

114-1 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

Oct.7 – Oct. 28, 2025 (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: Oct. 28 at 11:00 AM.**
- Required Paper Submissions (**By Nov. 07**):
 - Download by <http://w4.emis.tku.edu.tw/thesis/>
 - A. Graduate Degree Examination Application Form (Signed by advisor)
 - B. Graduate Degree Examination Evaluation Forms (3 copies)
 - C. Graduate Degree Examination Grade Notification Form (1 copy)
 - D. Master's Degree Examination Committee Signature Sheet (2 copies)
 - Download by [經營管理全英碩士班 – 淡江大學管理科學學系](#)
 - E. Learning Effectiveness Assurance Forms (3 copies)
 - F. Advisor-recommended oral exam committee list

- 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.
- According to school regulations, the oral defense can only be conducted after course grades are finalized. Therefore, **students who are still taking courses that affect graduation credits must schedule their oral defense during or after the week of January 5, 2026.**

Two Weeks Before the Oral Examination

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

Before Dec. 20, 2025 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 Jan.18, 2026 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

- Upon completing thesis revisions, obtain the advisor's approval and signature on the "Thesis Revision Completion Notification Form."
- 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).

Thesis Upload

- 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

- Complete the clearance process at the Tamsui campus.
- Check the "Graduation Clearance Inquiry Platform" <http://sinfo.ais.tku.edu.tw/tkuGrd/> to ensure all procedures are completed.

- Submit the following to the library:
 - clearance form (download by [Graduation Clearance Inquiry Platform](#))
 - 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.
- According to Article 2, Paragraph 1, Subparagraph 3 of the “Graduate Degree Examination Regulations” of our university, starting from the 2020 academic year, graduate students applying for the degree examination must complete a plagiarism detection report using the online originality checking system, and have it signed and confirmed by their thesis advisor.
 - Our university uses the Turnitin system for thesis similarity comparison.
 - Turnitin registration form and access link: <https://reurl.cc/Md8omK>
 - User manual: <https://www.igroup.com.tw/turnitin-feedback-studio/>
(You can select your role on the left side of the webpage; manuals and instructional videos are included.)
 - For system-related issues, please contact the Reference Services Division of the Quehseng Memorial Library at extension 2365.
- 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)