

## Minghsin University of Science and Technology - Executive Master's Program

### Degree Examination Application & Diploma Collection Schedule

Application Batch	Degree Exam Application Period	Diploma Collection Date
1	6/1 - 8/31	10/15
2	9/1 - 11/30	1/31
3	12/1 - 2/28	4/15
4	3/1 - 5/31	Commencement Day - 7/31

1. Submit the 'Master's Degree Examination Score Sheet' and the 'Oral Examination Committee Approval Form' to the Continuing Education Division within two weeks after the oral exam. Students from years 3-6 must also submit independent study (thesis writing) scores.
2. Theses submission deadlines: January 31 (1st semester), July 31 (2nd semester). Late submissions require re-enrollment for the new term.
3. If all graduation documents (exam scores, approval forms, clearance form) are submitted only on or after the diploma collection date, the diploma will be issued 5 working days later.

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## Graduation Clearance Form

Department: \_\_\_\_\_

Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Clearance Application Date: \_\_\_\_\_ Year \_\_\_\_ Month \_\_\_\_ Day

### Department Office

1. Advisor's signed approval for graduation.
2. Thesis format approval.
3. TA/RA clearance registration.
4. Other items per department policies.

### Advisor & Chair

Signatures required

### Library (3F)

1. Return all books & pay fines.
2. Upload full-text thesis and oral defense approval form to the online thesis system.
3. Submit 1 hardbound and 1 softbound copy of the thesis.
4. Submit two signed copies of the 'Online Thesis Publication Authorization Form.'

### Student Affairs - Counseling & Career Center

1. Complete graduate employment survey on the national platform.
2. Submit career planning intent form.

### Continuing Education Division

Diploma issuance

### Remarks:

1. Verify submission of oral exam results to the Continuing Education Division before starting clearance.
2. After completing all procedures, bring: 2-inch capless graduation photo, Student ID, Personal seal, This form to the Continuing Education Division for diploma collection.