Taipei School of Economics and Political Science
台北政經學院

TSE Program Office
ROOM A11
tse.ma@my.nthu.edu.tw
03-5743093

TSE Master's Graduation Guideline

1. Confirm Thesis Advisor

Time	* Class of 2025: Oct. 31 2024 *** Class of 2026 and on: July 31**
Solo Advising	Must be a full-time (tenured, tenured-track, contract-based) or jointly-appointed faculty member at TSE.
Co-Advising (2 advisors)	At least one advisor must be full-time or jointly-appointed at faculty member at TSE. *(E.g. A visiting professor or a faculty member from another department within NTHU can co-advise a student with a full-time or jointly-appointed faculty member at TSE.)*
Documents Submission (Submit hard copy to the office)	• Thesis Advisor Confirmation Form • Transcript (printed from AIS system)

2. Schedule Master's Thesis Proposal (Public Presentation)

Time	* **Submit application at least 7 working days before the proposal date.** * Proposal must be at least 2 months before oral defense. * Proposal deadline: May 31 of the year Approved by your advisor (co-advisors if any)	
Details	• Deliver a proposal outlining your thesis and research progress in English. • At least one Committee Member is onsite.	
Committee Composition	Solo Advising	**3 members:** including **1 advisor** plus at least **1 external member** (from another institution outside NTHU)
	Co-Advising (2 advisors)	**4 members:** including **both co-advisors** plus **2 additional non-advisor** members. Among the 4 members, at least 1 should be an external member (from another institution outside NTHU) **If one of the advisors is an external, this also fulfills the external member requirement.*
Documents Submission (Submit hard copy to the office)	Before the Proposal: • Application form approved by your advisor (co-advisors if any) *If your application is returned, please complete the application within five working days before your proposal. If you exceeded, your proposal will not be accepted.*	

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	Will receive MA Thesis Proposal Presentation Review Form and Committee Member Review Fee Receipt from the office once the application is approved.
	After the Proposal: • MA Thesis Proposal Presentation Review Form • Committee Member Review Fee Receipt

3. Apply for Oral Defense(Public Presentation)

Time	**The application must be submitted in the Academic Information System three weeks prior.**	
Committee Composition	Solo Advising	**3 members:** including **1 advisor** plus at least **1 external member** (from another institution outside NTHU)
	Co-Advising (2 advisors)	**4 members:** including **both co-advisors** plus **2 additional non-advisor** members. Among the 4 members, at least 1 should be an external member (from another institution outside NTHU) **If one of the advisors is an external, this also fulfills the external member requirement.*
Documents Submission (Submit hard copy to the office)	• Application Form for Master Degree Exam (Print from AIS system after submitting the application) • Official transcript • Thesis draft (email to tse.ma@my.nthu.edu.tw, titled: TSE_Full Name_Thesis Draft) • Similarity report (Plagiarism Check with Turnitin) *Ensure your thesis' similarity index is under 25% (excluding references). If it exceeds this limit, provide justification approved by advisor.* • Academic Ethics Certification • Mandarin Credit waiver proof (if completed the waiver test)	
Thesis Formatting	Adhere to the Chicago Manual of Style for citations and follow the NTHU Library's Thesis format guidelines.	

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4. Oral Defense Day

Time	**Before July 31 of the year**
Documents for the committee members (Print from AIS)	• Advisor Approval Form (If 2 advisors, both need to sign) • Final Thesis/Dissertation Review Form (All members need to sign) • Score Sheet of Oral Defense (Please prepare copies with the same number as the total committee members) • Average Oral Defense Grade Form • Thesis/Dissertation Affidavit • Committee Member Review Fee Receipt (Provide by the office)
After the Oral Defense	**Documents submitted by student:** • Final Thesis/Dissertation Review Form (Print 2 copies) • Thesis/Dissertation Affidavit (Print 1 copies) • Committee Member Review Fee Receipt • Application for Embargo of the Thesis/Dissertation (if applicable) (1 copy for the office)
	Documents submitted by advisor: • Advisor Approval Form • Score Sheet of Oral Defense • Average Oral Defense Grade Form

5. Completing The Leaving School Procedure

Time	**Last working day before the registration day of the next Fall Semester**
Details	• Once your thesis revision is approved by your advisor(s), please email your final thesis draft to tse.ma@my.nthu.edu.tw for formatting check, titled: TSE_Full Name_Thesis Formatting Check. (Note: This will take around 1 week, we suggest you save 2 weeks for this process) • After the formatting check is done, please send an email to your advisor and the office with the latest version of the similarity report. • Submit the approved thesis to the NTHU Thesis Repository for advisor and library approval. • Once approved, complete the NTHU Library checklist and print out 3 hard copies of your thesis. (Submit 1 copies to the program office and 2 to the NTHU Library.) • Return your locker key to the office. • Complete all leaving school procedures in the NTHU AIS. • Collect your diploma from the Division of Registration with your student ID.