TMU Fall 2023 Degree Examination (Graduation Defense) Timetable

Date (yyyy.mm.dd)	Who	Require Actions	Notes
2023.09.18 09:00 AM ~ 2023.10.13 17:00 PM	Graduate Students	Apply for graduation defense online	• Must have advisor's permission • Apply on Academic & Student Affairs Information System • Please confirm graduation credits and thresholds are completed
2023-10.16-2023.10.22	Advisor	1. Review application of graduation defense 2. Recommend candidates for defense committee members	
2023.10.23-2023.11.01	Administrative Professor	1. Review applicants' graduation credits and thresholds 2. Review the qualification of defense committee members	
2023.11.07-2023.11.13	Director	1. Approve Ph.D. program student's application 2. Confirm students' thesis meets the department /degree program's professional field 3. Confirm master program students' committee members	
2023.11.14-2023.11.20	Dean	Confirm Ph.D. program students' committee members	
By 2023.11.22	Registration Section	Propose graduation defense applicants and committee members list to Principal	
From 2023.11.28	Administrative Secretary	Print defense documents on Academic & Student Affairs Information System and deliver to each advisor	
2023.11.28-2024.01.18	Graduate Students	Graduation defense period	
Deadline: 2023.12.22 5:00 PM	Graduate Students	Apply for "Suspension" of Fall 2023	
Deadline: 2024.01.15 5:00 PM	Graduate Students	Apply for cancellation of graduation defense online	Apply on Academic Affairs & Student Information System

Date (yyyy.mm.dd)	Who	Require Actions	Notes
Before 2024.01.26	Graduate Students	Submit thesis and related documents to the department	1. **Department 1st review:** (1) Unbound thesis (2) Graduate Thesis Certification (3) Original Confidentiality Agreement & Sign-in Form (4) Advisor Signed- Originality Report of Final Thesis Plagiarism Detection (including scan file) (6) Application for Embargo of Thesis- original hardcopy + evidence 2. After reviewed, log in "TMU Electronic Theses and Dissertations System" and upload "Electronic Thesis" and "Application for Embargo of Thesis" 3. **Department 2nd review:** submit 2 copies of softcover thesis to department. (bound with photocopy of TMU Thesis Certification & Application for Embargo of Thesis) * Only students who intend to apply for delay public access to the thesis need to submit "Application for Embargo of Thesis"
Before 2024.01.31 5:00 PM	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
Before 2024.01.31 5:00 PM	Department	Submit thesis & related documents to the Registration Section. (Documents submitted by students will not be accepted)	(1) 2 copies of softcover thesis (required to bound with Graduate Thesis Certification in photocopy, Application for Embargo of Thesis in original hardcopy) (2) Evaluation Sheets (3) Original Confidentiality Agreement & 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 (original hardcopy) +evidence (6) Upload electronic thesis * Only students who intend to apply for delay public access to the thesis need to submit "Application for Embargo of Thesis"
Before 2024.02.07	Registration Section	Confirm students' graduation qualifications	Registration Section will notify department qualified student list
Deadline: 2024.02.16 5:00 PM	Graduate Students	Complete graduation procedures	
Deadline: 2024.02.23	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.**