

## **Regulation of Undergraduate Student English Proficiency Cultivation (Effective for the students from the fall semester in 2022)**

Approved at the 8th Task Force meeting of English Teaching Center, May 9, 2019

Approved at the 7th meeting of the Curricular Committee in Si Wan College, July 5, 2019

Approved at the 161st Academic Affairs Council, Oct. 14, 2019

Approved at the 2th Task Force meeting of English Teaching Center, May 14, 2020

Approved at the 2th Task Force meeting of Essential Education Center, May 21-24, 2020

Approved at the 4th meeting of the Curricular Committee in Si Wan College, May 28, 2021

Approved at the 168st Academic Affairs Council, Jun. 2, 2021

Approved at the 4th meeting of the Curricular Committee in Si Wan College, April 7, 2022

Approved at the 172st Academic Affairs Council, May 20, 2022

Article 1. Undergraduates at this university must fulfill the requirements for General English and inter-college elective courses, either English for Academic Purposes (EAP) or English for Specific Purposes (ESP) courses, as set by the university to be eligible for graduation. The English Proficiency Standard is defined elsewhere.

Article 2. Applicable Parties: This regulation applies to all undergraduate students at this university, including regular, transfer, and international students. The regulation for students in the Department of Foreign Languages and Literature is defined elsewhere.

Article 3. Student Level Classification:

1. Students will be classified into different levels of General English courses according to their scores on the college entrance exam, i.e. the General Scholastic Ability Test (GSAT) or the Advanced Subject Test (AST) of their entering school year.
2. Gifted students, transfer students, overseas students, foreign students and those in the retaining their student status will be classified by the school using tests of equivalent difficulty to the GSAT or AST. If the aforementioned students encounter any issues with level classification, they have the priority to apply for the adjustments during the exceptional circumstance phase of the course selection period.
3. Students who cannot be classified according to this regulation should begin with the General English: Basic course.

Article 4. Levels of Courses:

1. General English: Basic

- Students who do not meet the average of the college entrance exam.
2. General English: Intermediate
    - (1) Students whose score of English in the college entrance exam is over the average but lower than the top 25%.
    - (2) Students who pass General English: Basic.
  3. General English: Higher-Intermediate
    - (1) Students whose score of English in the college entrance exam is in the top 25% but lower than the top 10%.
    - (2) Students who pass General English: Intermediate.
  4. General English: Advanced
    - (1) Students whose score of English in the college entrance exam is in the top 10%.
    - (2) Students who pass General English: Higher-Intermediate.
  5. Application for Level upgrade:

Before taking courses, students can apply for a course upgrade by submitting an original and unexpired transcript of English tests, GSAT, and AST, or by obtaining a recommendation of teachers in the Department of Foreign Languages and Literature. Application should be submitted to the Center for EMI Teaching Excellence before the add/drop phase of the course selection period. Late application will not be accepted, and the student must remain in the original course level. The criteria for English test are as follows:

    - For those who intend to upgrade to Intermediate level, the TOEIC score should reach 550 or the corresponding standards in other English tests.
    - For those who intend to upgrade to Higher-Intermediate level, the TOEIC score should reach 600 or the corresponding standards in other English tests.
    - For those who intend to upgrade to Advanced level, the TOEIC score should reach 700 or the corresponding standards in other English tests.
    - Every student can apply for upgrade for only one time.

## Article 5. Rules for Course Taking

1. Undergraduates at this university must take 6 credits of General English courses, 6 credits of EAP/ ESP course, or 3 credits of General English and 3 credits of EAP/ESP courses at the High-Intermediate level or above.
2. Course selection instruction with different levels of classification.
  - (1) Basic is a course with 0 credit. If a student is classified at Basic level upon entering the university, the student should first take a General English at Basic level. And then, the student should take a General English or EAP/ESP course at Intermediate level, and a General English or EAP/ESP course at Higher-Intermediate level or above.
  - (2) If a student is classified at Intermediate level, the student should two General English courses, two EAP/ESP courses, or a General English course and an EAP/ESP course at Intermediate level and Higher-Intermediate level or above.
  - (3) If a student is classified at High-Intermediate level, the student should two General English courses, two EAP/ESP courses, or a General English course and an EAP/ESP course at Higher-Intermediate and advanced level.
  - (4) If a student is classified at Advanced level, the student is regarded as transferring the credit for Higher-Intermediate, and the student should continue to finish a General English or an EAP/ESP course at Advanced level.

#### Article 6. Rules for Credit Transfer

1. If a student receives an English proficiency certificate of GEPT Higher-Intermediate level or others proofs with equivalent difficulty before the student enrolls or while a student is taking course, the student can apply for credit transfer for General English (3 credits) and Inter-college electives (EAP/ESP) courses (3 credits) by providing the original and unexpired transcript or certificate to Center for EMI Teaching Excellence before the deadline. Should a student apply for credit transfer after deadline, the application will not be accepted, and the student should continue taking the original course.
2. The credits of General English (Intermediate, Higher-Intermediate and Advanced level) and Inter-college electives (EAP/ESP) courses can be transferred with same levels.

3. Transfer students or students who have withdrawn from other universities or colleges with a record of taking English courses must attend the placement test (GSAT, AST, or test of equivalent difficulty) according to the second paragraph in the Article 3. Subsequently, the application for credit transfer will be determined by the committee from Center for EMI Teaching Excellence.
4. Levels of different Inter-college electives (EAP/ESP) courses are listed on the website of Center for EMI Teaching Excellence for reference.

#### Article 7. Rules for Credit Waiving

1. Students from English Speaking countries (e.g. the U.K., the U.S.A., Canada, Australia, New Zealand, the Republic of Ireland, Republic of South Africa, etc.) can apply for credit Waiving by providing passport and High School transcript.
2. Students qualified as the first paragraph states do not need to meet the English Proficiency Standard.
3. Students qualified as the first paragraph states do not need to abide by the Article 6 in this regulation.

Article 8. This regulation is approved by the Curricular Committee of Si Wan College and the Academic Affairs Council and is sanctioned by the president at this university prior to implementation. Amendment shall follow the same procedures.

英文法規翻譯內容若有疑義，以中文法規為主。

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.