

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 th , 2020)	Before the semester begins (January 11 th , 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. 	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 	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. 		
7*	Department Head	Submit the grade of IS to the Registration Office.		
8*	Department	Administer the oral comprehensive exam. 	Last day: December 18 th , 2020 (following the academic calendar)	Last day: May 19 th , 2021 (following the academic calendar)
9	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: December 24 th , 2020 (following the academic calendar)	Last day: May 25 th , 2021 (following the academic calendar)
Last day of graduation announcement			January 8 th , 2021 (following the academic calendar)	June 4 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 that semester.*

In the case that there is only written 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 th , 2020)	Before the semester begins (January 11 th , 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. 	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 	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. 		
7*	Department Head	Submit the grade of IS to the Registration Office.		
8*	Department	Administer the oral comprehensive exam. 	Last day: December 18 th , 2020 (following the academic calendar)	Last day: May 19 th , 2021 (following the academic calendar)
9	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: December 24 th , 2020 (following the academic calendar)	Last day: May 25 th , 2021 (following the academic calendar)
Last day of graduation announcement			January 8 th , 2021 (following the academic calendar)	June 4 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 that semester.*

