3 weeks before the date of oral defense. 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 (a member off campus is required to be included).
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. With regard to the oral examination score, the passing and full marks will be 70 and 100. The examination is marked only once, taking the average marks of the committee. A student is considered to have failed the oral defense when half of the committee members have agreed on a failing grade.
  6. If after investigation, 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 from passing the oral defense. (See “NCTU Library Abstract, Electronic Thesis and Dissertation Specification” for details.) Nine copies of MA thesis must also be submitted (Six collected by the institute, One displayed in the library, and Two submitted to the Dean of Academic Affairs for collection by other units as specified 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 Ministry of Education (MOE), students on scholarship are obligated to assist in research, teaching, or other academic work on campus. The university reserves the right to petition MOE to terminate 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 postgraduate 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, taking effect only with authorization of the Institute’s Faculty Meeting. The signatures of the thesis supervisor (or adviser) and the Head of Institute are required as well. Requirements for transferring from other institutes to NCTU are not included.

- X. Regulations and procedures not outlined in this document must be subject to the university’s “Study Regulations,” “NCTU Regulations for Master and Doctoral

Degrees Conferment,” and to other relevant regulations.

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