

Fo Guang University
College of Humanities
Department of Foreign Languages and Cultures Master's Degree Requirements

[Requirements Applies to New Graduates of the 2019 Semester School Year]

1. The department has set “The Minimum Requirements for the Master’s Degree” according to “School Regulations” in order to ensure graduate students maintain an acceptable level of study. (“The Minimum Requirements for the Master’s Degree” will be referred to as “General Regulations” below.)
2. All requirements for the master’s degree must be met within a minimum period of 1 year and a maximum period of 4 years.
3. A minimum of 30 credit hours in the major are required for a master’s degree.
4. All graduate students who wish to transfer or waive credits are subject to the department’s Transfer Credit and Waiver Policy. Any clauses that do not appear within the policy will be added when applicable.
5. Students must complete the following credit requirements to graduate:
 - a. Student’s course selection for each semester must be approved by both the thesis supervisor and department chair. If a thesis supervisor has not yet been selected, the department chair will also represent the thesis supervisor when approving course selection.
 - b. Students must have a minimum of 6 credit hours per semester for the first two semesters.
6. Students must complete the following credit requirements to receive a master’s degree:
 - a. 6 credit hours of required courses.
 - b. A minimum of 24 credit hours of elective courses that must also include 6 credit hours of interdisciplinary courses.
7. The master’s thesis must be formatted according to professional or academic standards if typed or electronically printed. After passing the oral defense, a hardbound copy must be submitted. Graduate students may choose to partake in academic research or translating a work as the topic for their master’s thesis. Students that choose to partake in academic research must have a master’s thesis with a minimum of 60 pages. Students that choose to partake in translating a work must adhere to the following guidelines:
 - a. The original length of the selected English work of literature or criticism to be translated must be within 20 to 40 pages. Any introductions of the selected work of literature or criticism must be annotated and referenced.
 - b. Annotations must be added when the selected work of literature or criticism is translated into Chinese.
 - c. Once the selected work is translated into Chinese and the student has passed his/her oral defense, all documents must be submitted in a hardbound copy.
8. Graduate students must adhere to the following guidelines when requesting an oral defense. Only after all requirements have been met will the graduate student receive his/her master’s degree:
 - a. Graduate students must fill out the “Thesis Supervisor and Thesis Topic” form starting the second semester of graduate school.
 - b. A thesis proposal must be turned in and presented at a thesis proposal presentation. The thesis supervisor and at least one assistant professor or one ranked higher must approve of the thesis proposal before the graduate student is allowed to begin writing his/her thesis.

- c. Graduate students must complete all credit requirements before requesting an oral defense. The thesis supervisor and department chair must approve of the request before scheduling for an oral defense; however, a thesis proposal presentation and oral defense cannot both be requested within one semester.
 - d. The deadline to request an oral defense must be before the midterm exams of that semester. Hardbound draft copies of the thesis must be given to members of the oral defense committee 21 days prior to the date of the oral defense.
9. The thesis supervisor should be a teacher currently employed at this university. The department chair must approve if one would like to have a teacher from outside the university to be their thesis supervisor.
 10. In case the graduate student wishes to change his/her thesis supervisor or if the thesis supervisor is unable to continue supervising, the student must have approval from the current thesis supervisor in order to request a change in supervision. The request for a change in thesis supervisor must be approved by the department committee in order to take effect.
 11. If a graduate student files a complaint, the department committee will reach a complaint decision within two weeks.
 12. Any other unmentioned regulations will be handled in accordance to school regulations or any other relevant regulations that apply.