

Evening MA Program Thesis Proposal Application

Date of Application	(y y y y / m m / d d)	Semester of Application	(academic year - semester)
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Student Number		Student Name	
Contact Number		Scheduled Proposal Date	(y y y y / m m / d d) (Venue /Time)

Thesis Title (Chinese)	
Thesis Title (English)	
Adviser's Signature	

FOR OFFICE USE ONLY

Requirement Review	Check one of the followings. <input type="checkbox"/> Student has completed the coursework requirement. <input type="checkbox"/> Student will have completed at least eighteen (18) credits of coursework by the end of this semester.
Office Staff	Department Chair

INSTRUCTIONS & NOTES

1. This form is in both English and Chinese. You only need to complete the form in one language.
2. To be eligible to submit a thesis proposal, students must have completed **at least eighteen (18) credits** of coursework, including credits for courses in which they are currently enrolled. The latest students must submit a proposal is before the midterm of the first semester of the fourth year. Generally, a thesis proposal should be at least fifteen (15) pages in length.
3. The thesis proposal oral exam may not take place until **at least one (1) week** after the application is filed and the written proposal is given to all committee members. The thesis proposal committee should consist of the student's adviser and at least one other committee member; scores will be based both on the written proposal and the presentation.
4. Administratively, in order to successfully graduate in the same semester that a thesis is proposed, students must have completed the thesis proposal in the following time frames:
 1. In the last week of November in any first semester;
 2. In the last week of May in any second semester.
 The aforementioned time frames are calculated as follows:
 "Deadline to complete a thesis defense" minus "required two (2) months between a successful thesis proposal and a thesis defense" minus "required one (1) week between applying for a thesis proposal and the actual thesis proposal"
 It is recommended that students apply for their thesis proposal in the first semester before October 15 and in the second semester before April 15, allowing sufficient time for the committee members to review the proposal. Please note that the last possible date for thesis defenses is January 31 (first semester) and July 31 (second semester), and committee members may have scheduling conflicts if students wait until the deadline to do their defense.
5. The thesis must adhere to the academic standards required by the topic. Generally, the thesis should be written in English. If a student wishes to write the thesis in Chinese, they must provide a formal explanation to the thesis proposal committee (i.e. thesis adviser and a committee member) and seek their approval.



應用英文系碩士在職專班 碩士論文計畫口試申請書

_____學年度第_____學期

填表日期：_____年____月____日

學號	姓名	聯絡電話	預計口試日期
			Date: Venue: Time:
中、英文論文題目			指 導 教 授 簽 章
中文： _____ 英文： _____			
系所 審核 <small>(請勾選)</small>	<input type="checkbox"/> 該生已修畢本所規定之應修課程與學分。 <input type="checkbox"/> 該生計算至本學期止，可修畢本所規定之課程 18 學分。 (2 選 1)		
	系所承辦人		系所主管

填表須知：

1. 本表有中、英文版本。請擇一使用。
2. 最早於修畢 18 學分後可提交計畫書；最遲於修業第四學年第一學期期中提交計畫書。原則上不得低於 15 頁。
3. 提交後，至少 1 週後，由指導教授、口試委員一名以書面及口試審核。
4. 如想在提論文計畫的**當學期**立即可以畢業，則依：

各學期之學位考試期限 減 論文計畫通過與學位考試之規定間隔時間二個月 減 申請論文計畫口試與進行論文計畫口試之規定間隔時間一週，各學期之申請論文計畫口試日期會提前為下列所示：

 1. 第一學期學位考試期限為 1/31：1/31 減 2 月，再減 1 週，第一學期申請論文計畫口試期限為 11 月倒數一週。
 2. 第二學期學位考試期限為 7/31：7/31 減 2 月，再減 1 週，第二學期申請論文計畫口試期限為 5 月倒數一週。
5. 畢業論文須符合學術專業領域格式及內容要求，原則上以英文撰寫為主，若以中文撰寫者，須附說明並經指導教授及計畫口試委員同意；另訂專業實務認定基準及應送繳資料相關辦法，經系務、院務及教務會議通過後實施。

