# Master's Program in Taiwan and Asia-Pacific Studies, College of International Studies (English-Taught Program)
# Tamkang University

## Notification for "Application to Thesis Oral Defense" for 2016 Academic Year Spring Semester

| Date | Process | Note |
|---|---|---|
| By March 22 (Depends on the official announce from Office of Academic Affairs) | Fill the application「論文考試題目申報表*」**online**.<br>*Roughly translation: "Thesis/Dissertation Topic Registry" | Fill the form online http://w4.emis.tku.edu.tw/thesisstu/ |
| By March 25 (Friday) | 1. Submit ONE copy of your Application to Thesis Oral Defense | Download from http://w4.emis.tku.edu.tw/thesisstu/ |
| By May 13 (Friday) | 1. Submit the name list of your oral defense committee members<br>2. Arrange time and location for your oral defense with program coordinator | |
| By May 27 (Friday) | After **the approval of your advisor** on your draft thesis, please send to your oral defense committee members by yourself. | |
| Between June 13 (Mon.) to 17 (Fri.) | Thesis Oral Defense | Graduates will obtain the degree "**Master of Social Science**" |
| Within ONE month after completion of thesis oral defense | Completion of the administrative procedure | See Appendix for details. |

P.S.

1. Thesis proposal review adviser MUST be one of your thesis oral defense committee members.
2. Please ask program coordinator if you do not understand above procedure.
3. Please **follow the above timetable to submit required application and documents** in case of DELAYING the time for your graduation.
4. Students MUST comply and fulfill all the school regulation to complete and obtain your diploma.

**Taiwan and Asia-Pacific Studies**

**March 2, 2016**

# Notification for Graduates to Obtain Diploma (Appendix)

After passing your thesis oral defense, you should revise your thesis in accordance to the opinion of your thesis oral defense committee. Within **ONE MONTH** after your oral defense, you need to submit the following documents to the program coordinator and complete all necessary administrative procedures (Program Office→Library→Registration Section of the Office of Academic Affairs) to turn in all documents to school. If you fail to fulfill the procedure in time and result in expiration, you will be responsible for it.

1、Enter Tamkang University's electronic degree thesis/dissertation service system (ETDS). Create your own profile and download the authentic copy. Please see detailed instruction in the following link. (http://etds.lib.tku.edu.tw) In order to promote national digital thesis/dissertation database, please allow your thesis/dissertation for public electronic download.
After opening your profile, please notify the program coordinator to check and confirm so that the system will automatically send you the notification to see whether you meet the requirement or not.

2、After final revision of your thesis, you need to submit SIX COPIES to the program office. Three copies will be kept in the program office, and you need to send the other three copies to the library for check-up. In addition, you are required to send copies to your oral defense committee members.
(One copy sent to the Library requires the authentic original copy with the signature of your oral defense committee members, and the rest two copies are with photocopies.)
(Your authorization to view your thesis should be placed in the first page of your thesis.)

3、Download and complete the form of "Empty Graduation Procedure List for Graduate School Students" through http://sinfo.ais.tku.edu.tw/tkuGrd/HomeE

4、Return all books borrowed from either the Program office or Library.

※Please bring your **student ID card** and **stamp** to obtain your diploma along with the above four documents.

✓ Please get your diploma during the office hour of the Registration Section of the Office of Academic Affairs.