

National Taiwan Normal University

2016 Academic Year

Online MA Program in Teaching Chinese as a

Foreign Language

Admission Prospectus



Application period: March 25, 2016 - May 31, 2016

Promulgated by the National Taiwan Normal University

Admissions Committee

March 2016

Application schedule

| Item | Date (Taiwan Time) |
|--|--|
| Admission prospectus announced | March 25, 2016 |
| Application period | March 25 - May 31, 2016 |
| Document review and online oral exam | Stage 1: Document review June 1 - June 15, 2016 Stage 2: Online oral exam (specific dates to be announced by respective departments) |
| Admission decisions | June 30, 2016 |
| Enrollment of accepted students | July 11 - July 22, 2016 |
| Academic certification submission deadline | August 31, 2016 |
| Registration payment deadline | August 31, 2016 |
| Wait list enrollment deadline | September 12, 2016 |

I. Introduction

The rise of Asian economies in recent years has led to a surge of the Chinese influence. Mandarin has become one of the primary languages of the twenty-first century and the population of Chinese language students is rapidly increasing. National Taiwan Normal University (NTNU) is home to the nation's biggest and most renowned center for Mandarin language education. We pride ourselves in the training of outstanding Mandarin speakers who remain dedicated to the promotion of Taiwanese culture after returning to their native countries, which has a positive effect on enhancing NTNU's professionalism, academic standing and international profile in terms of Mandarin language teaching. However, many students lack the means to continuous professional training in their native homes, leading to substantial gaps in the training of advanced-level overseas Mandarin teachers.

In order to address the shortage of overseas Mandarin teachers and provide these teachers with means to continue their professional training, NTNU has combined the school's exceptional teaching talent and professional digital Mandarin teaching capabilities to create the first ever Online MA Program in Teaching Chinese as a Foreign Language in an effort to join the worldwide trend in distance digital learning and forge global connections. We are looking for candidates working overseas who wish to enhance their professional abilities and fulfill the requirements of qualified Mandarin teachers, Mandarin management personnel, advanced Mandarin educational application personnel, and digital technology professionals on a global basis.

Program Characteristics:

A. Internationalized student recruitment

The program is designed for teachers currently working as Mandarin teachers overseas.

B. Digitalized teaching model

All program courses are taught via distance learning.

C. Specialized course design

All program courses have been certified by the Ministry of Education's digital learning curriculum.

D. Diversified personnel training

The program provides training for advanced-level Mandarin teachers, Mandarin teaching and research personnel, as well as Mandarin teaching management personnel.

II. Quota

A maximum of 20 students will receive admissions.

III. Eligibility

A. Applicants who have graduated and received a bachelor's degree from a Ministry of

Education accredited domestic university or independent college, a foreign university or independent college recognized by the Ministry of Education, or those possess equivalent academic records.

- B. Applicants with at least one year of foreign work experience and who are still currently working abroad.

*According to the Ministry of Education Digital Masters On-the-Job Program Application Review and Certification Guidelines:

Article 11, Section 3: In addition to the provisions set forth in Article 3, Section 1, recruited students must fulfill the requirements set stipulated in Article 3, Section 4 of these guidelines in that they must reside overseas, and either hold a passport issued by the Republic of China, are a resident of Hong Kong or Macao, or are of foreign nationality.

https://ace.moe.edu.tw/info_announce/view/?id=567c9dc7ae3c3

IV. Application

- A. Application period: Applications must be submitted between Friday, March 25, 2016 and Tuesday, May 31, 2016. Late applications will not be accepted.
- B. Application method: Applicants should log onto the university's application system during the application period to submit their applications and upload the required documents.
- C. Application website: <http://study.sce.ntnu.edu.tw/OnlineMTC/>
- D. Application fee: NT\$ 1,600, payable online. Applications will not be accepted until the application fee has been paid in full. The application fee is nonrefundable.
- E. Required documents: All documents should be scanned and uploaded electronically
- (1) One scanned copy of applicant's passport.
 - (2) One full-face half-length color digital photograph of the applicant taken within the last 12 months.
 1. High color 2-inch image file in JPG format
 2. Resolution must be no lower than 300 dpi, highest resolution must be no more than 500 dpi. Digital photograph images should not be larger than 1 MB or smaller than 100 KB.
 - (3) One original certified copy of diploma from applicant's highest degree. If the original diploma is not in Chinese or English, applicant must additionally submit a Chinese or English translation.

*Academic qualifications based on regulations stipulated by the Ministry of Education, Republic of China.

Standards for Recognition of Equivalent Educational Level As Qualified for Entering University

<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL008644&KeyWordHL=&StyleType=1>

Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education

<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL040632>

Regulations Governing the Examination and Recognition of Educational Qualifications from Hong Kong and Macao

<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL016606&KeyWordHL=&StyleType=1>

Regulations Regarding the Assessment and Recognition of Academic Credentials for Institutions of Higher Education in China

<http://edu.law.moe.gov.tw/LawContentDetails.aspx?id=FL008349&KeyWordHL=&StyleType=1>

Reference and Roster Inquiry System for Foreign Universities

<http://fsedu.cloud.ncnu.edu.tw/home.aspx>

Roster of Recognized Institutions of Higher Education in China

<http://rusen.stust.edu.tw/cpx/DM/2014/20140418-103School-129.pdf>

- (4) One original certified official transcript from applicant's highest degree. If the original transcript is not in Chinese or English, applicant must attach a Chinese or English translation.

*Applicants with degrees from mainland China are required to upload electronic copies of their original **diploma, degree certificate and transcript** and complete notarization procedures at relevant institutions **before the application deadline**. Notarized documents must be color scanned and uploaded to the application system:

1. Applicants with a degree from a college, university or other institution in mainland China recognized by Taiwan:

- (i) Diploma/degree must be certified by China Higher Education Student Information and Career Center (CHESICC) as authentic.
- (ii) Degree certification must be certified by the China Academic Degrees and Graduate Education Development Center (CDGDC) as authentic.
- (iii) Full transcript must be certified by either China Higher Education Student Information and Career Center or China Academic Degrees and Graduate Education Development Center as authentic.
- (iv) Applicants with master's degrees or above should submit their dissertation (dissertation seal only required on cover).

2. Applicants who attended (but did not graduate from) a college, university or other institution in mainland China recognized by Taiwan:

- (i) Affidavit of notarization issued by a notary public in mainland China certifying the validity of applicant's certificate of attendance and complete transcript, both in photocopy.
- (ii) The above notarized items must be verified by the Straits Exchange Foundation and confirmed to be identical to the primary document copies issued by the aforementioned notary public in mainland China.

- (5) Certificate of employment. (see Appendix 2. Download, complete and upload the form along with certificate of employment issued by applicant's employer)
- (6) One research proposal written in Chinese (approximately 3,000 characters).
- (7) One copy of autobiography in Chinese (approximately 1,200 characters).
- (8) Two letters of recommendation from teachers or supervisors.
- (9) Proof of relevant work experience.

(10) Other information: Documentation attesting to outstanding achievements such as work experience in Mandarin teaching, overseas Chinese education, academic-industry collaborations, academic publications, or papers and thematic reports, etc.

F. Special notes:

- (1) If you are unable to complete verification or notarization procedures for your diplomas and transcripts **before the application deadline**, please upload scanned originals of your diplomas, certificates, transcripts and the Affidavit for the Provision of Supplementary Application Documents. (see Appendix 1. Download, complete and upload to application system)
- (2) Applications may be disqualified if documents are incomplete or lack the required numbers of copies. In such cases applicants shall assume full responsibility.
- (3) Please fill out your **email address** and **contact number** correctly on the application. National Taiwan Normal University may contact the applicant depending on circumstance. If the applicant fails to respond within the given time frame, the applicant is deemed to have relinquished all rights entitled.
- (4) Upon completion of their application, applicants should check their application document status on the website. If the status shows "unprocessed" or "documents missing", please inquire via email. Email: aclc@ntnu.edu.tw

G. Assessment methods:

- (1) Preliminary assessment: Review of written documents
- (2) Secondary assessment: Online oral exam (please prepare your own video software and participate in the online oral exam according to the designated schedule)

V. Admission Announcements

- A. Admission results will be announced on June 30, 2016.
- B. Admission standards: Applicants who score 70 and above are qualified, those who score under 70 will not be admitted. Select applicants will be placed on the wait list; wait listed applicants shall fill vacancies according to listed order should vacancies become available.
- C. Applicants whose results do not fulfill the minimum admissions standards will not be admitted, even in the event of remaining vacancies; in the event of a lack of qualified admissions, a wait list may not be established.
- D. In the event newly admitted students are discovered to have not complied with application regulations or there are inaccuracies in, forgeries of, deception, use of other people's information and/or alteration of their documents and information, the University will promptly withdraw the admission or expel disqualified students from the school, no proof of academic certification shall be issued whatsoever. If any violations stated in the previous paragraph are discovered after the student has graduated, the student's diploma shall be rescinded and announcements made regarding the cancellation of said student's graduating qualifications.
- E. The school retains the right to revoke admissions issued to candidates proven to have used the

admissions issued by the university to obtain illegal interests or unfair advantages.

VI. Registration

- A. Matriculated students are required to check-in online from July 11 - July 22, 2016. Those who fail to do so voluntarily give up their admissions and their vacancy will be filled by an applicant on the waiting list according to the listed order. Wait listed applicants who receive admissions through this method shall check-in separately. The final deadline for wait-listed candidates is September 12, 2016.
- B. Registration payment deadline: August 31, 2016. Matriculated students who have completed the check-in procedure but fails to pay the registration fee before the payment deadline shall be regarded as forfeiting their admissions. Their admissions shall be revoked and the incurred vacancies shall be filled by applicants on the wait list.
- C. Applicants who attended an institute of higher learning in mainland China but did not complete notarization procedures for their diplomas, degrees and transcripts at relevant institutions at the time of application must upload their documents to the check-in system by August 31, 2016. Admissions will be revoked for those who fail to do so by the aforementioned deadline.
- D. Applicants who pass the exam and receive admissions may not hold their admission status for enrollment in alternate semesters or academic years.

VII. Tuition Fees

- A. Payment information (Payment Standards for the 2016 Academic Year officially issued by the university shall prevail):
 - (1) Basic tuition and fees: NT\$ 27,794 per semester.
 - (2) Credit fees: NT\$ 6,600 per credit.
 - (3) Dissertation supervision (oral exam) fee: NT\$ 16,000.
 - (4) Basic tuition and fees are charged every semester (until student graduates) and credit fees charged according to number of credits taken each semester.
Those who are enrolled in dissertation supervision only (no credit) are still required to pay basic tuition and fees. Credit fees will not be charged.
 - (5) Credit fees refer to the price of each individual credit. If number of credits is at variance with number of class hours required, the number of class hours shall prevail.
 - (6) Tuition and fees include all books, materials, equipment and other expenses.
 - (7) If additional costs are incurred by the student by reason of traveling to Taiwan for academic pursuits, the student shall be fully responsible for such additional costs.
- B. Payment methods: Online payment.
- C. Tuition and fees refund policy
 - (1) Two-thirds of tuition and fees amount will be refunded to students who apply for leave of absence or voluntary withdrawal after semester has begun (including the first day of

school) and before one-third of the semester has passed.

- (2) One-third of tuition and fees amount will be refunded to students who apply for leave of absence or voluntary withdrawal after semester had begun (including the first day of school), after one-third but before two-thirds of the semester has passed.
- (3) No tuition will be refunded to students who apply for leave of absence or voluntary withdrawal after two-thirds of the semester has passed, including the first day of school.

VIII. Requirements

- A. Period of study: One (1) to four (4) years. Students who do are unable to complete their required coursework or dissertation (including technical reports) within this period may apply for an extension of up to two years.
- B. Total credits needed for graduation: 24 credits.
- C. Number of hours conducting Mandarin teaching overseas internship: 100 hours.
- D. Thesis: Students may put submit their master's thesis (technical reports included) proposals only after they complete 18 credits. They may begin thesis writing (technical reports included) after departmental approval of their proposals. The thesis may be written in Chinese or English; the submission of master's thesis (technical reports included) proposals and oral examinations may not be conducted within the same semester.
- E. Supervising professors may ask students to return to campus for discussions or participate in on-campus courses.
- F. Students must return to Taiwan and the NTNU campus to complete their degree examinations.
- G. Students are required to achieve Level 5 in the Test of Chinese as a Foreign Language before they graduate. Test of Chinese as a Foreign Language certification may be waived if the student's highest level of education was completed in Taiwan, Hong Kong, Macao or mainland China.
Steering Committee for the Test of Proficiency-Huayu, Overseas Tests:
<http://www.sc-top.org.tw/chinese/oversea.php>
- H. Master's degree will be awarded to the students who complete the graduate requirements and pass the degree examination. Diploma will be noted as distance learning.

IX. Curriculum

- A. Classes are divided into online synchronous and non-synchronous courses. All courses are taught in Chinese.
- B. Course titles: (Departmental curriculum notices for the 2016 academic year shall prevail)

| Course Category | Course Title | Number of Credits |
|---|---|-------------------|
| Chinese Language Core Courses | Second Language Acquisition | 3 |
| | Chinese Society and Culture | 3 |
| | Language and Cognition | 3 |
| | Special Topics on Chinese Linguistics | 3 |
| Mandarin Instruction: Theories and Applications | Introduction to Chinese Language Teaching | 3 |
| | Special Topics on Chinese Instructional Methodology | 3 |
| | Assessment of Chinese Language Proficiency | 3 |
| | Theory and Applications of Chinese Language Play | 3 |
| | Digital Chinese Language Teaching | 3 |
| | Chinese Character Teaching Theory and Applications | 3 |
| | Studies in Web-based Training | 3 |
| | Master's Thesis (includes technical reports) | 0 |

X. Miscellaneous

All matters not stipulated in this admissions prospectus shall be processed in accordance with relevant laws and regulations and the decisions of the NTNU admissions committee.

Contact Information

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Appendix 1

2016 School Year Department of Applied Chinese Literature and Culture Online MA Program in Teaching Chinese as a Foreign Language Affidavit for the Provision of Supplementary Application Documents

I, _____, a graduate of _____
(please state applicant's name) (please state name of school from which applicant graduated)

am applying to the Online MA Program in Teaching Chinese as a Foreign Language at National Taiwan Normal University and was required to upload the following documents to the application system at the time of application:

- Applicant with a degree from a foreign institution
- One copy of applicant's diploma of highest degree in either Chinese or English translation
- One copy of applicant's transcripts from their highest level of education in either Chinese or English translation
- Applicants with a degree from a school or institution of higher education in mainland China recognized by Taiwan**
- One certification report certifying applicant's diploma/degree as authentic issued by China Higher Education Student Information and Career Center.
- One certification report certifying applicant's degree certification as authentic issued by China Academic Degrees and Graduate Education Development Center.
- One certification report certifying applicant's full transcript as authentic issued by either China Higher Education Student Information and Career Center or China Academic Degrees and Graduate Education Development Center.
- One copy of dissertation from applicants with master's degrees or above (dissertation seal only required on cover)

Due to various reasons I am unable to submit the above documents by the application. I hereby submit this affidavit and guarantee to submit said documents before August 31, 2016 in the event of admission into the program.

Name:

Passport number:

Contact number:

Email:

_____/_____/_____ (yyyy/mm/dd)

Appendix 2

**2016 Academic Year Department of Applied Chinese Literature and Culture
Online MA Program in Teaching Chinese as a Foreign Language
Certificate of Employment**

| | | | |
|--|---|----------------------|---|
| Chinese Name | | Date of Birth | ____/____/____ (yyyy/mm/dd) |
| English Name | | | |
| Passport Number | | Sex | <input type="checkbox"/> Male <input type="checkbox"/> Female |
| Employer | | | |
| Job Title | | | |
| Job Description (Please provide a brief description) | | | |
| Employment Period | I have been appointed the above title and position since ____/____/____ (yyyy/mm/dd) and am currently still employed as such. | | |
| Remarks | | | |

Certification Institution (full title):

Address of Institution:

Institution Contact Number:

Signature/Seal of Person in Charge:

Date:

Appendix 3

2016 Academic Year Department of Applied Chinese Literature and Culture Online MA Program in Teaching Chinese as a Foreign Language

Admission Waiver Statement

| | |
|-----------------|--------------------------------|
| Chinese Name | |
| English Name | |
| Passport Number | |
| Date of Birth | _____/_____/_____ (yyyy/mm/dd) |

Albeit I have been admitted into the Online MA Program in Teaching Chinese as a Foreign Language as an incoming student, I hereby voluntarily waive my admission due to _____.

I hereby declare that the above statements are true and accurate.

With best regards to,

National Taiwan Normal University

Signee: _____ (Signature)

Contact number: _____

E-Mail : _____

Description: Please consider carefully before you submit this statement. Once the statement is submitted, no objections may be made nor may enrolled be requested by any means or measures.

_____/_____/_____ (yyyy/mm/dd)
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