

## The international Master's program in Tourism and Hospitality Degree exam preparation checklist(spring)

Check operation		File Number / Supporting information	Directions
thesis writing plan oral exam	First-time Graduation Threshold Review	Academic activities points tracking list	Submit the " Academic activities points tracking list" to the Program Office before 6/30.
	Second-time Graduation Threshold Review & Thesis title declaration	File 1.1	Submit the " Advisor Agreement" and " Academic activities points tracking list " to the Program Office before 1/31.
	Thesis Professional Topic Compliance	File 2.1	Submit the " Thesis Professional Topic Compliance Form " to IMTH Office before 3/20. <b>※If the research topic does not pass the review, the student must revise it and submit it for re-evaluation by IMTH before proceeding with the thesis proposal. (File 2.4)</b>
	Proposal time registration	File 2.2	Submit the " Postgraduate first-stage dissertation Thesis Oral Examination Application Form" to the Academic Program Office before 4/20.
	Submit the written information of "Proposal"	Oral written information	Please submit it to the program office one week before the scheduled oral test. <b>※After the proposal is submitted, the academic program office will compare it through Turnitin. If there is plagiarism, it will be returned. No oral examination is allowed.</b>
	Hold the thesis "Proposal" and apply for the " Postgraduate Thesis Oral Examination Certificate of Conformity"	<ol style="list-style-type: none"> <li>1. File 2.3</li> <li>2. File 2.5</li> <li>3. File 2.6</li> <li>4. File 3.1</li> </ol>	<ol style="list-style-type: none"> <li>1. For the number of written materials, please check with the Program Office for the number of members attending the oral examination.</li> <li>2. Those who fail the Proposal review can have another retest in the next semester of graduate school.</li> <li>3. Prepare the "3.1 Pre-oral exam evaluation" and obtain the " 2.5Postgraduate Thesis Oral Examination Certificate of Conformity" for the signature of the oral examination committee.</li> <li>4. Submit the " 2.3Postgraduate first-stage dissertation Thesis Oral Examination Professional Topic Compliance Form " to IMTH Office after the proposal.</li> <li>5. Please submit Form 2.6 to IMTH Office before applying for the degree examination.</li> </ol>
	Graduation Threshold Warning	<b>※Graduation Threshold Warning Reminder Before the End of the Semester.</b>	
Degree exam	Third-time Graduation Threshold Review	Academic activities points tracking list	Submit the " Academic activities points tracking list" to the Program Office before 11/30.
	Submit application form for degree examination Registration time for the thesis oral examination	<ol style="list-style-type: none"> <li>1. File 2.6</li> <li>2. File 4.1</li> <li>3. Transcripts over the years</li> <li>4. Graduation certificate</li> <li>5. Academic activities points tracking list</li> <li>6. The first draft of the thesis</li> </ol>	<ol style="list-style-type: none"> <li>1. It is expected that the following requirements of this course can be completed before the application for the thesis degree examination can be submitted, otherwise the oral examination qualification will be automatically cancelled.                             <ol style="list-style-type: none"> <li>(1) Complete the required courses.</li> <li>(2) At least 6 points for completing academic activities.</li> <li>(3) Complete the Thesis Review (File 2.6).</li> <li>(4) Complete Thesis Professional Topic Compliance.</li> </ol> </li> <li><b>※After the thesis is submitted, the academic program office will compare it through Turnitin. If there is plagiarism, it will be returned. No oral examination is allowed.</b></li> <li>2. At least 1/3 of the oral test members outside the school.</li> <li>3. One month before the scheduled degree exam, submit the relevant forms and supporting materials to the Academic Program Office.</li> <li>4. Past transcripts, graduation certificates-please provide "photocopy".</li> <li>5. The first draft of the thesis                             <ol style="list-style-type: none"> <li>(1) Please email to tina10690@mail.nkuht.edu.tw in PDF electronic file</li> <li>(2) The paper should be bound into a book at least 2 weeks in advance and delivered or mailed to the oral examination committee.</li> </ol> </li> <li>6. Please fill in the information in detail, including the certificate number of the oral committee teacher.</li> <li>7. The oral test must be completed before 1/10.                             <ol style="list-style-type: none"> <li>(1) There must be more than 3 members present before the degree examination can be held.</li> <li>(2) The oral test is based on one hour.</li> </ol> </li> <li>8. If the application cannot be processed as scheduled, the application for cancellation of the degree examination should be processed before the end of the semester.</li> </ol>
	Verification letter from the Oral Examination Committee (1 sheet) Thesis Review Form(1 sheet) Master's degree examination evaluation (one for each oral committee) Assessment of Degree Examination(1 sheet)	<ol style="list-style-type: none"> <li>1. File 4.3</li> <li>2. File 2.6</li> <li>3. File 4.4</li> <li>4. File 4.5</li> </ol>	<ol style="list-style-type: none"> <li>1. After the oral test is completed, the score sheet, the total score sheet and the verification letter must be handed over to the program office on the same day.</li> <li>2. File 2.6 should be submitted to IMTH Office after the revision of the thesis is completed.</li> </ol>
	Certificate of completion of application for thesis revision	<ol style="list-style-type: none"> <li>1. File 3.4</li> <li>2. File 2.6</li> </ol>	<ol style="list-style-type: none"> <li>1. After passing the degree examination, complete the thesis revision, and the electronic file or written of the thesis is reviewed and approved by the instructor and the course director before the thesis can be uploaded and output.</li> <li>2. The original copy of the certificate and the verification letter shall be kept by the office.</li> </ol>

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Preparatory work for degree exam	Confirm the related questions of the teachers of the foreign school committee		<ol style="list-style-type: none"> <li>Application for Borrowing Oral Test Classroom</li> <li>Confirm the way the oral exam members arrive at school or arrange pick-up</li> </ol>																																		
	Borrowing oral space		Application for Borrowing Oral Test Classroom																																		
	Equipment borrowing, venue layout and cleaning		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg);">Equipment loan</th> <th>Items</th> <th>Amount</th> <th rowspan="8" style="writing-mode: vertical-rl; transform: rotate(180deg);">Stationery/loan</th> <th>Items</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Briefing pen</td> <td></td> <td>Folder</td> <td></td> </tr> <tr> <td>calculator</td> <td></td> <td>Large envelope (scoring sheet)</td> <td></td> </tr> <tr> <td>bells</td> <td></td> <td>Paper</td> <td></td> </tr> <tr> <td>Recording pen</td> <td></td> <td>Return envelope</td> <td></td> </tr> <tr> <td>Card</td> <td></td> <td>Carry bag</td> <td></td> </tr> <tr> <td>Cup and plate set</td> <td></td> <td>Pencil case</td> <td></td> </tr> <tr> <td>Tea pot</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Equipment loan	Items	Amount	Stationery/loan	Items	Amount	Briefing pen		Folder		calculator		Large envelope (scoring sheet)		bells		Paper		Recording pen		Return envelope		Card		Carry bag		Cup and plate set		Pencil case		Tea pot			
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Member appointment letter																																					
School leaving procedures	School leave form		There are many units handling school leaving procedures, and the winter and summer vacations are closed on Mondays, Thursdays and Friday. It is recommended to go through early.																																		
	Upload the electronic full document of the paper		<ol style="list-style-type: none"> <li>Upload the paper in accordance with the regulations of the Library and Information Center, and the content of the paper includes the review document.</li> <li>Complete the upload of the file, and it has been verified by the Library and Information Center (about 3 working days), and the review has been passed.</li> <li>The notification and e-mail of the electronic thesis authorization letter enable the output of the thesis.</li> <li>If you fail the review, the system will automatically send an e-mail notification. Please correct the wrong items as soon as possible or upload the full electronic document again. Note: One page of the approval book can be free of watermark.</li> <li>Please refer to the annual announcement of the library for the annual review period.</li> <li>For questions about paper upload, please contact Mr. Cai Youlun from the Library of Library Science 07-8060505# 14105.</li> </ol>																																		
	Thesis submission	2 copies of the program office (and electronic files of the full text of the paper), 2 copies of the library	<ol style="list-style-type: none"> <li>Bring the electronic paper authorization letter (printed by yourself, no need to bind in paper) and 2 paper papers to the library.</li> <li>Bring 2 paper papers and a CD-ROM containing the paper electronic files, and go to the academic program Office to complete the school leaving procedures.</li> <li>The deadline for submission of the final draft of the thesis is 1/31 for the first semester and 7/31 for the second semester. Those who are overdue and have not reached the maximum length of study should still register in the second semester and submit the paper within that semester. Submitted before, it is the graduation of the semester.</li> </ol>																																		
	Return equipment and laboratory keys		Return the equipment and research room key to the academic program office, and confirm that the research room is no longer for personal use.																																		
	Graduation certificate		Before receiving the graduation certificate, please make an appointment with the registration team. Registration Group: Lin Meixue 07-8060505#12101 (3rd Floor of Administration Building)																																		