

Guidelines for English Proficiency Certification for Undergraduate Students at NSYSU

(Applicable to students enrolled in school year 2021)

Approved at the 1st Curriculum Review Committee meeting of the Center for Essential Education of

Si Wan College on Mar. 29, 2021

Amended and approved at 3rd meeting of the Curricular Committee of Si Wan College on Apr. 15, 2021

Amended and approved at the 168th Academic Affairs Council on Jun. 02, 2021

Article 1. Scope of Application: This regulation applies to all undergraduate students at this university, including regular, transfer, and international students. The guidelines for students in the Department of Foreign Languages and Literature are defined elsewhere.

Article 2. Standards for all undergraduate students at this university, including regular, transfer, and international students are outlined in the table below:

Tests	Passing Standards
TOEIC-Listening and Reading Tests	600 or above
TOEIC-Speaking and Writing Tests	130 or above for Speaking Test or 130 or above for Writing Test
TOEIC-Speaking Test	130 or above
IELTS	Overall 5 or above
TOEFL-iBT	61 or above
TOEFL-ITP	500 or above
GEPT	Higher-Intermediate Level (First Test) or above
BESTEP- Listening and Reading Tests	B1+
BESTEP- Speaking and Writing Tests	B1+
English Language Learning Portfolio	100 points

Notes: The guideline for English Language Learning Portfolio Program is attached in Appendix 1.

The **BESTEP (BEST Test of English Proficiency) scores** can be retroactively applied to students admitted from Academic Year 2020 onwards.

Article 3. Standards for students with hearing impairment are outlined in the table below:

Tests	Passing Standards
TOEIC-Listening and Reading Tests	600 or above
TOEIC- Speaking and Writing Tests	130 or above for Speaking test or 130 or above for Writing test
IELTS	5 or above
TOEFL-iBT	61 or above
TOEFL-ITP	500 or above

GEPT	Higher-Intermediate Level (First Test) or above
BESTEP- Listening and Reading Tests	B1+
BESTEP- Speaking and Writing Tests	B1+
English Language Learning Portfolio	100 points

Notes: The guideline for English Language Learning Portfolio Program is attached in Appendix 1.

The **BESTEP (BEST Test of English Proficiency) scores** can be retroactively applied to students admitted from Academic Year 2020 onwards.

Article 4. Students with disabilities are still required to meet the English proficiency standards set by the university. For students with hearing impairments, the applicable standards are specified in **Article 3**. However, for students who are unable to meet these standards due to other disability factors, cases will be handled individually through a special application from their respective departments, jointly reviewed by the Counseling and Health Service Division, Office of Student Affairs.

Article 5. Students whose English language course waiver applications are approved based on English proficiency test scores are deemed to have met the university's "English Proficiency Standard" requirements, and will not need to undergo a separate "English Proficiency Standard" certification process.

Article 6. "English Proficiency Standard" Certification Procedure

Those who meet any of the "English Proficiency Standard" standards must log into the English Proficiency Standard Certification System, print the Certification Procedure Form, and bring the following documents to Teaching and Learning Development and Resources Center (**Note:** From school year 2021, the **English proficiency certification services have been transferred to the Center for EMI teaching excellence in Si Wan College**, hence referred to as “EMI Center”) for review and record-keeping every Friday during the semester.

Students from the Department of Foreign Languages and Literature should prepare their documents and submit them to their department for review.

(1) Certification Procedure Form

(2) The original and a photocopy of an English proficiency test score report (the original copy will be returned after verification), which meet the standards and is within its validity period (two years from the test date or taken during your university enrollment), or the English Language Learning Portfolio passport.

Article 7. These guidelines shall be implemented upon approval by the Curricular Committee of Si Wan College and the Academic Affairs Council. The same procedure applies to any amendments.

Appendix 1.

English Language Learning Portfolio Program for Undergraduate Students at NSYSU

Article 1. To enhance students' English language training and the implementation of the English graduation threshold, starting from the 107 academic year, the "English Language Learning Portfolio Program" has been added to the "Guidelines for English Proficiency Certification for Undergraduate Students at NSYSU" under the "Undergraduate English Language Proficiency Standards." Undergraduate students who participate in the "English Language Learning Portfolio Program" and complete the required points will be considered as passing the "Undergraduate English Language Proficiency Standards."

Article 2. The planning and implementation of the "English Language Learning Portfolio" (hereinafter referred to as "this program") is conducted by Teaching and Learning Development and Resources Center, the Office of Academic Affairs (**Note: Services were transferred to EMI Center**). The application dates are from March 1st to March 30th and September 1st to September 30th each year.

Article 3. **Eligibility:** Regular undergraduate students of NSYSU, excluding the following groups: those enrolled in the Department of Foreign Languages and Literature, in-service students, specialized program students, and exchange students. Eligible groups include non-English-major international degree-seeking students and overseas Chinese students.

Article 4. Applicants must bring the "English Language Learning Portfolio Application Form" along with the original and a photocopy of their student ID card (the photocopy should be affixed to the application form, and the original will be returned after verification) to Teaching and Learning Development and Resources Center for application (**Note: Services were transferred to EMI Center**).

Article 5. After applying for the "English Language Learning Portfolio," undergraduate students who participate in the following English learning-related activities and meet the respective criteria during their enrollment will earn corresponding certification points.

1. Participating in English Plaza's English tutoring consultation services will earn points.
Weekly total points for this option are limited to 20 points.
 - (1) English oral consultation with a foreign contract teacher or an English tutor from our university: 2 points per session.
 - (2) English discussion session with a foreign contract teacher or an English tutor from our university: 2 points per session.
2. Complete the assigned task: Select and read one designated book at EMI Center. After reading, complete a study sheet provided by EMI Center and submit it to the administrative staff for grading. Upon passing, students will earn 2 points.
3. Complete a lesson in our university's online English learning software (e.g., Live ABC or Live CNN). After taking the assigned tests and meeting the passing standard, students will earn 2 points per test. Weekly total points for this option are limited to 20 points.
4. Students who successfully complete an elective course taught in English at our university and pass it will earn 60 points per course. The credits from such courses cannot be counted towards the student's required graduation credits.
(The course must not be a required course and must be taken as an elective course beyond the minimum graduation credit requirement.)
5. Participation in English language-related competitions, whether on or off campus, will earn 20 points by providing a proof of participation issued by the organizing body. Students who win an award in the competition will be rewarded an additional 30 points upon presenting the award certificate issued by the organizer.
6. Participation in a standardized English proficiency test recognized by our university will earn 20 points. If the score is equivalent to CEFR B1 level or higher, students will earn an additional 20 points. (Points for this option is awarded only once.)
7. Participation in English related activities organized by English Plaza will earn 5 points each time.
8. Participation in English Corner organized by individual colleges can earn 5 points per session by providing proof via a study sheet from each college. A maximum of 30 points can be earned through this option.

Article 6. Undergraduate students participating in the "English Language Learning Portfolio" program will be considered as having met the university's "English Language Proficiency Standards" if they accumulate 100 points before graduation. Participants in this program must proactively submit their English Language Learning Portfolio and relevant supporting documents to Teaching and Learning Development and Resources Center (**Note: Services were transferred to EMI Center**) within three weeks after the end of each semester for end-of-term point

verification. Points collected during the winter break will be counted towards the following semester; points collected during the summer break will be counted as one semester. Points for the current semester will not be counted if end-of-term point verification is not completed.

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.