

The international Master's program of Tourism and Hospitality Degree exam preparation checklist

Check operation		File Number / Supporting information	Directions
Thesis Proposal Defense	First-time Graduation Threshold Review	Academic Activity Points Review (Online)	Fill out the " Academic Activity Points Review Form" on Google Form before January 31 (end of the first semester, first year).
	Second-time Graduation Threshold Review & Advisor Confirmation	<ul style="list-style-type: none"> • Academic Activity Points Review(Online) • File1.1 	1. Submit the "File1.1 Advisor Agreement Form" to the IMTH office before the end of the second semester of the first year (by July 31). 2. Fill out the "Academic Activity Points Review Form" on Google Form before July 31 (end of the second semester, first year). * The " File1.1 Advisor Agreement Form " must be typed and printed.
	Thesis Proposal Application	Thesis Proposal Application(Online)	Fill out the "Thesis Proposal Application" on Google Form before October 20 (first semester, second year), with approval from the academic advisor required.
	Submit "Thesis Proposal"	Thesis Proposal Upload(Online)	Please upload the PDF file of your thesis to Google Drive at least 2 weeks before the scheduled oral defense date, with approval from the academic advisor required. The IMTH office will send it to the examiners. * After submission, the IMTH office will use Turnitin to check for plagiarism. If any plagiarism, fraud, ghostwriting (including ghostwriting software and AI), or lack of originality is found, the submission will be rejected, and the student will not be allowed to apply for the oral defense. The student will be personally responsible for any resulting delay in graduation.
	Thesis Proposal Oral Defense	<ul style="list-style-type: none"> • File 2.1 • File 2.2 	1. Students who fail the thesis proposal oral defense may retake the exam once in the second semester of the second year. 2. After the thesis proposal oral defense, students must submit the "File 2.1 Thesis Proposal Topic-Field Compliance Review Form" and the "File 2.2 Master's Thesis Proposal Oral Defense – Result Certification" to the IMTH office.
	Graduation Threshold Warning	*Graduation Threshold Warning Reminder Before the End of the Semester.	
Degree exam	Third-time Graduation Threshold Review	Academic Activity Points Review (Online)	Fill out the "Academic Activity Points Review Form" on Google Form before June 30 (end of the first semester, second year).
	Submit the degree examination application form Register the degree examination date	<ul style="list-style-type: none"> • File 3.1 • Thesis First Draft Upload (Online) 	1. You must complete the following program requirements before applying for the degree exam; otherwise, your oral exam eligibility will be automatically canceled. <ul style="list-style-type: none"> (1) Complete the required courses. (2) At least 6 points for completing academic activities. (3) Complete Thesis Professional Topic Compliance. (4) Approval from the academic advisor is required. 2. At least 1/3 of the oral test members outside the school. 3. Submit the related forms and supporting documents to the IMTH office 1 month before the scheduled degree examination. 4. The first draft of the thesis <ul style="list-style-type: none"> (1) Please upload the thesis PDF file to Google Drive. (2) Please bind the printed thesis yourself and deliver or mail it to the examiners at least 2 weeks in advance. * After submitting the thesis, the program office will use Turnitin for plagiarism check. If plagiarism, fraud, ghostwriting (including ghostwriting software and AI), or lack of originality is detected, the submission will be rejected, and the student will not be allowed to apply for the oral defense. The student will be personally responsible for any delay in graduation. 5. Please fill in the information in detail, including the certificate number of the oral committee teacher. 6. The oral test must be completed before 7/10 . <ul style="list-style-type: none"> (1) There must be more than 3 members present before the degree examination can be held. (2) The oral test is based on 1 hour. 7. 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.
	Degree Examination	<ul style="list-style-type: none"> • File 4.1 • File 4.2 	After the oral defense, be sure to seal and submit the final evaluation form and approval document to the IMTH office on the same day.

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Preparatory work for degree exam	Confirm the related questions of the teachers of the foreign school committee	Member appointment letter	1. Application for Borrowing Oral Test Classroom 2. Confirm the way the oral exam members arrive at school or arrange pick-up																																																			
	Borrowing oral space		Application for Borrowing Oral Test Classroom																																																			
	Equipment borrowing, venue layout and cleaning		<table border="1"> <thead> <tr> <th>Equipment loan</th> <th>Items</th> <th>Amount</th> <th>Stationery loan</th> <th>Items</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Briefing pen</td> <td></td> <td></td> <td>Folder</td> <td></td> <td></td> </tr> <tr> <td>calculator</td> <td></td> <td></td> <td>Large envelope (scoring sheet)</td> <td></td> <td></td> </tr> <tr> <td>bells</td> <td></td> <td></td> <td>Paper</td> <td></td> <td></td> </tr> <tr> <td>Recording pen</td> <td></td> <td></td> <td>Return envelope</td> <td></td> <td></td> </tr> <tr> <td>Card</td> <td></td> <td></td> <td>Carry bag</td> <td></td> <td></td> </tr> <tr> <td>Cup and plate set</td> <td></td> <td></td> <td>Pencil case</td> <td></td> <td></td> </tr> <tr> <td>Tea pot</td> <td></td> <td></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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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	<ul style="list-style-type: none"> • IMTH office: 2 copies • Library: 2 copies 	<ol style="list-style-type: none"> 1. Upload the paper in accordance with the regulations of the Library and Information Center, and the content of the paper includes the review document. 2. 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. 3. The notification and e-mail of the electronic thesis authorization letter enable the output of the thesis. 4. 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. 5. Please refer to the annual announcement of the library for the annual review period. 6. For questions about paper upload, please contact Mr. Cai Youlun from the Library of Library Science 07-8060505# 14105. 																																																			
			<ol style="list-style-type: none"> 1. Bring the electronic paper authorization letter (printed by yourself, no need to bind in paper) and 2 paper papers to the library. 2. 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. 3. 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. 																																																			
			Return the equipment and research room key to the academic program office, and confirm that the research room is no longer for personal use.																																																			
			Before receiving the graduation certificate, please make an appointment with the registration team.																																																			
			Registration Group: Wu Chia-Jun 07-8060505#12104 (3rd Floor of Administration Building)																																																			