

Implementation Guidelines for the Course of “Graduation Project”, Wenzao Ursuline University of Languages

Approved at the Fifth Executive Committee on December 18, 2007
Approved at the Executive Committee on August 6, 2013
Revision of the title of the regulation by the President on August 25, 2013
as the college was changed into a university.
Approved at the Executive Committee on January 6, 2015
Ratified by the President on January 27, 2015

I. Purpose

The Guidelines are established to improve students’ professional knowledge and practical ability and help them apply what they have learned to study and explore practical issues.

II. Definition

The graduation project referred to herein includes research writing (research reports), activities, exhibitions, performances or projects for credit, as shown in a department’s list of courses and credits, and supervised by individual mentors, excluding graduation exhibitions organized by departments for graduation.

III. Participants

Students of all departments in the four-year college program (including departments with only a continuing education division).

IV. Course offering

The courses, in principle, shall be offered from the spring semester of the junior year to the spring semester of the senior year.

V. Credits

In principle, the courses shall be compulsory with two credits (hours) for both fall and spring semesters.

VI. Supervisors

In principle, full-time teachers shall be appointed to be supervisors. When necessary, part-time teachers may be appointed to be supervisors.

VII. Calculation of hourly fee

(I) Each individual student is counted as one unit (i.e. each individual student is in charge of one project): Supervising one individual student equals 0.1 hour in calculating the teacher’s basic weekly teaching hours.

(II) One group of students is counted as one unit (i.e. a group of students is in charge of one project and in principle, each group shall be comprised of five members): Supervising one group of students equals 0.5 hour in calculating the teacher’s basic weekly teaching hours. A group with more than 5 students equals 0.5 hour. If a group has less than 5 students, the hourly fee is calculated by multiplying the number of group members by 0.1.

(III) The total number of hours for supervision of graduation projects shall not

exceed 2 hours per semester per teacher.

VIII. Class

- (1) The supervisor may use group discussion, reading and other pedagogical approaches to teach the class and to answer students' questions appropriately.
- (2) The supervisor shall complete or instruct students to complete the "Record of Project Supervision" (made by the Office of Academic Affairs) every week and submit the records to the department chairperson during the periods of midterm and final exams.

IX. Assessment

Each department shall stipulate their methods of assessment.

X. Presentation of graduation projects

- (1) Each department shall organize events to present the graduation projects before the end of the final exam in the spring semester and all students shall participate in the event. Such events may be paper presentations, written reports, exhibitions or performances.
- (2) Each department shall establish a website to display their graduation projects; students can also be guided to participate in competitions of graduation projects held for students of colleges and universities of science and technology.
- (3) The exhibition of graduation projects shall be assessed by a graduation project review committee organized by each department. The members of the committee shall include the chairperson of the department, supervisor(s), teachers of the department and at least two professionals (or external scholars and experts).
- (4) Outstanding works will be rewarded with cash prizes and certificates of merit. Regulations for the awards shall be stipulated separately.
- (5) Teachers who assess the exhibition of graduation projects shall be paid through budget allocated by each department.

- XI. The Guidelines become effective after they are approved by the Executive Committee and ratified by the President. Revisions must follow the same procedures.