

**Southern Taiwan University of Science and Technology**  
**2<sup>nd</sup> semester of 2012 academic year**  
**Graduate students' degree examination timetable**

Item	Content	1st session		2nd session		Subject	Documents should be completed	Remarks
		Date	Week	Date	Week			
1	Announcement for degree examination carry out	102.02.25	2 <sup>nd</sup>	102.03.04	2 <sup>nd</sup>	Registration office (L103)	G1. Degree examination announcement	
2	Degree examination application	102.03.25   102.03.31	6 <sup>th</sup>	102.04.29   102.05.05	11 <sup>th</sup>	students	S1. Thesis abstract S2. Declaration Thesis draft(one copy) Contribution acceptance evidence ( acceptance letter of offprint or thesis ) Assigned documents by the department/institute	Applicants please refer to the website <a href="http://portal.stut.edu.tw/DegreeApp">http://portal.stut.edu.tw/DegreeApp</a> to complete application procedure and also submit required documents to your departmental or institute office.
3	First review by Department/Institute	102.04.08   102.04.12	8 <sup>th</sup>	102.05.06   102.05.10	12 <sup>th</sup>	Department/Institute	D1. Degree examination qualification assessment	Department/institute review based on its rule
4	Assessment for course credits completed	102.04.15   102.04.19	9 <sup>th</sup>	102.05.13   102.05.19	13 <sup>th</sup>	Registration office (L103)	D1. Degree examination qualification assessment result announce	Assessment result return to department/institute to announce.
5	Suggestion list for degree examination committee members	102.04.22   102.04.28	10 <sup>th</sup>	102.05.20   102.05.26	14 <sup>th</sup>	Department/Institute	D2. Suggestion list for degree examination committee members	Suggestion list submit to registration office for dean of academic affairs selection.
6	Examination committee members list confirmed	102.04.29   102.05.03	11 <sup>th</sup>	102.05.27   102.05.31	15 <sup>th</sup>	Department/Institute	D4. Approval letter for degree examination carry out	Please refer to the instruction for budget planning
						Registration office (L103)	G2. Request list for approval of committee member appointment letter G3. Letter of appointment G4. Committee member agreement	Please respond to the appointment rejection and arrange for other appointment.
7	Submission thesis draft to the committee	102.05.06   102.05.10	12 <sup>th</sup>	102.06.03   102.06.07	16 <sup>th</sup>	Department/Institute	Thesis draft (one copy for one committee member individually)	Sent by your department/institute
8	Examination date announcement	102.05.13   102.05.17	13 <sup>th</sup>	102.06.10   102.06.14	17 <sup>th</sup>	Department/Institute	S1. Thesis Abstract	Offered by graduate students
9	Examination Date	102.05.20   102.07.31	14 <sup>th</sup> ~25 <sup>th</sup>	102.06.17   102.07.31	17 <sup>th</sup> ~25 <sup>th</sup>	Department/Institute	D7. Receipt of oral defense committee members fee D8. Scoring Sheet(one copy for one member) D9. Thesis verification certificate	D8-9 submit to your advisor before the examination date
10	Submission thesis draft to the committee	102.07.03   102.08.19	20 <sup>th</sup> ~ summer vacation	102.07.03   102.08.19	20 <sup>th</sup> ~ summer vacation	Graduate students	G5. School leaving check-off list	

1. When apply graduate student degree examination application, please attach the contribution acceptance evidence ( acceptance letter of offprint or thesis ) for your department/institute assessment.
2. If degree examination committee members ask you to revise your thesis topic, please print out the evaluation form and thesis verification certificate in corrected thesis topic for members scoring and signature. The thesis topic on your thesis scoring sheet and thesis verification certificate should be confirmed and could not be altered.
3. Advisor must return all the scoring sheets signed by committee members back to the registration office (L103). Graduate student return thesis verification certificate to registration office when apply for school leaving.
4. When graduate students who have already applied to join the degree examination are unable to complete in that semester, they should apply for the degree examination for that semester to be cancelled before the end of the semester (**July 31, 2013**), according to the university calendar. Expire cancellation and no examination held will be recorded in one failure.