DISSERTATION PROCEDURES

REGISTRATION

1. Students eligible to register for the dissertation credits must have passed the qualifying examination.

2. They must register for a minimum of six dissertation credits in their initial registration. Students who do not register for dissertation credits nor for other courses in a particular semester are to maintain their status by paying a fee equivalent to that of one dissertation credit hour until the completion of the dissertation.

3. After enrolling in dissertation credits, the students may propose a name list of main academic advisor and other advisors before submitting a request to the Chairman of the Doctoral Program. The qualifications of advisors must meet the criteria set by the Office of Higher Education Commission.

DISSERTATION PROPOSAL DEFENSE

4. Student will arrange the schedule of the dissertation proposal of defense with the approval of the Chairman of the Doctoral Program, and submit five manuscripts of the completed dissertation.

5. The examining committee, which will consist of at least five members headed by the external representative, shall convene to consider the student's dissertation topic and his/her dissertation proposal for either approval or disapproval.

DISSERTATION FINAL DEFENSE

6. After the approval of the dissertation proposal and advisory committee, students may proceed with dissertation writing under the supervision of the dissertation advisors. Each student will arrange the schedule of the dissertation final defense with the approval of the Program Director, and submit five manuscripts of the completed dissertation.

7. The manuscript preparation must be in accordance with the Graduate School's guidelines.

8. The Graduate School shall appoint an examining committee for oral defense, which will consist of at least five members: If a student fails in the first oral defense, he/she may attempt the second defense (with fees) within three months, but no sooner than the first month after the first defense. The student has to submit a petition to the Graduate School if he/she

wants to extend the second defense beyond three months. Student must submit the completed dissertation and abstract to the examining committee at least one month prior to the scheduled date to defense.

9. After the satisfactory completion of the oral defense, the students must secure the format approval from the Graduate School.

PUBLICATION

10. Student must have their dissertation or part of their dissertation published in academic journal (s) that has peer review.

GRADUATION PROCEDURES

11. Student must submit the following to the Graduate School no later than two months after the completion of the oral defense.

a. Their personal data (download from URSA system)

b. Title page or second cover of their dissertation manuscript

c. Uploading Dissertation into iThesis system

d. Submission document (download from iThesis system)

e. Document(s) concerning the publication(s) of the dissertation

12. Only after the dissertation or part of their dissertation has been published in academic journal(s) that has peer review and the completed dissertation been Uploaded into iThesis system will the student be considered as having passed the dissertation defense and eligible for graduation.

13. The student must hold the full graduate student status on the day of submitting the completed dissertation to the graduate school.