Wenzao Ursuline University of Languages
Thesis Proposal Hearing Application

Date: yyyy mm dd

Graduate Institute		Program	☐Master's program ____year ☐Master's on-job program____year
Name		Student ID No.	
Number of credits earned	Number of credits		
Review by graduate institute	☐ student has met minimum credit requirements ☐ student has not met minimum credit requirements Signature by staff at graduate institute:		
Thesis title	Chinese： English：		
Hearing date	yyyy mm dd (day of the week) beginning at _____ 00:00		
Equipment needed			
Discussant professor	Name： Affiliated unit： Title：		
Discussant professor	Name： Affiliated unit： Title：		
Advisor	(signature)	Department Chairperson	(signature)

Explanations：

1. Applicants should complete the form, seek approval from their advisors and submit it to the office of the pertinent graduate institute with 1 copies of the thesis proposal.
2. Graduate students may only apply to hold thesis proposal hearings after completing 15 credits.
3. The thesis proposal hearing committee consists of three members. The advisor or co-advisors are ex officio members. The remaining two members must be faculty holding the positions of assistant professor or above. One of those members must be external. The members of the committee are nominated by the advisor. The list must be reviewed by the dean of the graduate institute before the committee members are invited.
4. Deadlines for submitting thesis proposal hearing applications: January 10 for the Fall semester, July 10 for the Spring semester.
5. Dates for thesis proposal hearings: from August 1st to January 31 for the Fall semester, from February 1st to July 31 for the Spring semester.
6. The proposal hearing is conducted in oral format. It can proceed only when all members are present. The passing score is 70 and the maximum score is 100. The final score is the average of all scores. If more than one half of the committee members give failing scores, then the student is considered to have failed. Students who do not pass may submit applications for another hearing a month later. Once the application is approved by the dean of the graduate institute, students may proceed with setting up the venue, preparing refreshments and borrowing equipment.