

Degree Completion Timelines for Graduate Students of the GINPPA

1st Semester of the 113th Academic Year (June 18, 2024)

Thesis Title Application

Master's Program / In-service
Master's Program, 2nd Year

- **Deadline for Submission of Thesis Title Application Form (By November 29, 2024)**
- According to Article 12 of the Regulations on the Admission, Academic Progress, and Degree Examination for Graduate Students of the Graduate Institute of National Policy and Public Affairs, 'Graduate students must submit the Thesis Title Application Form (applicable to this Institute) during the first semester of their second academic year. After it is signed by their advisor, the form should be submitted for review by the Institute's Academic Committee. The review results will be categorized as: approved, approved with modifications and the advisor's consent, or revised and resubmitted for further review. Only after the thesis title is approved can the student proceed with writing the thesis proposal.

Proposal Oral Examination

Master's Program / In-service
Master's Program,
2nd Year or above
Thesis title should
be approved
24 credits should
be completed

- **Thesis Proposal Oral Examination Application Deadline (Before January 10, 2025)**
- Students who have completed **24 credits** are required to complete the **"Master's Thesis Proposal Review Application Form"**, have it signed by **their advisor**, and submit it to the GINPPA office.
- Students who reach 24 credits by including courses from the current semester must also submit a **"Current Semester Course Selection List"** signed by the respective course instructors before their application will be reviewed.
- **Thesis Proposal Oral Examination Deadline : Before January 31, 2025**

- ◎ The written proposal must be provided to the oral committee members at **least 10 days prior to the examination. (Please contact the committee members directly.)**
- ◎ A presentation must be prepared for the thesis proposal oral examination on the day of the examination.

For changes to the advisor or thesis title, please complete and submit the **"Advisor Change Application Form"** or **"Thesis Title Change Application Form"** within the first week of the semester prior to the thesis oral

Thesis oral Examination

Master's Program / In-service
Master's Program
2nd Year or Above

The proposal oral
examination should
be completed first.

- **The following dates are the deadlines set by NCHU. Please complete the required procedures at least one week in advance to ensure timely processing:**
- **Deadline for Thesis Oral Examination Application: January 10, 2025**
- **The application must be completed at least 20 days prior to the oral examination.** Please log in to the NCHU Single Sign-On System >>> "Degree Exam Application" to input the oral examination date, provide details of the examination committee members, and upload the "Academic Research Ethics Education Course Completion Certificate." Finally, download the completed application form, sign it, and submit it to the office for processing.
- When sending the thesis manuscript to the oral committee members (please contact the committee members directly), the **"Turnitin Similarity Report"** must be included.
- **Thesis Oral Examination Deadline: Before January 31, 2025**
- Grades must have a total average of 70 or above to pass. If the grade is below 70, students may reapply for a retake in the following semester, limited to one attempt.
- **Thesis Format Review Deadline: Within one week after the oral examination**
- The revised thesis manuscript must be submitted to the advisor for approval. Only after passing the review can the thesis be uploaded to the library.
- **Thesis Submission to the Library: Approximately late January 2025** (The specific deadline will be announced by the library).
- The thesis must include a watermark and the **"Degree Examination Approval Page"** and be converted into a PDF file. After completing the above, students must upload the electronic thesis to the library system and submit a hard copy by the library's specified deadline.
- **School Leaving Procedures Deadline: Before February 14, 2025 (Follow the school's academic calendar).**
- Please download the school-leaving procedures from the departmental website. **January 25 to February 2, 2025, is the Lunar New Year holiday.**

※ Deadline for processing leave of absence and withdrawal from school before 20th December 2024