



# MA Program Examination Procedures

MA Program

Department of English

Wenzao Ursuline University of Languages

# Procedures



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graph TD; A[Applying for Thesis Supervisor] --> B[Applying for Thesis Proposal Hearing]; B --> C[Thesis Proposal Hearing]; C --> D[Applying for Thesis Defense]; D --> E[Thesis Defense]; E --> F[Final Version]; F --> G[Graduation];
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The diagram is a vertical flowchart with seven blue rectangular boxes, each containing a step in the thesis process. The boxes are connected by downward-pointing arrows. A faint rainbow is visible in the background at the top of the slide.

Applying for Thesis Supervisor

Applying for Thesis Proposal Hearing

Thesis Proposal Hearing

Applying for Thesis Defense

Thesis Defense

Final Version

Graduation

# Applying for Thesis Supervisor

- Submit the documents by the end of the spring semester of the 1<sup>st</sup> year
  - Wishing List of Thesis Supervisor
  - Consent Form for Thesis Supervision (signed by your supervisor)

Department Of English

# Applying for Thesis Proposal Hearing

## Confirm time and venue



- Confirm the time of Thesis Proposal Hearing with your supervisor.
- Find a meeting room.
- Register the room with the MA Program assistant.

## Submit the following documents:



- ★ The 'Thesis Proposal Defense Application' form
- ★ Four hard copies of your thesis (one for the department and the other three for the committee members)

## Print out receipts



- The receipt file can be downloaded from the Accounting Office's page.
- Each committee member except your supervisor has to sign a receipt.

# Thesis Proposal Hearing

## Prepare for the meeting



- Arrive at the room early to prepare. (You can borrow a pointer and/or a recorder from the department if needed.)
- Prepare a sign-in sheet, three copies of Thesis Proposal Review Form (for each committee member), and a Thesis Proposal Review Form (for the committee).
- Collect the travel tickets or proof from off-campus committee members.

## Submit the following documents:



- ★ Committee members' receipts
- ★ Thesis Proposal Review Form (for each committee member; three copies)
- ★ Thesis Proposal Review Form (for the committee; one copy)
- ★ Sign-in sheet
- ★ Off-campus committee members' travel tickets or proof

# Applying for Thesis Defense

✂ You are eligible to apply for thesis defense two months after passing the thesis proposal hearing.



## Confirm the time and venue of thesis defense

- Confirm the time of thesis defense with your supervisor.
- Find a meeting room.
- Register the room with the MA Program assistant.



## Submit the following documents:

- ★ Master's Thesis Defense Application Form
- ★ Four copies of your thesis (one for the department and the other three for the committee members)
- ★ Master's Thesis Defense Committee Members Application Form
- ★ Official transcripts
- ★ Proof of passing the academic ethics education courses



## Submit the electronic file(s) of your thesis

- PDF format
- The file name should be 'Thesis - *your name*'.



## Print out receipts

- The receipt file can be downloaded from the Accounting Office's page.
- Each committee member has to sign a receipt.

# Thesis Defense

## Prepare for the meeting



- Arrive at the room early to prepare. (You can borrow a pointer and/or a recorder from the department if needed.)
- Prepare a sign-in sheet, three copies of Master's Thesis Defense Scoring Chart, and one copy of Master's Thesis Defense Scoring Record.
- Collect the travel tickets or proof from off-campus committee members.

\*Suggestion: The Thesis Oral Defense Approval Form can be signed at this stage so that you do not need to request your committee members again for this.\*

## Submit the following documents:



- ★ Committee members' receipts
- ★ Master's Thesis Defense Scoring Chart (three copies)
- ★ Master's Thesis Defense Scoring Record (one copy)
- ★ Sign-in sheet
- ★ Off-campus committee members' travel tickets or proof

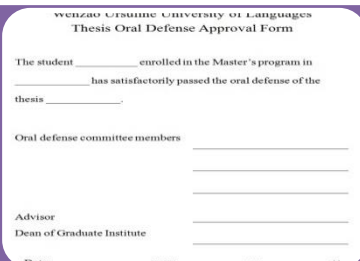
# Final Version



The image shows a form titled "Final Version of Thesis Confirmation Form". It includes fields for the Graduate Institute, the student's name, the thesis title in Chinese and English, and the signature and date of the graduate student and the advisor. A note at the bottom states that the thesis has been revised according to the recommendations of the oral defense committee members and the thesis advisor has confirmed that this is the final version.

After revising your thesis, submit the following documents:

- ★ Final Version of Thesis Confirmation Form
- ★ The final version of your thesis



The image shows a form titled "Thesis Oral Defense Approval Form". It includes fields for the student's name, the thesis title, the oral defense committee members, the advisor, and the Dean of Graduate Institute. A note at the bottom states that the student has satisfactorily passed the oral defense of the thesis.

Request your supervisor to sign the Thesis Oral Defense Approval Form

- You do not need to submit this form to the department.



文藻外語大學  
WENZAO URSULINE UNIVERSITY OF LANGUAGES

Upload your electronic thesis to the library website

- Check the Instructional Guide. (Visit the library website > Help > Thesis Submission & Graduation.)
- Once your electronic thesis has been approved, you will receive a notification by email.



# Graduation

- Download the Graduate Student Exit Procedures from the Registration Section's page and go through each step of the procedures.
- Collect your certificate of graduation at the scheduled time.

