

TIGP BIODIV Program SOP for Thesis Proposal Oral Defense
For Student

Student Eligibility	Complete all required courses (12 credits) and two elective courses (for ST enrolled before 2017 only) Pass before the end of the 5 th semester	
Format	Oral Defense within two hours Student presentation in 30-50 minutes with ppt Q & A by Exam Committee members and the student	
Documents	<ol style="list-style-type: none"> 1. Application form (signed hardcopy or scanned e-file) 2. Brief CV (e-file) 3. Report of all grades taken in the Program (e-file from NTNU system) 4. A near-final copy of the full thesis proposal to be defended two weeks before the oral defense. The written proposal shall not exceed 20 double-spaced pages (not including tables, figure legends, references, etc.) 5. Arrange Exam day and Time by the student. <ul style="list-style-type: none"> ● Thesis Advisor nominates at least five experts (higher than or equal to assistant professor/assistant research fellow) to serve as Examination Committee members, including at least one committee member not affiliated with Academia Sinica or National Taiwan Normal University. The Exam Committee members must have at least two new members other than Thesis Advisory Committee. ● Thesis Advisor can be included in the Exam Committee but cannot serve as the Chair. 	
Submission	6 weeks	Properly fill out Thesis Proposal Oral Defense Application Form and submit required documents by the student. The Program Office will help arrange Venue and send an official e-mail to the exam committee.
	2 weeks	A near-final copy of the full thesis proposal two weeks prior to the exam day submitted by the student to the Exam Committee and the Program Office.
	1 week	Remind Exam Committee members and cc to the student by the Program Office
Exam Day	1hr	Come to the Program Office for equipment check out and complete ppt test run
	After the Exam	Please leave the room so the Exam Committee can discuss and make the final decision
Note	<ul style="list-style-type: none"> ● Local transportation can be reimbursed to members from other cities of Taipei. Please check details with the Program Office. ● The student may ask help from classmates for recording and other miscellanians. 	

* It is strongly recommended a student should apply the exam earlier, in case a student fails the first exam, then he/she will have enough time to re-take the exam before the deadline.