

TMU Fall Semester 2022 Degree Examination (Graduation Defense) Timetable

Date	Who	Actions	Notes
Sep. 19 th 09:00 AM ~ Oct. 14 th 17:00 PM, 2022	Graduate Students	Apply graduation defense	<ul style="list-style-type: none"> ● Must have advisor's permission ● Apply on Academic & Student Affairs Information System ● Please confirm graduation credits and threshold are completed
Oct. 17 th ~ Oct. 23 rd , 2022	Advisor	<ol style="list-style-type: none"> 1. Review application of graduation defense 2. Recommend candidates for defense committee members 	
Oct. 24 th ~ Nov. 2 nd , 2022	Administrative Professor	<ol style="list-style-type: none"> 1. Review applicants' graduation credits and thresholds 2. Review the qualification of defense committee members 	Any nominated committee member meets the qualifications specified in TMU regulation, shall be determined by the academic affairs meetings of respective department. Department shall provide the review standard & meeting minutes to Registration Section before Nov. 2 nd , 2022.
Nov. 8 th ~ Nov. 14 th , 2022	Director	<ol style="list-style-type: none"> 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 	
Nov. 15 th ~ Nov. 21 st , 2022	Dean	Confirm Ph.D. program students' committee members	
Deadline: Nov. 25 th 17:00 PM, 2022	Department	Submit Joint Dual Degree Program student's "out of country interview exams form" to Registration Section	
By Nov. 23rd, 2022	Registration Section	Propose graduation defense applicants and committee members list to Principal	
From Nov. 29th, 2022	Administrative Secretary	Print defense-related documents on Academic & Student Affairs Information System and deliver to each advisor	
Nov. 29th 2022 ~ Jan. 19th, 2023	Graduate Students, Department	Graduation defense period	Student must provide report of plagiarism detection checker to committee members during graduation defense
Deadline: Jan. 6th 17:00 PM, 2023	Graduate Students	Deadline to apply "leave of absence" of Fall Semester 2022	
Deadline: Jan. 13th 17:00 PM, 2023	Graduate Students	Cancellation of graduation defense	Apply on Academic Affairs & Student Information System

Date	Who	Actions	Notes
Before Jan. 27th, 2023	Graduate Students	Submit thesis/dissertation defense report and related documents to department	<ol style="list-style-type: none"> 1. 1st review: <ol style="list-style-type: none"> (1) Unbound thesis (2) Graduate Thesis Certification (3) Application for Embargo of Thesis-original, copy and evidence material (unnecessary for immediate public) (4) Original confidentiality agreement & sign-in Form (5) Final Version Thesis-Originality Report of Plagiarism Detection-complete electronic version (6) Final Version Thesis-Originality Report of Plagiarism Detection-cover page+ final percentage page (with advisor signature) 2. Upload electronic thesis and Application for Embargo of Thesis to "TMU Electronic Theses and Dissertations System" 3. 2nd review: submit 2 copies of thesis (softcover) to department. (must bound with copy of Graduate Thesis Certification & original hardcopy of Application for Embargo of Thesis)
Before Jan. 31st 17:00 PM, 2023	Graduate Students	Apply "preserving passed degree examination scores" and submit application to Registration Section	Students who pass the graduation defense and under the maximum year of study, but are unable to submit thesis by the deadline could apply it
Before Jan. 31st 17:00 PM, 2023	Department	Deadline for submitting thesis & related documents to Registration Section. (Documents submitted by students will not be accepted)	<ol style="list-style-type: none"> (1) 2 copies of thesis(softcover) (2) Graduate Thesis Certification (3) Application for Embargo of Thesis-original, copy and evidence material (unnecessary for immediate public) (4) Original confidentiality agreement & sign-in Form (5) Final Version Thesis-Originality Report of Plagiarism Detection-cover page+ final percentage page (with advisor signature)
Before Feb. 10th, 2023	Registration Section	Confirm students' graduation qualifications	Registration Section will notify department qualified student list.
Deadline: Feb. 17th 17:00 PM, 2023	Graduate Students	Complete graduation procedures	
Deadline: Feb. 20th, 2023	Registration Section	Submit thesis to National Library	

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