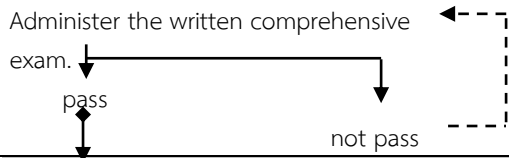
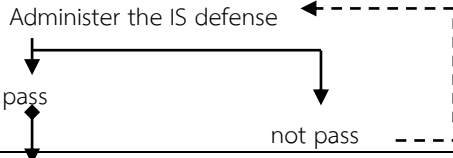
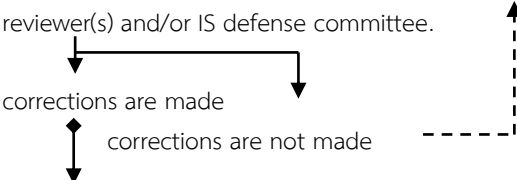



Independent Study (IS) Procedure (Summer Semester, Academic Year 2563 (2020))

In the case that there are both written and oral comprehensive exams

| No. | People involved | Process | Summer Semester |
|-------------------------------------|--|---|---|
| 1 | Instructor responsible for Independent Study | As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted. | Before the semester begins (June 7 th , 2021) |
| 2 | Department | Administer the examinations of other courses apart from the IS. | No course work |
| 3* | Department | Administer the written comprehensive exam.  | Within the third week of June 2021 |
| | | Important Note: After the IS proposal defense, the complete proposal must be submitted to get research ethics approval from the Institutional Review Board (IRB) Committee before the next step can be proceeded. | |
| 4* | Department | Administer the IS defense  | Within the second week of July 2021 |
| 5* | Main IS Advisor | Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee.  | |
| 6* | Department Head | Submit the grade of IS to the Registration Office. | |
| 7* | Department | Administer the oral comprehensive exam.  | Last day: July 23 rd , 2021 (following the academic calendar) |
| 8 | Department Head | 1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo. | Last day: July 30 th , 2021 (following the academic calendar) |
| Last day of graduation announcement | | | August 6 th , 2021 (following the academic calendar) |

* If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in this semester.

In the case that there is only written comprehensive exams

| No. | People involved | Process | Summer Semester |
|-------------------------------------|--|--|--|
| 1 | Faculty member responsible for Independent Study | As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted. | Before the semester begins |
| 2 | Department | Administer the examinations of other courses apart from the IS. | No course work |
| 3* | Department | Administer the written comprehensive exam. | Within the third week of June 2021 |
| 4 | | Important Note: After the IS proposal defense, the complete proposal must be submitted to get research ethics approval from the Institutional Review Board (IRB) Committee before the next step can be proceeded. | |
| 5* | Department | Administer the IS defense | Within the second week of July 2021 |
| 6* | Main IS Advisor | Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. | |
| 7* | Department Head | Submit the grade of IS to the Registration Office. | |
| 8 | Department Head | 1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo. | Last day: July 23 rd , 2021 (following the academic calendar) |
| Last day of graduation announcement | | | August 6 th , 2021 (following the academic calendar) |

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in this semester.*

