

113-2 Master's and Executive Master's Program Graduation Oral Examination Schedule

[Academic Affairs Office Regulations]

Students who have completed all required courses and earned the necessary graduation credits may apply for the degree examination with their advisor's approval before proceeding with the thesis oral examination.

Dates and Procedures

March 5 - March 24, 2024 (Deadline)

Thesis Topic Registration

- Thesis Topic Submission: (Title in both Chinese and English)
- Fill out the online thesis title form at <http://w4.emis.tku.edu.tw/thesis/> (Chinese title limit: 90 characters; English title limit: 240 characters).
- Submission deadline: March 24 at 11:00 AM.

Required Paper Submissions (By April 14):

1. Graduate Degree Examination Application Form (Signed by advisor)
2. Graduate Degree Examination Evaluation Forms (3 copies)
3. Graduate Degree Examination Grade Notification Form (1 copy)
4. Master's Degree Examination Committee Signature Sheet (2 copies)
5. Learning Effectiveness Assurance Forms (3 copies, downloadable from the department website)
6. Advisor-recommended oral exam committee list (to be submitted once finalized)
 - The oral exam committee consists of 3 members: The advisor recommends 2 members based on expertise, with at least one internal member being a full-time faculty member of the university.

Two Weeks Before the Oral Examination

- Send the draft thesis to the oral exam committee and confirm receipt.

Before June 16, 2024

Cancellation of Oral Examination

- If unable to complete the thesis revision in time, students must submit an official cancellation report. Failure to cancel will result in a failing grade, forfeiting one oral exam attempt.

Before July 6, 2024

Thesis Oral Examination

- Students must reserve their oral exam schedule and avoid other commitments. Arrive at the venue one hour early to set up and prepare the presentation.

Post-Oral Examination Thesis Revisions

1. Upon completing thesis revisions, obtain the advisor's approval and signature on the "Thesis Revision Completion Notification Form."
2. Master's students must format their thesis as a journal paper and email a 20-page electronic version to the department office. (Executive Master's students are exempt.)

Thesis Submission and Graduation Procedures

- Submit the final thesis within one month of passing the oral examination. If revisions are needed, students may apply for an extension (maximum of one month). Failure to comply will result in a failing grade (recorded as 69 points).
- Submit a plagiarism detection report using the university's Turnitin system (similarity should not exceed 20%, including abstracts and main text).
- Upload the final thesis to the university's electronic thesis service system <http://etds.lib.tku.edu.tw/>.
- Print and submit paper copies: 2 copies to the library, 1 to the Academic Affairs Office, and 1 to the department. External committee members' copies must be sent by the student.

Graduation Clearance and Diploma Collection

1. Complete the clearance process at the Tamsui campus.
2. Check the "Graduation Clearance Inquiry Platform" <http://sinfo.ais.tku.edu.tw/tkuGrd/> to ensure all procedures are completed.
3. Submit the following to the library: clearance form, student ID card, personal stamp, 3 thesis copies (including 1 original), and signed authorization letter. International students must also submit the international student clearance form before collecting their diploma from the Academic Affairs Office.

For further details on the Turnitin plagiarism detection system, thesis submission, and related procedures, please visit:

- <https://reurl.cc/Md8omK> (Turnitin registration and manual)
- <https://reurl.cc/6LLoVZ> (Thesis submission guidelines)