MASTER' S DEGREE EXAMINATION PROCEDURE

1 Confirmation of Thesis Title

Students must confirm their thesis title no later than the end of the second semester of the master's program, complete the "Title Specialization Consistency Checklist," and submit it to the department office.

→ Department Affairs Meeting Review

2 Proposal Evaluation Application

After obtaining the advisor's approval, students must complete the "Application for Master Thesis Proposal Evaluation," attach an academic transcript, and submit the documents to the department office at least one month before the proposal review date.

→ Department Affairs Meeting Review

3 Conducting the Proposal Evaluation

2–3 working days before the proposal review, please collect the "Evaluation Form" and "Receipt" from the department office. On the day of the review, submit these forms to the committee members for completion, and return them to the department office afterward. (An appointment letter will also be provided; please give it to the external committee member.)

4 Application for Master's Degree Examination

- After completing the proposal review and obtaining approval from the thesis advisor, the application for the master's degree examination must be submitted no later than one month before the scheduled examination date.
- Please complete the application form on the department website and attach the following documents:
  - English proficiency certificate
  - Plagiarism check report for the thesis, practice report, or technical report
  - Proof of taking the Academic Research Ethics Education (AREE) course for 6 hours.
  - Declaration of not violating Academic Research Ethics
  - Relevant professional supporting documents and the full draft of the thesis
  - Degree examination application form
  - Member list of degree examination evaluation committee
- After verification by the department office, the "Master's Degree Graduation Qualification Checklist" will be provided. The applicant and the thesis advisor must review it again and sign for confirmation.

→ Department Affairs Meeting Review

5 Master's Degree Examination Administration

Two to three working days before the degree examination, please go to the department office to collect the "Evaluation Form," "Oral Defense Committee Certification," "Relevance of thesis to major Checklist," and "Receipt." On the day of the examination, these documents should be given to the committee members for completion, and returned to the department office after the examination.
(An appointment letter will also be provided; please give it to the external committee member.)

→ Department Affairs Meeting Review

6 Master's Degree Conferment

- In accordance with library regulations, revise the format and upload the electronic thesis to the National Library, and submit two hardcover copies of the thesis to the library and one copy to the department office.
- Complete the departure procedures required by the Registry Division.