

Dear Students,

1. You can now submit your **master's thesis proposal**. Please fill out the form “Application for Master’s Thesis Proposal Review,” obtain a signature from your thesis supervisor, and send the completed form to your department office between now and November 6, 2020.
2. The **oral defense** of your thesis can be presented between November 20, 2020 and January 8, 2021.
3. Please confirm the date of your thesis defense with your supervising professor and selected members of the thesis committee, and ensure that you register the date and venue on the “portal” of the university website (please refer to the attachment for instructions on booking the venue)
4. Please prepare a blank copy of the form “Review Report of Master’s Thesis Proposal” and bring it for your oral defense. After finishing the oral defense, please submit the completed report to the department office.

If you are unable to complete the defense procedure within the designated time line, please complete the form “Application for Withdrawal from Master’s Degree Examination,” obtain a signature from your supervising professor, and submit it to the department office.

In case of questions, please contact Li-chuan, Assistant Professor, at 4638800 # 2162.

Thank you

Kind regards

Li-chuan

Procedure of Master's Degree Examination	109-1 Graduate Students	109-2 Graduate Students	Descriptions
Selection of Supervisor for Master's Thesis Date of Application	See remark	By September 1, 2020 (1 Year) By December 31, 2020 (1.5 Years) By June 15, 2021 (2 Years)	※ Please select the supervisor for your master's thesis within the two-week period before the end of the first year of your program. <b>Remark:</b> Students who have applied for a shortened period of study should select the supervising professor for your master's thesis two months prior to the deadline of the official application. Postgraduate students should complete the "Academic Research Ethics Course" prior to the end of the first semester of your program or at the latest before applying for your oral defense. Students who fail to complete the course are not permitted to present their oral defense.
Application Date for Master's Thesis Proposal	By April 24, 2020	By November 6, 2020	※ Please complete the application of thesis review in the first semester, or within two months following the beginning of the second semester, by filling in one copy of the form "Application for Master's Thesis Proposal Review" and submitting it to the department office.
3. Master's Thesis Proposal Review Date	From May 11 to July 31, 2020	From November 20, 2020 to January 31, 2021	※ Please complete the form "Master's Thesis Proposal" and submit it with the form "Review Report of Master's Thesis Proposal" to your supervising professor and members of the thesis committee. After the oral defense is completed, the supervising professor will submit the review report to the department office.
Application Date for Thesis Defense	From September 14 to November 6, 2020	From March 8 to April 16, 2021	※ Online Application Path: Homepage of the Yuan Ze University Website > Portal > Learning Files > Thesis and Dissertation.
5. Graduate Thesis of Master's Degree <b>Deadline</b> for Oral Defense	January 8, 2021	July 6, 2021 The week between July 5 and July 9, 2021 is a study week, and the	※ Prior to the date of your oral defense, <b>please submit one copy of the first draft of your thesis, the abstract of your thesis, and a recommendation letter from your supervising professor</b> to the department office.

		faculty will not be present at the university.	<p>※ <b>The oral defense should be presented on the Yuan Ze university campus.</b></p> <p>※ Please apply for your desired date for the oral defense and necessary equipment from the department office. The department office will make the necessary arrangements.</p>
Deadline for Submission of Graduate Thesis (students who fail to submit the graduate thesis before the deadline will be considered as graduating students of the next school year)	Jan 31, 2021	July 31, 2021	<p>After the oral defense, please submit the following documents before the corresponding deadline:</p> <p>One copy of the original approval form from the thesis committee.</p> <p>One copy of the original power of attorney, <b>signed by you in blue ink.</b></p> <p>Three copies of the thesis. <b>Please use double-sided printing when possible (apart from the cover, which should be dark blue with a single-layer plastic dust cover).</b></p> <p>The digital copy of the thesis should be uploaded to Yuan Ze University Electronic Theses and Dissertations system.</p> <p>(Instructions on how to upload your thesis can be downloaded here: <a href="https://cloud.ncl.edu.tw/yzu/">https://cloud.ncl.edu.tw/yzu/</a>)</p>