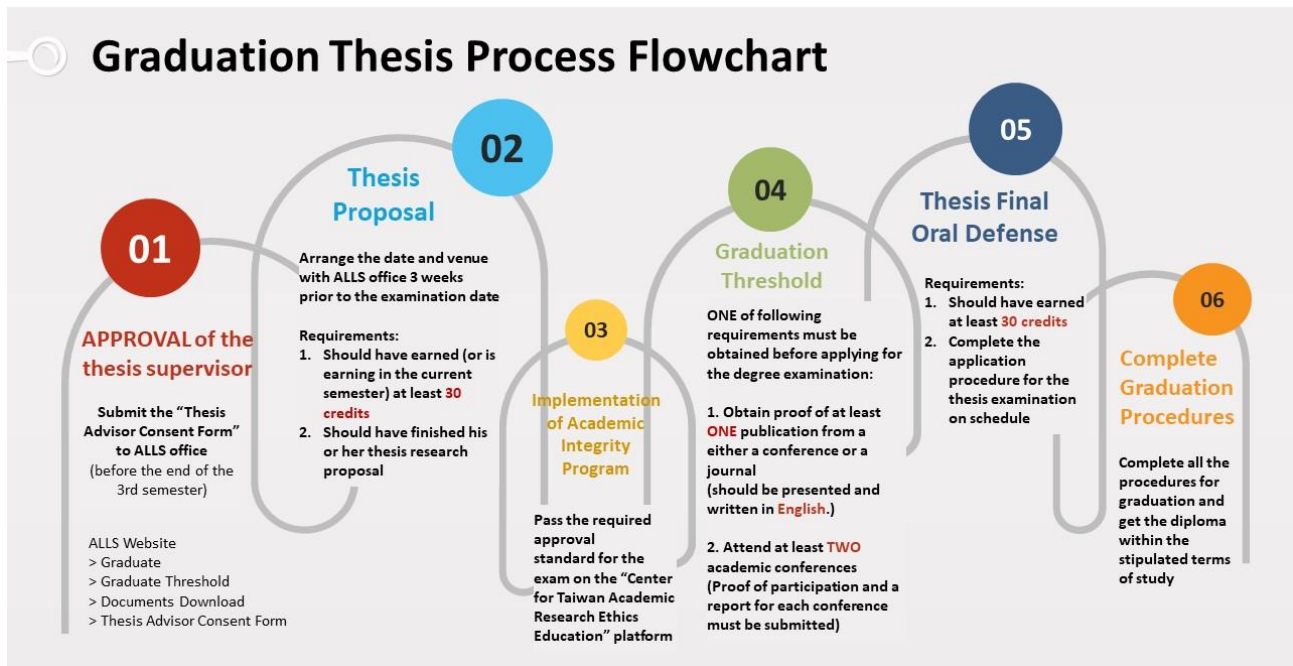


Notice for Thesis Examination



Submit "Thesis Advisor Consent Form"

Graduate students should select their supervisor before the end of the 3rd semester.

Download the form from ALLS website and submit the signed one to ALLS office.

(ALLS website / Graduate / Graduation Threshold / Documents Download / Thesis Advisor Consent Form)

Graduation Credits

Information for required graduation credits (thesis 6 credits are excluded) of each year could be found from ALLS website (ALLS website / Graduate / Curriculum).

特色課程 Practicum

- 🔒 英語教學/語言學領域
- 🔒 實務筆譯/翻譯領域

101-107級 101-107 Practicum

- 🔒 101-107級課程結構

Thesis Proposal

Requirements:

1. The candidate should have earned (or is earning in the current semester) at least **30 credits** of M.A. program.
2. The candidate should have obtained the approval from the thesis supervisor.
3. The candidate should have finished his or her thesis research proposal.

Please confirm that you fulfill all the THREE requirements above before the application of thesis proposal examination.

Before the Proposal Examination:

1. Should have finished his or her thesis research proposal and have obtained the approval from the thesis supervisor.
2. Arrange the date and venue with advisor and committee members
3. Arrange the date and venue with the department office **3 weeks** prior to the examination date.
4. Send the letter of invitation and the thesis proposal to each committee members. (If you need the sample of the letter of invitation, please contact ALLS office)
5. Apply for the parking permit for external committee member with the department office **1 week** prior to the examination date.

On the Proposal Examination Date:

1. Download "Thesis Proposal Review Sheet" and make copies to each thesis committee member.

(Path could be accessed at: ALLS website / Graduate / Graduation Threshold / Documents Download / Thesis Proposal Review Sheet)

2. Obtain the examination honorariums and receipts for the committee members from the department office.
3. Submit the following documents to ALLS office after the examination.
 - All the signed thesis proposal review sheets and receipts
 - thesis research proposal (with paper-cover, in double-sided printing)

In case of cancellation, please inform the department office **1 week** prior to the examination date.

Thesis Final Defense (Degree Examination)

Requirements:

1. The candidate should have earned at least 30 credits of M.A. program.
2. The candidate should have completed the thesis proposal examination.
3. The candidate should have obtained the approval from the thesis supervisor.
4. The candidate should have passed and submitted the required approval standard for the exam on the “Center for Taiwan Academic Research Ethics Education” platform to ALLS office.
(Path could be accessed at: ALLS website / Graduate / Center for Taiwan Academic Research Ethics Education)
5. Obtain ONE of the following requirements before applying for the degree examination:
 - (1.) Students must obtain proof of at least ONE publication from either a conference or a journal. A conference presentation certificate should be provided when a conference is organized. The conference paper and journal paper should be presented and written in English.
 - (2.) Students must attend at least TWO academic conferences relevant to the professional fields of the M.A. program or their thesis research. Proof of participation and a report for each conference must be submitted to the department office.

Application:

1. Apply for the thesis final defense online on schedule (will be announced every semester).
2. Register online (i-touch) and print out “Application Form of Thesis Examination” and “Name List of Thesis Examination Examiners”. Submit the forms with the signature of the supervisor to ALLS office.
(Path could be accessed at: i-touch / Office of Academic Affairs / Curriculum & Registrar Section / Degree Exam/Degree Exam Application)
3. Submit the paper comparison report and “研究生論文審查_論文摘要說明” to ALLS office.

Before Thesis Final Defense:

1. Should have finished his or her thesis final defense and have obtained the approval from the thesis supervisor.
2. Arrange the date and venue with the department office 3 weeks prior to the examination date.
3. Send the letter of invitation and the thesis proposal to each committee members. (If you need the sample of the letter of invitation, please contact ALLS office)
4. External examiners can enter the campus by presenting their appointment letter, invitation or e-mail as a pass.

On the Thesis Final Defense Date:

1. Download and print out the following documents:
 - (1) Grading sheet of Thesis Examination (please download it from ALLS website; 3 copies).
Path could be accessed at: ALLS website / Graduate / Graduation Threshold / Documents
Download / Grading Sheet of Thesis Examination
 - (2) Examination paper (please download it from i-touch; 1 copy)
 - (3) Certificate of approval (please download it from i-touch; 1 copy)
2. Obtain the examination honorariums and receipts for the committee members from the department office on the examination date.
3. Submit the following documents to ALLS office after the examination.
 - The signed grading sheets of thesis examination and receipts
 - The examination paper with the signature of all the committee members
 - The certificate of approval with the signature of all the committee members

Others:

1. The thesis examination should be scheduled no later than the 31st of January for the Fall Semester and the 31st of July for the Spring Semester.
2. Please remember to cancel the arrangement of thesis examination (oral defense) if you could not take the examination as scheduled.
3. The Student shall accept all the loss resulted from the uncompleted procedures for graduation.