

# Kainan University Department of Applied English Graduate Program Regulations

Approved in the 4th Department Meeting on January 2, 1997

Approved in the 2nd College Meeting on January 7, 1997

Approved in the 10th Department Meeting of the 108th Academic Year on April 13, 2019

Approved in the 6th College Meeting of the 108th Academic Year on April 15, 2019

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Approved in the 1st Department Meeting of the 109th Academic Year on September 18, 2019

Approved in the 1st College Meeting of the 109th Academic Year on September 21, 2019

Amended and approved in the 1st Academic Affairs Meeting of the 109th Academic Year on September 22, 2019

1. To encourage master's students (including regular and in-service students) in the Department of Applied English at Kai Nan University (hereinafter referred to as the University) to pursue advanced studies, these regulations, referred to as the "Regulations," are established based on the University's academic regulations.

2. Master's students in this department shall follow the curriculum plan for the academic year of admission.

After admission, master's students may apply for exemptions from basic courses based on their university transcripts or other relevant proofs, subject to departmental review. Those who do not apply or whose applications are not approved must make up for the basic courses in the undergraduate program. Credits earned after passing the makeup courses will not be counted towards graduation credits.

3. After admission, master's students may apply for credit exemptions, which will be granted after departmental review. The relevant regulations for credit exemptions will follow the University's Credit Exemption Regulations and the detailed rules for credit exemptions in this department.
4. Before the end of the first academic year after admission, master's students should contact a thesis or professional practical report advisor, and the advisor should sign the "Thesis Advisor Agreement" or "Professional Practical Report Advisor Agreement." At least one advisor must be a full-time professor, associate professor, or assistant professor in this department.

In case a change of advisor is necessary, the student must obtain the written consent of both the original and new advisors, submit a written application to the department, and report it to the Academic Affairs Office.

5. The number of newly added advisors for master's students' thesis or professional practical reports each academic year should not exceed three (inclusive) as a general rule.
6. The thesis topic and content of master's students should align with the relevant professional field of this department. If a master's student has doubts about whether the thesis is related to the professional field, it should be submitted to the departmental curriculum meeting for review, with the advisor invited to attend for explanation.
7. The evaluation of master's thesis or professional practical report in this department is divided into two stages. The advisor may organize a thesis or professional practical report proposal review committee after the master's student has completed one year of study. The two stages are as follows:
  - A. Review of the thesis or professional practical report proposal: To be submitted in the second semester of the second year of study and approved by the proposal review committee. After approval of the professional practical report proposal review, the student must complete a teaching demonstration before applying for the degree examination.
  - B. Thesis or professional practical report oral defense: Two months after the proposal review, the student can apply for the degree examination. The oral defense of the thesis or professional practical report must include a public oral presentation ceremony and cannot be conducted in

writing.

8. The thesis or professional practical report examination committee consists of three to five members, and one member is mutually recommended as the convener. The advisor cannot serve as the convener, and the number of external committee members should not be less than one-third of the total number of examination committee members.
9. Master's students who meet the following requirements may apply for the master's degree examination:
  - A. Must complete at least two-thirds of the required credits on the master's program curriculum plan, including basic courses and specified subject courses (excluding current semester courses).
  - B. Before graduation, submit at least one paper to a domestic or international academic conference on English teaching, whether accepted or not, with a record of the conference submission.
  - C. Pass the review of the master's thesis or professional practical report proposal.
  - D. Pass the Advanced level of the GEPT (General English Proficiency Test), or obtain a TOEIC score of 750, IELTS score of 5.5, or TOEFL-IBT score of 71 or above before graduation.
10. Master's students must submit all relevant documents for the thesis defense.