## Thesis Defense and Graduation Procedure

Master's program in Business and Management
English taught program
Fall, 2021

- \* Application for adviser
- **Application for Defense**
- **\*** Before the Defense
- \* After the Defense
- **Graduation Procedure**

## Application for Adviser

- ★ Schedule: October, March
- ★ One semester before your defense (in October or March).
- ★ Fill in the "application for adviser" form (link) and hand in to department office

## **Application for Defense**

- ★ Schedule: October, March
- ★ Thesis Topic submitting online: (link)

Open for application: from to,

Reopen for revision: from

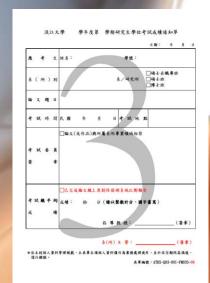
★ After submitting online, download/ print all the forms on the system, and hand in them to department office.

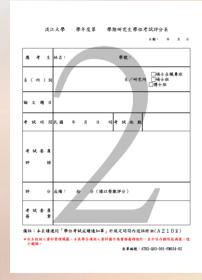
See the forms next.

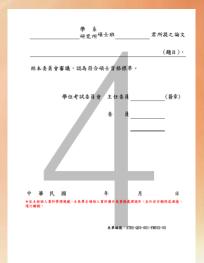
# Forms from the system (link)

- Application Form of Defense
   (one copy with your adviser's signature)
- 2. Scoresheet(three copies)
- 3. Scoresheet in conclusion (one copy)
- 4. Signature list of the Committee (two copies)









### Forms from our program website (link)

- 5. List of committee member
- 6. Scale of study performance (three copies)

Hand in the forms no.1 to 6 to apply for the defense

#### **Before the Defense**

- ★ Schedule: October to next January, March to June
- ★ Check with committee to decide the date/ location of defense
- ★ Send the thesis draft to your committee one week before the defense

#### After the Defense

- \* Schedule: In one month after defense date
- \* Revise the thesis in one month
- ★ Submit the approved revision to library.
- ★ Follow the two files instructions when editing (link),
  - 1. Tamkang University Electronic Thesis Submission
  - 2. The cover of thesis

#### **Graduation Procedure**

- ★ Schedule: In one month after defense date
- ★ Print the copyright agreement after pass the format check on the library
- ★ Bring 2 committee signature lists, copyright agreement and your electronic thesis to print in 7 theses copies, 2 of them with original signature lists, the rest 5 are copies.
- ★ Print the Graduation procedure list (link), bring your theses to go through the procedure and receive the diploma in the administration office building.