

## TMU Spring 2023 Degree Examination (Graduation Defense) Timetable

Date (yyyy.mm.dd)	Who	Require Actions	Notes
<b>2023.02.20 09:00 AM ~ 2023.03.17 17:00 PM</b>	Graduate Students	Apply for graduation defense online	<ul style="list-style-type: none"> <li>● Must have advisor's permission</li> <li>● Apply on Academic &amp; Student Affairs Information System</li> <li>● Please confirm graduation credits and thresholds are completed</li> </ul>
<b>2023.03.20-2023.03.26</b>	Advisor	<ol style="list-style-type: none"> <li>1. Review application of graduation defense</li> <li>2. Recommend candidates for defense committee members</li> </ol>	
<b>2023.03.27-2023.04.09</b>	Administrative Professor	<ol style="list-style-type: none"> <li>1. Review applicants' graduation credits and thresholds</li> <li>2. Review the qualification of defense committee members</li> </ol>	
<b>2023.04.17-2023.04.23</b>	Director	<ol style="list-style-type: none"> <li>1. Approve Ph.D. program student's application</li> <li>2. Confirm students' thesis meets the department /degree program's professional field</li> <li>3. Confirm master program students' committee members</li> </ol>	
<b>2023.04.24-2023.04.30</b>	Dean	Confirm Ph.D. program students' committee members	
<b>By 2023.05.02</b>	Registration Section	Propose graduation defense applicants and committee members list to Principal	
<b>Deadline: 2023.05.10 5:00 PM</b>	Department	Submit "Overseas Video Degree Examination Application for Joint Dual Degree Programs Students" to the Registration Section	
<b>From 2023.05.10</b>	Administrative Secretary	Print defense documents on Academic & Student Affairs Information System and deliver to each advisor	
<b>2023.05.10-2023.07.21</b>	Graduate Students	Graduation defense period	
<b>Deadline: 2023.06.09 5:00 PM</b>	Graduate Students	Apply for "Suspension" of Spring 2023	
<b>Deadline: 2023.07.18 5:00 PM</b>	Graduate Students	Apply for cancellation of graduation defense online	Apply on Academic Affairs & Student Information System

Date (yyyy.mm.dd)	Who	Require Actions	Notes
<b>Before 2023.07.27</b>	Graduate Students	Submit thesis and related documents to the department	<p><b>1. 1<sup>st</sup> review:</b></p> <p>(1) Unbound thesis  (2) Graduate Thesis Certification  (3) Original Confidentiality Agreement &amp; Sign-in Form  (4) Advisor Signed- Originality Report of Final Thesis Plagiarism Detection (including scan file)  (6) Application for Embargo of Thesis-original hardcopy and evidence material</p> <p>2. Upload electronic thesis and Application for Embargo of Thesis to website of “TMU Electronic Theses and Dissertations System”</p> <p>3. <b>2<sup>nd</sup> review:</b> submit 2 copies of softcover thesis to department. (require bound with TMU Thesis Certification &amp; original hardcopy of Application for Embargo of Thesis)</p> <p>* Only students who intend to apply for delay public access to the thesis need to submit “Application for Embargo of Thesis”</p>
<b>Before 2023.07.31 5:00 PM</b>	Graduate Students	Apply for “Preserving Passed Degree Examination Scores” and submit it to the Registration Section	Students who passed the graduation defense and under the maximum year of study, but are unable to submit thesis by the deadline could apply it
<b>Before 2023.07.31 5:00 PM</b>	Department	Submit thesis & related documents to the Registration Section. (Documents submitted by students will not be accepted)	<p>(1) 2 copies of softcover thesis (required to bound with Graduate Thesis Certification in photocopy, Application for Embargo of Thesis in original hardcopy)</p> <p>(2) Evaluation Sheets  (3) Original Confidentiality Agreement &amp; Sign-in Form  (4) Advisor Signed-Originality Report of Final Thesis Plagiarism Detection-Cover page + final percentage page  (5) Application for Embargo of Thesis evidence material</p> <p>* Only students who intend to apply for delay public access to the thesis need to submit “Application for Embargo of Thesis”</p>
<b>Before 2023.08.18</b>	Registration Section	Confirm students' graduation qualifications	Registration Section will notify department qualified student list
<b>Deadline: 2023.09.08 5:00 PM</b>	Graduate Students	Complete graduation procedures	
<b>Deadline: 2023.09.25</b>	Registration Section	Submit thesis to National Central Library	

➤ **The Chinese version of this document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**