

**National Taiwan Normal University**  
**Graduate Institute of Translation and Interpretation**  
**Regulations Governing Graduate Program Coursework and Degree**  
**Examination**

Last Amended at the Institute Affairs Meeting of the 2nd semester of the 2022 - 2023 Academic Year, May 25th, 2023.

- Article 1. These Regulations have been established in accordance with the “National Taiwan Normal University Degree Conferral and Graduate Degree Exam Regulations.” Matters not covered herein shall be governed the University’s regulations and other relevant Ministry of Education regulations.
- Article 2. The Graduate Institute of Translation and Interpretation offers the following degrees for its respective programs:  
Doctorate Program: Doctor of Philosophy (Ph.D.) in Literature.  
Master’s Program: Master of Arts (M.A.).  
In-service Master’s Program of Military Interpreting: Master of Arts (M.A.).
- Article 3. Thesis Advisor and Degree Examination Committee:  
1. Thesis Advisor:  
(i) For the Doctorate Program: Students shall submit the “Consent Form for Dissertation Instruction Guidance” by the beginning of their third academic semester. The deadline for submission shall be 16:30 on the Friday of the first week of the course add/drop period. Starting from the third semester, students must submit a course guidance form approved by the thesis advisor every semester. If deemed necessary for research, the thesis advisor may require students in the Doctorate Program to provide proof of proficiency in a second foreign language.  
  
(ii) For the Master’s Program: Students shall complete and submit a review form regarding their graduation thesis proposal, which includes a research plan. This form, once signed by the thesis advisor, shall be forwarded to the graduate institute office for further processing.  
  
(iii) The thesis advisor shall primarily be a full-time or part-time faculty member of the university. Joint guidance can be provided by both internal faculty from the university and external faculty from other institutions.
2. Degree Examination Committee:  
In accordance with the University’s regulations, committee members shall possess a doctoral degree and demonstrate outstanding academic or professional achievements. If the field of research is rare, specialized, or falls under professional practice, and the individual has notable accomplishments academically or professionally, their qualifications may be justified by the thesis advisor and shall require approval from the graduate institute director.

Article 4. Coursework and Study Regulations:

For the total graduation credits required for each program, please refer to **Appendix I**. Specific courses and evaluation criteria are detailed therein.

1. Doctorate Program:

Graduation requires a total of 30 credits.

(i) Apart from the stipulated courses, the Graduate Institute of Translation and Interpretation may, based on individual students' research needs, designate courses from the Master's program or from other departments/institutes for students to take. The credits obtained from these courses will not be counted towards the minimum graduation credits required by the Graduate Institute of Translation and Interpretation.

(ii) For those directly pursuing a Doctoral degree, they shall complete the required courses and the corresponding number of credits as stipulated for the Doctorate Program. The credits earned during their Master's study shall only be recognized if they were obtained from M.A. & Ph.D. courses or from advanced courses of the Doctorate Program.

2. Master's Programs:

Translation and Interpreting Tract: Graduation shall require a total of 38 credits.

Conference Interpreting Tract: Graduation shall require a total of 46 credits.

3. In-service Master's Program of Military Interpreting: Graduation shall require a total of 32 credits.

Article 5. Qualification Examination for the Doctorate Program:

1. Doctoral students of the Graduate Institute of Translation and Interpretation, upon completing the minimum graduation credits stipulated by the Institute (excluding M.A. courses designated for supplemental studies), shall be eligible to apply for the "Doctoral Qualification Examination."

2. Applications shall be made in May or November each year, with examinations held at the end of each semester. When applying for the Qualification Examination, students shall also propose a research plan and a reading list, both endorsed by their thesis advisor, to the Qualification Examination Committee for review and revisions. This will provide the direction for the written test topics. The reading list shall include:

(i) Over 20 items of background knowledge texts and

(ii) Over 30 items of texts related to the research topic.

A brief explanation of the rationale for each selection shall also be included. Students may choose their examination month at will, but this choice shall remain valid only for a year from the application month. If time has lapsed or in cases of the need to retake the exam, a re-evaluation of the reading list shall be required, with a maximum of two evaluations.

3. The Qualification Examination comprises two written subjects: Background Knowledge and Research Topic Scope. Examination in both subjects may be taken separately or simultaneously, with the submission deadline determined by the Qualification Examination Committee.

4. The topics of the written examinations are shall be set by the members of the Graduate Institute of Translation and Interpretation's Qualification Examination Committee. Each written exam shall be reviewed by at least **three** examiners.

5. The examination results shall be decided by the Doctoral Qualification Examination Committee of the Graduate Institute of Translation and Interpretation, to be categorized as either "Pass" or "Fail" for both the first and second attempts.

6. There shall only be two opportunities to take each course examination. Those who fail the first time may retake the failed course after one semester. Should they fail again on the second attempt, their eligibility to continue in the Doctorate Program shall be revoked.

Article 6. Doctorate Program Dissertation Proposal Examination:

1. Eligibility for Application: Applicants shall meet the stipulated qualifications of the University. Only upon passing the qualification examination can one proceed to apply for the dissertation proposal examination.

2. Application and Examination Deadlines:

(i) For the first semester, the application deadline shall be November 30<sup>th</sup>, and the examination shall be completed by January 31<sup>st</sup> of the following year.

(ii) For the second semester, the application deadline shall be May 31<sup>st</sup>, with the examination to be completed by July 31<sup>st</sup>.

(iii) Should there be any changes made, they shall be based on the University's academic calendar.

3. Composition of the Dissertation Proposal Review Committee:

The thesis advisor shall propose a list of committee members. Among the members, at least one shall be a Full-Time faculty member of the Graduate Institute of Translation and Interpretation. Including the thesis advisor, the committee should be composed of three to five members in total. Only upon review and approval by the graduate institute director shall the committee members be officially appointed.

Article 7. Degree Examination:

1. Application Qualifications: Applicants shall comply with the University's relevant regulations and complete all assessments required by the Graduate Institute of Translation and Interpretation.

(i) Doctorate Program:

(1) Only after passing the oral examination of the thesis proposal may a student apply for the degree examination in the following semester.

(2) Applicants shall have published at least two academic papers, including one in a journal recognized by the Graduate Institute of Translation and Interpretation. Students shall provide a hard copy of the full published paper, or a proof of acceptance after review for publication. Additionally, students shall be required to orally present a paper in at least one academic conference.

(3) Those who have passed the oral examination of the thesis outline and published at least two papers shall be eligible to be nominated by the Graduate Institute of Translation and Interpretation as doctoral degree candidates.

(ii) MA Program: At the latest, research thesis plans shall be submitted for review in the fifth week of the semester in which the degree examination has been applied for. The review committee shall be composed of three or more Full-Time faculty members from the Graduate Institute of Translation and Interpretation.

2. Application and Examination Periods:

(i) For the first semester, the application deadline shall be November 25<sup>th</sup>, with the examination

to be held no later than January 31<sup>st</sup> of the following year.

(ii) For the second semester, the application deadline shall be May 25<sup>th</sup>, with the examination to be held no later than July 31<sup>st</sup>.

(iii) Changes, if any, shall be in accordance with the academic calendar of the University.

### 3. Required Documents for Application:

(i) Doctorate Program: Applicants must attach the application form, academic transcript, thesis outline, initial draft of his/her PhD thesis, academic conference paper, published research paper, thesis originality report from an online plagiarism detection system, commitment letter for the PhD thesis examination, certificate of academic research ethics training, and endorsement by the thesis advisor.

(ii) Master's Program: Applicants must attach the application form, academic transcript, thesis outline, initial draft of the thesis, thesis originality report from an online plagiarism detection system, commitment letter for the thesis examination, certificate of academic research ethics training, and endorsement by the thesis advisor.

### 4. Graduate Thesis Format:

(i) Doctorate Program: A complete thesis that complies with academic standards.

(ii) MA Program:

1. A complete thesis that adheres to academic standards can be either academic research-oriented or translation and annotation-oriented (See Appendix II for details).

#### 2. Contents of the thesis proposal:

(1) For academic research: shall include at least a literature review and research methodology chapters.

(2) For translation and annotation:

A. Importance of the work, critical literature review, execution steps, copyright matters; if the work has already been published in Simplified or Traditional Chinese, the necessity of retranslating and annotating the work.

B. A trial translation of three pages of the original work and at least three annotations.

C. A photocopy of the original work, including the cover page, copyright page, and table of contents.

Article 8. These regulations, upon approval by the Institute Affairs Meeting and the College Affairs Meeting, shall be forwarded to the Academic Affairs Council for review. The same procedure shall apply in the case of amendments.

**National Taiwan Normal University**  
**Graduate Institute of Translation and Interpretation**  
**Courses, Credits, and Evaluation Items for Doctorate and MA Programs**  
**(Effective immediately upon approval, applicable to students of all levels)**

Programs	Courses and Required Credits	Items for Evaluation
Doctorate Program	Total graduation credits: 30 credits (i) Mandatory: 6 credits 1. Core Courses: Theories of Translation, Theories of Interpretation, Theories of Translation & Interpretation Teaching, Cultural Technology and Industry Research (Choose 1 from the above; total 3 credits) 2. Research Methods: Qualitative Research Methods, Quantitative Research Methods Topic on Research Methods for Translation Studies, Topic on Research Methods for Interpretation Studies (Choose 1 from the above; total 3 credits) (ii) Electives: At least 24 credits	1. Thesis Advisor's Consent Form 2. Course Guidance Form 3. Doctoral Candidate Qualifying Exam 4. One paper presented at an academic conference and one research paper published in a journal. 5. Preliminary Thesis Outline Review & Oral Examination 6. Degree Examination (Thesis Oral Examination)
Master's Program	Translation and Interpreting Program: Total graduation credits: 38 credits (i) Mandatory: 4 credits 1. Introduction to Translation & Interpretation 2. Research Methods and Thesis Writing (ii) Electives: At least 34 credits  Conference Interpreting Tract: Total graduation credits: 46 credits (i) Mandatory: 7 credits 1. Introduction to Translation & Interpretation 2. Research Methods and Thesis Writing 3. Sight Translation (ii) Electives: At least 39 credits	1. Thesis Advisor's Review Form for Graduate Thesis Plan 2. Research Plan for the Thesis 3. Degree Examination (Thesis Oral Examination)
In-service Master's Program of Military Interpreting	Total graduation credits: 32 credits (i) Mandatory: 32 credits (ii) Electives: 0 credits	1. Thesis Advisor's Review Form for Graduate Thesis Plan 2. Research Plan for the Thesis 3. Degree Examination (Thesis Oral Examination)
Notes: 1. The required courses and credits are based on the course structure announced by the University for the respective academic year. 2. This table only lists the general guidelines for graduation requirements; the specific rules applicable in the student's year of actual admission shall prevail.		

**Scope and Relevant Regulations for the Translation and Annotation Category MA Theses**

Translation and Annotation Category:

The introduction to the annotations should be written in the language of the translated text. English introductions should be at least 12,000 words, while Chinese introductions should be at least 20,000 words.

Reference for book selection shall be drawn from the Ministry of Science and Technology's Classic Translation and Annotation Project and the yearly results of Taiwanese literature translations at the National Museum of Taiwan Literature.

In line with the stipulations of the Ministry of Science and Technology's Classic Translation and Annotation Project, annotations should include the following:

1. A scholarly and substantial critical introduction, including keywords, author introduction, the era of the work's publication, its canonical significance, editions, and introduction to the translation.
2. A review of important related literature from all periods.
3. A translation of the original text.
4. Footnotes or endnotes.
5. Discussion and explanation of translated terms.
6. An abstract of important research bibliographies.
7. A chronological table.
8. A comparison of page numbers from the original text for easy reference.
9. Other items, such as relevant information deemed important by the annotator.