

THESIS-RELATED PROPOSAL EXAM PROCESS CHART

IF YOU ENROLL IN AUTUMN, PLEASE SEE THE **ORANGE DEADLINE**. IF YOU ENROLL IN SPRING, PLEASE SEE THE **PURPLE DEADLINE**.

SUBMIT BY **11/30** OR **5/30**

- Application form
- Abstract



REVIEW

The academic affairs committee will review the application form and the abstract.



APPROVED

- Continue preparing the proposal.
- The student invite a faculty from the approved list to be the chair.
- The chair of the committee invites other faculty to form the exam committee.



RETURN

Rewrite the required documents and submit them again.



FORM THE EXAM COMMITTEE

The chair announces the committee members to the student.



COMPLETE PROPOSAL BY **1/31** OR **7/31**

Send complete proposal and evaluation form to examination committee and CC the CBMB secretary.



PROPOSAL EVALUATION BY **2/14** OR **8/14**

- All exam committee members complete the evaluation in two weeks after receiving the proposal and send it to the chair or the program office.
- The chair will announce the result after receiving all the evaluations.
- The student should revise the proposal according to the committee's comments.
- The students should submit the proposal again if required.



BEFORE THE ORAL PORTION

Confirm with the program office his/her oral examination schedule and list of the examination committee at least 2 weeks before his/her presentation schedule.



COMPLETE THE ORAL PORTION BY **3/31** OR **9/30**

Complete the oral portion.

Submit required documents to the CBMB office after the oral portion:

- Thesis-related Proposal Oral Examination Result Sheet
- Thesis-related Proposal Oral Examination Evaluation Form



PASS



CONDITIONAL PASS

Paper revision or take the oral again.



FAIL



MAKE-UP EXAM

ALL PROCEDURE MUST BE COMPLETED BEFORE ENTERING 3RD ACADEMIC YEAR