

Global Master of Business Administration Program, Tunghai University Examination schedule

Items		Date	Documents and precautions
Supervision agreement (first year of graduate school)		From second week after midterm test to the week before final exam	Supervision agreement
Degree examination application		Apply three weeks before the exam date. Deadline :2020 July 17	1. Passed the Academic Ethics Education program 2. Supervision agreement (print from student information system) 3. Name list of the test committee (log in from student information system) 4. Transcript (includes the semester curriculum) 5. Master thesis draft 6. Application form for vehicles entering Tunghai University (for off-school exam committee member)
Revocation of examination		One week before the exam day.	Application for revocation of examination
Master thesis draft		One week before the exam day.	The draft should be handed in to the degree exam committee before the examination
Examination location		-----	M323 or M009
Conduct and examination		★Finish before July 31 . ★Degree examination results must hand in to the Academic affairs before January 31 st .	If the degree exam is not revoked before the deadline you will fail the exam once.
Examinations	Graduate students	Be at the exam room one hour in advance.	1. Application forms for the test: (prepare by the department office) A. 論文審定書 B. 學位考試評分表 C. 學位考試結果通知書 D. 學位考試委員簽收單 E. AACSB表單 2. The student who is taking the exam must prepare snacks and drinks for the exam committee.
Leaving procedure and thesis submission		First semester: Before February 15 th . Second semester: Before August 15. th	1. Each final draft needs a verification letter, certificate of completion from Center for Taiwan Academic Research Ethics Education and the watermark with the logo of Tunghai University. 3. Thesis submission: (1). Library: two copies of thesis with paperback (handing to university library. (2) Department office: one copy of thesis with hardcover (3) Supervisor: one copy of thesis with hardcover 4. Return the key and the key card of M009 5. 畢業離校手續單 (print from student info.system)