

# Guidelines for the Implementation of Freshmen Foreign Language and Remedial English Courses at National Central University

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1. Courses offered in fulfillment of the University's Freshmen Foreign Language and Remedial English requirements are to be planned and administered by the University's Language Center [hereafter referred to as "the Language Center"]; the specific guidelines governing these courses are to be established separately by the Language Center.
2. Regarding the English Proficiency Placement Test for First-Year Students:
  - I. **All first-year students at the University are required to take the Freshman English Proficiency Placement Test with the exception of English majors students.**
  - II. The Language Center shall offer advanced, intermediate and beginning English language courses appropriate to the proficiency levels at which the students have been placed.
3. Regarding Freshman English Language Course Content and Materials:
  - I. Courses offered in fulfillment of the Freshman English language requirements shall be divided into two groups, one focused on Reading & Writing, the other on Speaking & Listening. Students are expected to earn three credit hours from one group in the first semester of study and three credits from the other group in the second semester of the same academic year.
  - II. **The individual instructors of each course at every level are permitted to design their own midterm exams, but the form and content of the final exam shall be the same for all courses with the same course content.**
4. Regarding Course Waivers:

Students who satisfy the requirements set by the Language Center shall be permitted to waive the Freshmen English Language Requirement. The specific guidelines governing course waivers are to be established separately by the Language Center.
5. Regarding the English Language Proficiency Graduation Requirement:

To promote English-language learning among the undergraduate student body and to ensure that those who graduate from this institution achieve a specified level of

English proficiency, all undergraduate students, in order to graduate, must take the annual English Proficiency Test administered by the Language Center or obtain a threshold score in one of the standardized English proficiency tests recognized by the Language Center **within the duration from January 1 of the year of enrollment to the year of graduation.** (200 for TOEFL CBT, 6.0 for Cambridge IELTS 6.0, or 670 for TOEIC) **Those who fail to provide proof that they have met this graduation requirement must apply for two semesters of Remedial English with a grade of at least 60 before being permitted to graduate.**

6. Regarding Remedial English Language Course Content and Materials:

With the exception of those granted an exemption or course waiver, all University undergraduate students who fail to provide proof that they have met the aforementioned graduation requirement must receive a passing grade in Remedial English before being permitted to graduate. The specific guidelines for Remedial English, course exemptions, course waivers, course materials and methods of testing are to be established separately by the Language Center.

7. Regarding the Second Language Program for students:

To encourage a diversification of second-language course offerings and to assist students in acquiring proficiency in a second foreign language, the University has entrusted the Language Center with the responsibility of planning and administering language training courses in French, Japanese, German and other foreign languages where deemed appropriate in terms of the availability of qualified instructors and the actual needs of the student body.

8. The aforementioned guidelines shall be implemented and entered into force upon approval by a meeting of the Academic Affairs Committee. The same procedure applies to any amendment of these guidelines.