

Thesis Timeline of Academic Year 2023 (112)

	Steps 項 目	Details 細節	Semester 1 第 1 學期	Semester 2 第 2 學期	Procedures / Forms 應繳交資料	Remarks 備 註
	Find an advisor by yourself	1. Find a teacher to be your advisor. 2. Submit the <u>Advisory Agreement Form</u> to the office.	Before the end of your 1st semester	Before the end of your 1st semester	Form A. Advisory Agreement Form	
1	Submit Thesis Proposal Outline + Complete Ethics courses online 申報指導教授及論文題目+線上倫理課程	1. Log in to your student account to fill in proposal outline and print it out. 2. Submit the <u>Thesis Proposal Outline</u> and <u>Ethics course certificate</u> to the office.	11-15 Sep., 2023	19-23, Feb., 2024	Procedure A. Submission of Thesis Proposal Outline 指導教授同意書暨論文研撰計劃表	**New regulations: All postgraduate students are required to take Ethics courses online. Complete the online course and pass the test (receiving a score of 85 or above). Course website: http://ethics.nctu.edu.tw/
2	Application for Master	<u>Students who plan to graduate this semester:</u>	2-4 Oct, 2023	4-6, March, 2024	Procedure B. Application for Thesis Examination	Graduation requirements: TOEIC 700 (or equivalent score of TOEFL and IELTS)

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	Thesis Exam 申請學位論文考試	<p>Login to your student system to apply for thesis examination and submit <u>oral examination committee appointment form</u> to the office, or you will not be able to take the thesis oral exam this semester.</p> <p><u>Qualifications to attend thesis oral exams:</u></p> <ol style="list-style-type: none"> 1. Finish Prerequisite courses and Required courses. 2. Graduation credits: Get a total of 36/ 48 credits. Please refer to the student handbook for details. 3. Have presented or published a paper in a conference or a journal. 4. Pass an English proficiency test (TOEIC score of 700 or equivalent). 			Procedure B. Application for Thesis Examination	<p>*Graduation credits:</p> <p>2017 Fall semester and enrolled from 106 Academic Year.</p> <p>36 credits</p>

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3	Confirm Thesis Oral Examination 登記論文口試 時間	<ol style="list-style-type: none"> 1. Ask your advisor whether your thesis is ready for oral exam. 2. Report the date and time of your oral exam to the office. 	Before 15 Dec, 2023	Before 15 June, 2024		<p>*You must meet ALL graduation requirements to be able to attend thesis oral exams.</p> <p>*If you want to cancel the thesis exam, please apply before 15 Dec., 2023 or 15 Jun., 2024.</p>
	Prepare for Oral Exam	<ol style="list-style-type: none"> 1. Present the whole thesis to your advisor. 2. After getting approval from your advisor, you can start contacting your examiners. <p>Submit your thesis to your examiner at least 1 week before your exam day.</p> <p>*Please be noted that the examiners hold the right to cancel your oral exam if you fail to deliver your thesis in time.</p>	At least 1 week prior to your exam day	At least 1 week prior to your exam day	<p>Procedure C. Before and After Thesis Oral Examination</p> <p>If you need an invitation letter, please come to the office.</p>	<p><u>Confirm the following things with your examiner:</u></p> <ol style="list-style-type: none"> 1. Date and time of your oral exam. 2. Email your examiners an electronic file of your thesis. 3. Whether you need to prepare an extra hard copy on exam day? 4. Borrow the Oral Exam Room.

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4	Thesis Oral Exam 舉行論文口 試	*Formal attire requested	01 Nov- 30 Dec, 2023	01 May- 30 June, 2024	<p>Please fill in the following documents. Print them out and bring them on exam day:</p> <p>Form E. Oral Exam Signature Page *3 copies (print out the Global Business page only)</p> <p>Form F. Topic Changed Letter *1 copy</p>	<p>Please make sure that the following items are prepared on exam day:</p> <ol style="list-style-type: none"> 1. Snacks/ meals 2. More hard copies of thesis 3. A laptop and projector <p>*Please make sure your laptop and be connected to the projector. The student office is not obligated to borrow you laptops.</p>

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	After Oral Exam: Revise Thesis Format	1. Please follow the APA format for your thesis. 2. It is suggested that your advisor informs the office whether your thesis is ready. 3. Submit your thesis to the office for format check.	Before uploading your thesis to the library system	Before uploading your thesis to the library system		*Office hours during summer and winter break: Monday-Thursday: 8:30 am – 4:00 pm **If there's no emails from the library, please go to the information center at the library to change your email address.
5	Upload thesis to the library system	**For uploading your thesis, the library would send you an email informing your account number and passcode. Please check your email in advance (your personal email account or CCU student email account: <u>student ID@ulive.pccu.edu.tw</u>)			Follow the user manual to upload your thesis on the library system.	
Please check your student account and complete all graduation steps or you will not receive your graduation certificate.						
	After the library check	1. It will take 3-5 working days for the library to check thesis format. An approval letter would be sent to your email account afterwards. Print out the approval sheet on the library uploading system.			1. Take your Signature Page and ask your program director to sign on the forms. 2. Download Copyright Authorization for Dissertation Thesis on	When you submit a copy of your thesis to the student office, please bring your blue book "Thesis Meeting Record".

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		<p>2. Print out 3 hard copies of your thesis and submit to the following places along with the approval sheet:</p> <p>A. The library</p> <p>B. Global Business Office (Da-Ren 217)</p> <p>C. The Academic Office (Da-En building on 10th Floor</p>			<p>the program website. Fill it in and print out <u>3</u> <u>copies</u>.</p> <p>3. Insert both Signature Page and Copyright Authorization for Dissertation Thesis in the hard copies of your thesis.</p> <p>*If you cannot get the certificate in person, please use this form: Form H. Attorney Letter for School</p>	

Office Hours

Weekdays 08:30 – 12:00 / 13:00 – 16:30

- ★ Office hours during summer and winter breaks are from 08:30 to 16:00, Monday to Thursday.
- ★ Last visiting hour is suggested to be 30 minutes before the office is closed.
- ★ Any change in office hours will be updated on the website.

Notice:

1. It is suggested that you follow this thesis schedule to complete your thesis oral exams and to receive degree certificates. Please notice that if you do not follow the schedule, you would have to postpone your oral exam to the next semester.
2. Please report to the office as soon as possible regarding any change in thesis, including thesis topic and advisors.
3. Please do NOT rush to book any plane tickets BEFORE receiving graduation certificates.

Advisor:

1. Please hold meetings with your advisor regularly and take notes to keep track of all discussions and suggestions from your advisor in a blue record book.
2. For any purposes of presenting your thesis in a conference or publishing it in a journal, please ask for approval from your advisor in advance, for it is related to personal academic evaluation.
3. For any reasons that you decide to take academic leave or to postpone your oral exam to the next semester, please discuss with your advisor and report to the office.
4. If you wish to change advisors, please be noted that you might have to extend your thesis schedule, for more time will be required to work on a new topic with your new advisor.

Conferences

1. It is your own reasonability to find an international conference to attend as one of the graduation requirements.

2. Occasionally, we would forward conference information on the program website. Based on the topic fields on which the conference focuses, you can decide whether to attend or not.
3. Please visit the following websites to search for conferences in which you are interested:

<http://www.conferencealerts.com/country-listing?country=Taiwan>

<http://web1.most.gov.tw/>

<http://10times.com/taipei-tw/conferences>

Others

All information will be updated on Global Business Website or sent through email. Please remember to check your ulive email. (" Student ID" @ ulive.pccu.edu.tw)