

No: _____
 Date: _____

The Master Students Graduation Process Checklist, National Taiwan Normal University

Department of Geography

This list is intended to provide Master graduate students with the necessary requirements for graduation and guide them in their completion of the degree. The list is intended only as a guide. Those who apply for the degree examination should follow the process laid out in the *Graduate Student Handbook* and other relevant regulations of NTNU.

Procedure	Details	Record of Completion (Checked by the auditor)	T.A. signature (With time denoted)	Remarks
Application for Thesis Advisor	The student must complete the thesis advisor application no later than the end of the second semester. When changing a thesis advisor, please redo the application and make a record of the change.	<input type="checkbox"/> Thesis advisor (Name: _____)		
		<input type="checkbox"/> Changing thesis advisor (Name: _____)		
First presentation	All students are required to present their thesis research proposal in the graduate seminar, held by the department.	<input type="checkbox"/> Date of 1st Presentation: _____		
		1st presentation: <input type="checkbox"/> PASS		
Second presentation	All students are required to present their research outcomes (full paper) in the graduate seminar or in the annual International Geographical Conference of Taiwan, held by the department.	<input type="checkbox"/> Date of 2nd Presentation: _____		
		2nd presentation: <input type="checkbox"/> PASS		
Application for thesis oral examination	When the thesis manuscript is ready and all procedures above are completed, the student may apply for the oral examination, with the approval of the thesis advisor. The oral examination can only be held after the student does the presentation of the research outcome (full paper) in the same semester.	<input type="checkbox"/> Date for thesis oral examination application: _____		

NOTE:

- Thesis presentations are held by the department twice a year, i.e., on the second week of April and the third week of November.
- The application should be made by the thesis advisor to the department; and one to two reviewers with the relevant professional fields (either internal or external) shall be invited. The presentation will not be regarded as PASS only after the advisor and reviewers' approval.
- The first and the second presentation should be at least 4 months apart.