**Asia University**

**Department of Medical Laboratory Science and Biotechnology**

**Master student graduation flow chart**

Class: Student ID: Name:

E-mail: Phone: Advisor:

|  |  |  |
| --- | --- | --- |
| **Important relevant timeline** | **Semester I** | **Semester II** |
| Oral defense proposed to department office | 10/30-11/30 | 4/30-5/30 |
| Public progress report | — | week15-week18 |
| Deadline for thesis (including revise and upload) | 1/31 | 7/31 |

□**1-1【Advisor consent of graduate thesis】**

Processing time: submit to the department before the end of the first semester of graduate admission

□**1-2【Application Form for the Change of Graduate Thesis】**

Processing time: there is a need to apply in accordance with "Rule 7 of the Master's Degree Program Rules of the Department of Medical Laboratory Science and Biotechnology"

Department office (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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□**1-3****【Conference paper publication or journal paper】**

□**First draft of the thesis**

□**1-4【Application Form and Results of Master Thesis Research Project Review】**

□**1-5【Review Form of Master Thesis Research Project】**

 Processing time: submit to the department office two months before the oral exam

□**2-1【Review Form of Public Progress Report of Master Program】**

Provided by the department office from the results of the public progress report of each school year

Department office (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Before the oral exam

The following application forms must be sent to the Academic Affairs Office after the computer has been beaten:

□ **3【Application Form of Graduate Degree Examination】**，you can apply for degree examination time after completion

Materials to be submitted to the Office of Academic Affairs: 1. Attached Table III 2. Transcripts over the years 3. Paper drafts 4. Screen shots of originality comparison system test results (30%).

Processing time: submit to the Academic Affairs Office two weeks before the oral exam

Department office (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following application forms must be submitted to the department office after the computer has been printed:

□**3-1【Advisor Consent of oral examination of the master's thesis】**

□**【Master's thesis oral examination appointment letter】**(After the appointment letter is produced by the institution, it will be forwarded to the students and the oral examination committee) (provided by the department office)

□**3-2【List of Graduate Oral Test Fees】**

□**3-3【Application Form of Examination Time of Master Degree and In-service Master Degree】**

□Announce the time of oral examination, refer to【**3-4** **3-4 Master thesis oral examination announcement**】(submit to the department office for approval and announcement)

Processing time: submit to the department office two weeks before the oral test and borrow the exam venue by yourself

Department office (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After the oral exam

□**4-1【Degree Exam Grading Form】3 copies.** If there is a joint instruction outside the department, four copies must be prepared.

□**4-2【Degree Exam Grading Summary Form】one copy.**

□**4-3【Graduate Degree Exam Commissioner’s Household Records Form】3 copies.** If it is a joint instruction, the thesis instruction fee will be divided equally; if it is an off-campus joint instruction, the oral examination fee will be relaxed by four people, and four copies must be prepared.

Processing time: Submit to the department within three days after the oral exam.

Department office (signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Departure procedures for master students**

□**Thesis grade upload** (provided by the department office)

□**Thesis upload account and password** (provided by the department office)

□**【Paper review certificate】**(placed on the second page of the graduation thesis (after the cover) with the committee member signatures

□**【Electronic authorization】2 copies**

□**After the master's thesis is finished, upload it to the National Library (the system will automatically send the account password to the student)**

□**Submit four paperback editions of graduation thesis (3 in the library, 1 in the department), and 1 CD of thesis (including Poster information).**

Processing time: before 7/31 of the first semester; before 1/31 of the next semester.

Department office (signature)＿＿＿＿＿＿＿ Department Director＿＿＿＿＿＿＿