

# Examinations Procedure for Ph.D. and Master's Students

## **Before the end of October or the end of March**

Submit the **Examination Application Form, Recommendation Form of Defense Committee/Jury Members, and the academic transcripts of previous years** (up until the credits completed in the semester of application)

(Submit relevant documents in accordance with the degree requirements of each division. Please download the forms at Department website - Degree requirement information - Master's/Ph.D. Programs - Form download)



## **Mid-November or mid-April**

The Department Office notifies the students of the list of defense committee/jury members selected by the Director



## **Before the end of November or the end of April**

1. Students invite committee/jury members based on the list and confirm the date and time of examination (date and time of examination vary each semester and shall follow the school calendar)
2. Booking of the examination venue (for the recital hall, please book with **Ms. Lin** according to the school calendar of each semester; for regular classrooms, please book with **Teaching Assistant Ya-Ping Hsu**)
3. Submit 3 to 7 copies of the **thesis** or **program** (according to the number of jury members, submission or changes will not be accepted after the submission deadline). Those who submit a thesis must attach a copy of the **Turnitin originality report** and of the **Graduate Degree Examination Application**

**Affidavit**, and notify the Department Office of the date, time, and location of the examination (the Department Office will send mails to inquire).

## **Mid-December or mid-May**

1. Both the thesis and the employment official letter will be sent by the Department Office
2. Those who expect to graduate in the current semester, please visit the Department Office (Academic Affairs Section) and confirm the Expected Graduation List and sign the list of outstanding payments (thesis collection fee) **on your own**.
3. Students who applied for a second foreign language proficiency test and/or Ph.D. entrance exam, please make sure you receive the notification of date, time, and location of the examination from the Department Office.

## **One week before the examination (based on the school calendar of each semester)**

1. Please ask a student assistant to collect the examination package at the Department Office. **Do not collect the package on your own**
2. Students must remind the defense committee/jury members to attend the examination once again

## **Within one week after the examination (based on the date of individual examination)**

1. The student assistant who collected the examination package returns the package to the Department Office

2. The Department Office calculates the grade



## **The end of January or the end of June**

After passing the examination, the student visits the Department Office to collect the defense committee/jury member signature forms (must be attached to the thesis) and the Department Procedure Checklist for the clearance process **on their own**



## **Those who have filled out the Expected Graduation List**

## **Before the end of February or the end of**

## **August**

1. Perform the clearance process according to the time and regulations announced on the Graduate Student Service and Information Portal by the Office of Academic Affairs each semester. Meanwhile, perform the department clearance process according to the items in the Department Procedure Checklist.
2. **Thesis** Submission Procedure: Upload the thesis (the upload section of the Main Library website) → Print the Permission Letter → Print the thesis (including the Permission Letter and the defense committee/jury member signature forms) → Submit two copies of the thesis and the Permission Letter to the **Main Library** → Submit one copy of the thesis (the video recordings and program notes must be included for the Division of Instrumental and Vocal Performance and the Division of Composition) to the **Department Library**
3. After being signed by the faculty advisor and stamped by the library, submit the **Department Procedure Checklist** (download on the Department Website) to the Office of the Department of Music (Academic Affairs Section).

4. Finally, visit the Graduate Studies Section to collect the graduation diploma.