

English Department Graduation Benchmark Handbook

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This handbook is suitable for English majors, students from other majors should contact their respectable departments

Types of Graduation Benchmarks



To improve students' abilities in English, the university created the “TKU English Proficiency Requirements for Graduation”. Students must meet the requirements and provide certification, once the reviewing process is complete, one is eligible for graduation

According to the 6th point in the TKU English Proficiency Requirements for Graduation: Other colleges, majors, departments, degree programs are required to raise the English Proficiency Standards, which will be effective after the Office of Affairs meeting approves of said revision. As a result, each college will have different benchmarks, therefore, English majors must reach the English benchmark set by the English Department and complete the reviewing process in order to graduate.

[*TKU English Proficiency Requirements for Graduation](#)

(For the latest version Office of Academic Affairs- Registration Section- Legislation- Score Transcripts)

[*TKU English Department Graduation Benchmark](#)

(For the latest version English Department Webpage- Programs& Courses- Graduation Requirements Legislation)

[*English Proficiency Score Conversion Chart](#)

(The current version used by the English Department)



Common European Framework of Reference (CEFR)		A1	A2	B1	B2	C1	C2
		Breakthrough	Waystage	Threshold	Vantage	Effective Operational Proficiency	Mastery
General English Proficiency Test (GEPT)			Elementary	Intermediate	Higher Intermediate	Advanced	Superior
Cambridge Main Suite			Key English Test (KET)	Preliminary English Test (PET)	First Certificate in English (FCE)	Certificate in Advanced English (CAE)	Certificate of Proficiency in English (CPE)
Business Language Testing Service (BULATS)			ALTE Level 1	ALTE Level 2	ALTE Level 3	ALTE Level 4	ALTE Level 5
Foreign Proficiency Test (FLPT)	Three paper tasks total score		150	195	240	315	-
	Speaking		S-1 +	S-2	S-2+	S-3or above	-
Test of English as a Foreign Language (TOEFL)	PBT		390 or above	457 or above	527 or above	560 or above	630 or above
	CBT		90 or above	137 or above	197 or above	220 or above	267 or above
	IBT			57 or above	87 or above	110 or above	
New TOEIC			225 or above	550 or above	785 or above	945 or above	-
			L 110	L 275	L 400	L 490	-
			R 115	R 275	R 385	R 455	-
College Student English Proficiency Test (CSEPT)	Level 1		130	230	-	-	-
	Level 2		-	240	330	-	-
International English Language Testing System (IELTS)			3 or above	4 or above	5.5 or above	6.5 or above	7.5 or above
General Test of English Language Proficiency (G-TELP)_			Level 4	Level 3	Level 2	Level 1 (75-90)	Level 1 (91 or above)



Menu

*English Proficiency Score Conversion Chart: Suitable for Students enrolled from the year 2015-2020



Menu

Cambridge Main Suite	Business Language Testing Service (BULATS)	Foreign Proficiency Test (FLPT)		General English Proficiency Test (GEPT)	Common European Framework of Reference (CEFR)	Test of English as a Foreign Language (TOEFL)	Test of English for International Communication (TOEIC)	College Student English Proficiency Test (CSEPT)		International English Language Testing System (IELTS)
		Three paper-tasks total score	Speaking					Level 1	Level 2	
-	-	Three paper-tasks total score	Speaking	-	-	Internet Based Test (IBT)	-	Level 1	Level 2	-
Key English Test (KET)	ALTE Level 1	150	S-1+	Elementary	A2 Waystage	29 or above	350 or above	170	-	3 or above
Key English Test (KET)	ALTE Level 2	195	S-2	Intermediate	B1 Threshold	47 or above	550 or above	230	240	4 or above
First Certificate in English (FCE)	ALTE Level 3	240	S-2+	Higher Intermediate First Stage	B2 Vantage	71 or above	750 or above	-	330	5.5 or above
Certificate in Advanced English (CAE)	ALTE Level 4	315	S-3or above	Advanced	C1 Effective Operational Proficiency	83 or above	880 or above	-	-	6.5 or above
Certificate of Proficiency in English (CPE)	ALTE Level 5	-	-	Superior	C2 Mastery	109 or above	950 or above	-	-	7.5 or above

II. Reviewing Process

1.



Students should attend any kind of English Proficiency

Examination, and go online to the "[System of Registry and](#)

[Review of Foreign Language Proficiency](#)" to enter your score in

the system

* System Webpage: <http://sinfo.ais.tku.edu.tw/MvcLicense/Home/IndexE>

* For further instructions please visit [系統填報說明](#)。



II. Reviewing Process

2.

外語能力檢定 登錄暨審核系統

個人基本資料

查詢

新增

檢定名稱：雅思(IELTS)

欄位	原值	新值
考試日期：		2012/11/05
成績日期：		2012/11/07
證照日期：		2012/11/09
成績：		123
成績 一：		45
成績 二：		67
成績 三：		89
成績 四：		100
圖片：	檢定掃描檔.jpg	
輸入檢查：	資料正確	
更改結果：	新增成功	

After submitting your scores into the system, please provide a print copy of your transcript or certificate to the English Department.

Note: The file uploaded to the system must be exact as the print copy, to ensure efficient reviewing.

Q: Do I need to turn in the official copy?

There is no need to do so. Many students may need the transcript scores to apply for scholarships, job offerings or other schools etc. The Department only accepts printed copies but students must upload the official transcripts/certificates as evidence

II. Reviewing Process

3.



Please turn in the printed copy to the Department.

Remember to write your class, student ID number, Chinese name, cellphone number, and e-mail on any blank space to speed up the reviewing process

* If you did not write any information, Vicky must look through the English major student name book to search for your name in order to continue with the reviewing process; there are A LOT of English majors, please cooperate.

II. Reviewing Process

4.

Due to the recent pandemic, copied score transcripts(or certificates) from examinations are to be turned in by e-mail.

To: chelsea@mail.tku.edu.tw

Subject: (Name) Graduation Benchmark Review

Application

The contents MUST include the five points below:

1. Department and Year:
2. Student Number:
3. Name:
4. Cell Phone Number:
5. Enclose “ Official Score Transcript (or Certificate) Entire Page”



Please be aware of your e-mail etiquette

II. Reviewing Process

4.



Once you have written all the required information, turn in the printed copy in the second file rack behind Violet's desk.

Violet will go over the documentations every Friday.

* Violet's desk is on the second floor of the College of Foreign Languages and Literature, the second desk near the entrance in the English Department.

* On the last week of January, June, September. Violet will review the documentations every day to complete the review process within the given time designated by the school for your convenience to graduate on time.

II. Reviewing Process

5.

Once you have completed the process, please remember to go online and check the results of the score reviewing, there are three possible results.

A. Review Completed

Graduation Benchmark Passed

審核狀態
審核日期
掃描檔
已審核-通過檢定門檻
2014/05/24

B. Review Completed

Graduation Benchmark Did Not Pass

審核狀態
審核日期
掃描檔
已審核-未通過檢定門檻
2014/08/12

C. Not Reviewed Yet

審核狀態
審核日期
掃描檔
未審核

III. Registry and Review System Procedures

1.

Go to the System of Registry and Review of Foreign Language Proficiency and log in.

System of Registry and Review of Foreign Language Proficiency

[\[Chinese Version \]](#)
[\[LogIn \]](#)

[Homepage](#) [Instructions](#)

Attention : Graduates-to-be who have registered and haven't passed Foreign Languages Proficiency Test should update the proficiency data at the system by **Jan. 31st in 1st semester or by Sep. 30th in the 2nd semester**. A diploma will be given after the approval of department offices.

Procedures / Schedules :

Setting "ENGLISH TUTORIAL" course selection authority.	7 business days by the initiation of class selection	5 business days by the initiation of class selection	3 business days by the initiation of class selection
	Register Information and Submit Certificates and Official Transcripts to Department Offices.	Department assistant complete the review	Set "ENGLISH TUTORIAL" course selection authority for Senior and Graduate School Students
※After completing online registration and being approved by department's office staff, and waiting for one business day, students can start to select the course "ENGLISH TUTORIAL".			
Review of Graduation Requirements	15 business days by the time the certificates are issued	10 business days by the time the certificates are issued	5 business days by the time the certificates are issued
	Update the information, submit diploma certificate and official transcripts to department offices.	Department assistant complete the review	Review of Graduation Requirements and Issuing of Diploma Certificates by Registration Section, Office of Academic Affairs
※After completing online registration and being approved by department's office staff, and waiting for seven business day, students can start to apply for Dipoma.			

Data Maintenance : [Registration Section](#) Ext.2369, [Office of Academic Affairs, Tamkang University](#)
 System Maintenance : [Administration Information Section](#) Ext., [Office of Information Services, Tamkang University](#), Ext.2643



III. Registry and Review System Procedures

2.

Enter your username and password.

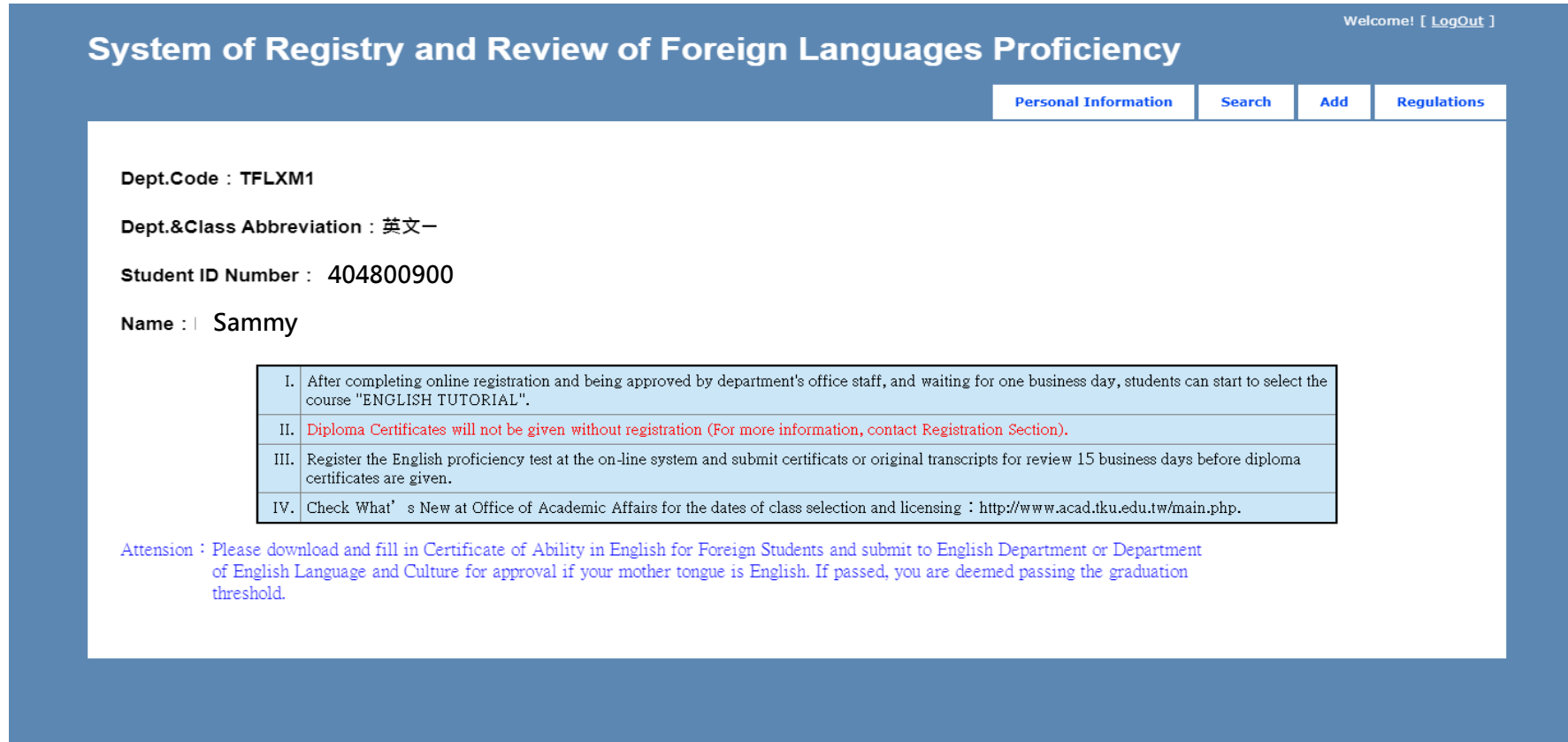
The screenshot shows the login interface for Tamkang University's Single Sign On (SSO) system. The page title is "Tamkang University Single Sign On(SSO)". Below the title, there is a login form with the following elements:

- A header icon with "SSO LOGIN" and the text "Please enter your account id and password".
- An "Account id" input field.
- A "Password" input field.
- A green "Login" button.
- A link for "Forgot password?" and a link for "正體中文".
- Two yellow buttons at the bottom: "Account/Password" and "Service Center".
- A footer with the text "Tamkang University | Office of Information Services".

III. Registry and Review System Procedures

3.

After you log in, select “add” on the top right corner



The screenshot shows a web interface for the 'System of Registry and Review of Foreign Languages Proficiency'. At the top right, it says 'Welcome! [LogOut]'. Below the title, there are four navigation buttons: 'Personal Information', 'Search', 'Add', and 'Regulations'. The main content area displays the following information:

Dept.Code : TFLXM1
Dept.&Class Abbreviation : 英文一
Student ID Number : 404800900
Name : | Sammy

I.	After completing online registration and being approved by department's office staff, and waiting for one business day, students can start to select the course "ENGLISH TUTORIAL".
II.	Diploma Certificates will not be given without registration (For more information, contact Registration Section).
III.	Register the English proficiency test at the on-line system and submit certificats or original transcripts for review 15 business days before diploma certificates are given.
IV.	Check What' s New at Office of Academic Affairs for the dates of class selection and licensing : http://www.acad.tku.edu.tw/main.php .

Attension : Please download and fill in Certificate of Ability in English for Foreign Students and submit to English Department or Department of English Language and Culture for approval if your mother tongue is English. If passed, you are deemed passing the graduation threshold.



III. Registry and Review System Procedures

4.

Select the item you wish to fill in.

Welcome! [[LogOut](#)]

System of Registry and Review of Foreign Languages Proficiency

[Personal Information](#) | [Search](#) | [Add](#) | [Regulations](#)

Item :

III. Registry and Review System Procedures

5.

Select the language

Welcome! [[LogOut](#)]

System of Registry and Review of Foreign Languages Proficiency

[Personal Information](#) [Search](#) [Add](#) [Regulations](#)

Item :

Language :

- Select...
- English
- French
- German
- Japanese
- Russian
- Spanish

★ Transcript Registration Procedures :

6.

Select the type of examination

System of Registry and Review of Foreign Languages Proficiency Welcome! [[LogOut](#)]

[Personal Information](#) [Search](#) [Add](#) [Regulations](#)

Item : Foreign Languages Proficiency

Language : English

Proficiency Level : Select...

- Select...
- GEPT(全民英檢) Level: Elementary (1st Stage)
- GEPT(全民英檢) Level: Elementary (2nd Stage)
- GEPT(全民英檢) Level: Intermediate (1st Stage)
- GEPT(全民英檢) Level: Intermediate (2nd Stage)
- GEPT(全民英檢) Level: High-Intermediate (1st Stage)
- GEPT(全民英檢) Level: High-Intermediate (2nd Stage)
- GEPT(全民英檢) Level: Advanced (1st Stage)
- GEPT(全民英檢) Level: Advanced (2nd Stage)
- TOEIC(多益)**
- TOEFL(托福) Exam Pattern: Institutional Testing Program (ITP)
- TOEFL(托福) Exam Pattern: Computer-Based Test (CBT)
- TOEFL(托福) Exam Pattern: Internet-Based Test (iBT)
- IELTS(雅思)
- Cambridge Main Suite(劍橋大學英語能力認證分級測驗)
- BULATS(劍橋博思職業英語檢測)
- Linguaskill Business(劍橋領思職業英語檢測)
- Linguaskill General(劍橋領思實用英語檢測)
- English Proficiency Test(外語能力測驗) Exam Pattern: Written Test

[IELTS](#)

[TOEFL iBT](#)

[TOEIC](#)

[Transcript](#)

[Certificate](#)

[GEPT](#)

[First Stage \(Transcript\)](#)

[First Stage \(Certificate\)](#)

[Second Stage \(Transcript\)](#)

[Second Stage \(Certificate\)](#)

III. Registry and Review System Procedures



7.

Upload Successful

If the upload failed or errors in registration you can modify/ delete/ or add another entry.

System of Registry and Review of Foreign Languages Proficiency Welcome! [LogOut]

[Personal Information](#) [Search](#) [Add](#) [Regulations](#)

Attention 1. Submit the official transcript / certificate to the department office for review (and follow the regulations of the department).
Attention 2. Please visit the website again to check the result of the review. If rejected, please redress and resubmit again (Contact the department concerned for more information.).

Proficiency Name : 多益(TOEIC)

Result :	None	
Error :	None	
Field	Original	New
Exam Date :		2020/08/30
Score Date :		2020/09/18
License Date :		2020/09/18
Total Score :		940
Listening :		495
Reading :		445
Image :	NoUpload	

System of Registry and Review of Foreign Languages Proficiency Welcome! [LogOut]

[Personal Information](#) [Search](#) [Add](#) [Regulations](#)

Test Name (Chinese) Test Name (English)	Level / Test Structure	Examination Date	Total Score	3rd Grade	Review Status	Others
		Score Date	1st Grade	4th Grade	Review Date	
		Certification Date	2nd Grade	5th Grade	File Scanned	
多益(TOEIC)		2020/08/30	Total Score : 940		Evaluating	Append
		2020/09/18	Listening : 495			Modify
		2020/09/18	Reading : 445			Delete

※The test data, if marked "evaluated", can't be modified or eliminated.
※Modified the test data, if marked "disqualified", and resubmit with modification.

III. Registry and Review System Procedures

8.

Once your done remember to upload!

Welcome! [[LogOut](#)]

System of Registry and Review of Foreign Languages Proficiency

[Personal Information](#) | [Search](#) | [Add](#) | [Regulations](#)

Test Name (Chinese) Test Name (English)	Level / Test Structure	Examination Date	Total Score	3rd Grade	Append Modify Delete
		Score Date	1st Grade	4th Grade	
		Certification Date	2nd Grade	5th Grade	
多益(TOEIC)		2020/08/30	Total Score : 940		
		2020/09/18	Listening : 495		
		2020/09/18	Reading : 445		

※The test data, if marked "evaluated", can't be modified or eliminated.
※Modified the test data, if marked "disqualified", and resubmit with modification.

IV. Common Q&A's



Q : I completed all the steps above , when do I receive my diploma ?

Q : Can I use my GEPT intermediate transcript (failed score) to apply for alternative courses?

Q : Can alternative courses be taken during the summer?

Q : Can I attend “Advance English” opened by other departments?

Q : What does the “Mandatory- English Proficiency Examination” in the missing credit chart mean?

Q : I’m a transfer student, which graduation benchmark regulations should I follow?

Q : What should I do if my graduation is delayed because I did not pass the graduation benchmark?

Q : I still have more questions, who should I contact?