

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. <i>(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.)</i>
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) <i>*If one of the advisors is an external, this also fulfills the external member requirement.</i>
Documents Submission (Submit hard copy to the office)	Before the Proposal: Application form approved by your advisor (co-advisors if any) <i>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.</i>	

	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) <i>*If one of the advisors is an external, this also fulfills the external member requirement.</i>
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.pg@my.nthu.edu.tw, titled: TSE_Full Name_Thesis Draft) - Similarity report (Plagiarism Check with Turnitin) <i>Ensure your thesis' similarity index is under 25% (excluding references). If it exceeds this limit, provide justification approved by advisor.</i> - 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.	

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.pg@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.