

## TIGP BIODIV Program SOP for Thesis Proposal Oral Defense For Student

Student Eligibility	Complete the 2 required courses (PopGenEvol & Eco.Conser) and one elective course Deadline: first time by the end of 4 <sup>th</sup> semester, pass before the end of the 5 <sup>th</sup> semester	
Format	Oral Defense within 2 hours. Student presentation in 30-50 minutes with ppt Q & A by Exam Committee members and the student	
Documents and Committee	<p><u>Submit these documents to Program Office:</u></p> <ol style="list-style-type: none"> <li>1. Application form with Exam date and time, signature of advisor (hardcopy or scanned e-file)</li> <li>2. Brief CV (e-file)</li> <li>3. Report of all grades taken in the Program (e-file from NTNU &amp; THU systems)</li> <li>4. Turnitin checked report of the thesis proposal.</li> <li>5. The written proposal shall not exceed 20 double-spaced pages including tables, figures, and figure legends; the references can be excluded from the page limit.</li> </ol> <p><u>Exam Committee:</u></p> <ul style="list-style-type: none"> <li>•Thesis Advisor nominates at least 5 experts (equal to or higher than assistant professor/assistant research fellow) to serve as Examination Committee members, including at least one committee member not affiliated with Academia Sinica or the student's University. <u>The Exam Committee must have at least 2 members not on the Thesis Advisory Committee. These 2 members can be "replacements" or "in-addition".</u></li> <li>•Thesis Advisor can be included in the Exam Committee</li> <li>•Exam Chair will be selected among the exam committee before the exam.</li> </ul>	
Submission timeline (before exam date)	6 weeks	Properly fill out Thesis Proposal Oral Defense Application Form and submit required documents to Program Office. The Program Office will help arrange Venue.
	3 weeks	5 hard copies & the e-file (PDF) of the full thesis proposal shall be submitted by the student to the Program Office at least 3 weeks before the exam day. The exam will be canceled if the hard copies & PDF of the thesis proposal are not submitted in time.
	2 weeks	Submit hard copy & e-file to Exam Committee by the Program Office at least 2 weeks before the exam day.
	1 week	Remind Exam Committee and cc to the student by the Program Office.
Exam Day	1 hr before	Come to the Program Office for equipment check out and test ppt.
	After the Exam	Please leave the room so the Exam Committee can discuss and make the final decision.
Notes	<ul style="list-style-type: none"> <li>• Transportation can be reimbursed to members from outside of Taipei. Please check details with the Program Office.</li> <li>• The student may ask help from classmates for recording and other miscellanies.</li> <li>• Complete the first oral defense before the end of 4<sup>th</sup> semester (7/31)</li> <li>• Pass before the end of the 5<sup>th</sup> semester (1/31)</li> <li>• It is suggested a student should apply for 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.</li> <li>• Students have only 1 re-examination opportunity before the deadline.</li> </ul>	