## Independent Study (IS) Procedure (Semesters 1 & 2, Academic Year 2563 (2020))

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

No.	People involved	Process	Semester 1	Semester 2
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 (August 17 <sup>th</sup> , 2020)	Before the semester begins (January 11 <sup>th</sup> , 2021)
2	Department	Administer the examinations of other courses apart from the IS.	Within October 2020	Within March 2021
3*	Department	Administer the written comprehensive exam.  pass not pass	Within the Third week of November 2020	Within the Third week of April 2021
4	Department/ Board (IRB)	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  pass  not pass	Within the Third week of November 2020	Within the Third week of April 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.  corrections are made  corrections are not made		
7*	Department Head	Submit the grade of IS to the Registration Office.		
8*	Department	Administer the oral comprehensive exam.  pass  not pass	Last day:  December 18 <sup>th</sup> , 2020  (following the academic calendar)	Last day: May 19 <sup>th</sup> , 2021 (following the academic calendar)
9	Department Head	<ol> <li>Submit a memo with the name list of students who will graduate to Academic Affairs.</li> <li>Attach a copy of IS grade submission (No. 6) with a memo.</li> </ol> Last day of graduation announcement	Last day:  December 24 <sup>th</sup> , 2020  (following the academic calendar)  January 8 <sup>th</sup> , 2021	Last day: May 25 <sup>th</sup> , 2021 (following the academic calendar) June 4 <sup>th</sup> , 2021 (following
		· -	(following the academic calendar)	the academic calendar)

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

No.	People involved	Process	Semester 1	Semester 2
1	Instructor	As indicated in TQF3 of IS, the student must write	Before the semester	Before the semester
	responsible for	up an article which is part of the IS and get the	begins	begins
	Independent	Main IS Advisor's approval before submitting to	(August 17 <sup>th</sup> , 2020)	(January 11 <sup>th</sup> , 2021)
	Study	the reviewer(s) and the copies of bound IS must		
		be submitted.		
2	Department	Administer the examinations of other courses apart	Within	Within
		from the IS.	October 2020	March 2021
3*	Department	Administer the written comprehensive	Within the third week	Within the third week of
		exam.	of November 2020	April 2021
		pass		
		not pass!		
4	Department/	Important Note: After the IS proposal defense, the		
	Board (IRB)	complete proposal must be submitted to get		
	board (IIIb)	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 third week	Within the third week of
		<b>├</b>	of November 2020	April 2021
		pass		
		not pass		
		<b>V</b>		
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.		
		<b>▼</b>		
		corrections are made		
		corrections are not made		
7*	Department Head	Submit the grade of IS to the Registration Office.		
8*	Department	Administer the oral comprehensive	Last day:	Last day:
		exam.	December 18 <sup>th</sup> , 2020	May 19 <sup>th</sup> , 2021
			(following the	(following the
		pass	academic calendar)	academic calendar)
		not pass!		
9	Department Head	1. Submit a memo with the name list of students	Last day:	Last day:
		who will graduate to Academic Affairs.	December 24 <sup>th</sup> , 2020	May 25 <sup>th</sup> , 2021
		2. Attach a copy of IS grade submission (No. 6) with	(following the	(following the academic
		a memo.	academic calendar)	calendar)
		Last day of graduation announcement	January 8 <sup>th</sup> , 2021	June 4 <sup>th</sup> , 2021 (following
			(following the	the academic calendar)
			academic calendar)	

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