

Graduation Benchmark Procedures

Identity	Procedure
<p style="text-align: center;">Bachelor of Extension Education (English Majors)</p>	<ol style="list-style-type: none"> 1. Bachelor of Extension Education students does not have any graduation benchmark requirements. 2. Students are strongly encouraged to take multiple English proficiency examinations, besides challenging yourself; the university provides many scholarships for various certificates.
<p style="text-align: center;">English Undergraduate Students</p>	<ol style="list-style-type: none"> 1. Freshman to senior years (transfer students included), must attend any English Proficiency Examination before graduation, once you passed the examination please go to the System of Registry and Review of Foreign Language Proficiency and fill in your information, when the verifying process is complete, you may receive your diploma. 2. Other Regulation Forms 3. Please answer truthfully, if there are any forged information during the review process, your information will be deleted and will take <u>legal actions</u>.
<p style="text-align: center;">English Foreign Student Majors</p>	<ol style="list-style-type: none"> 1. Students whose first language is English or possess double nationality in which one country is an English speaking country do not need to take any English Proficiency Examination: (1) Please go visit the Office of Academic Affairs webpage to download Certificate of Ability in English for Foreign Students (F4)

	<p>(2) Hand in the completed forms and a printed copy of your passport to Violet in the English Department for further reviewing.</p> <p>(3) Then turn in your certifications to the Office of Academic Affairs (Administrative Building) in the Curriculum Division.</p> <p>2. Disclaimer: Even if you speak fluent English, according to the campus regulations, if your respective country is not certified as an English speaking country by the national government, you need to take any type of English Proficiency Examination.</p>
Dual Degree English Majors	<p>1. The Graduation Benchmark is the same as English Undergraduate Students.</p> <p>2. The process is as followed:</p> <p>(1) For those students who passed the English Proficiency Examination and meet the requirements of the graduation benchmark.</p> <p>a. Please visit the Office of Academic Affairs webpage and download Certificate of English Ability for Dual Degree TKU (F3)</p> <p>b. Provide your <u>certificate</u>, an <u>official hard copy transcript (or certificate)</u> which fulfill the graduation requirements</p>

and a print copy to the English Department (FL207) and hand the documentations to Violet for further reviewing.

- c. Then turn in your certifications to the Office of Academic Affairs (Administrative Building) in the Curriculum Division.

(2) For those students who have not passed the English Proficiency Examination and meet the requirements of the graduation benchmark.

- a. Please retake the examination to meet the graduation benchmark
- b. Take an alternative course designated by the English Department. Please provide your English Proficiency Examination transcript which does not fulfill the graduation benchmark to Ariel in the English Department during the course selection week. (You must take the examination at least once, if you did not pass you may take the course)

※ **Alternative courses are only available once every academic school year, the course is open for junior English majors in the first semester, please quickly take the course.**

English Master/ PhD Students	Please contact Iris from the English Department. (02) 2621-5656 ext. 2329
Students from other departments (Bachelor of Extension Education, undergraduate, Master, PhD students)	Please contact your respective department.