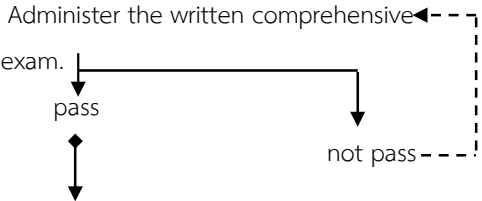
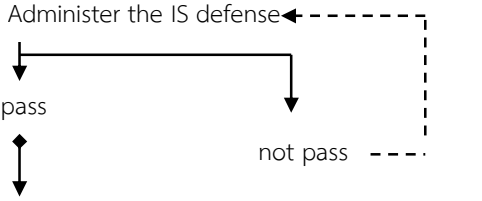
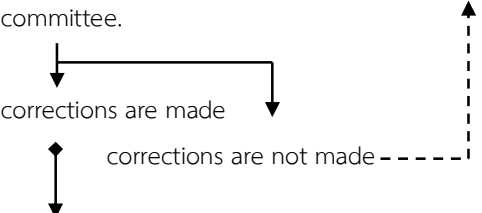
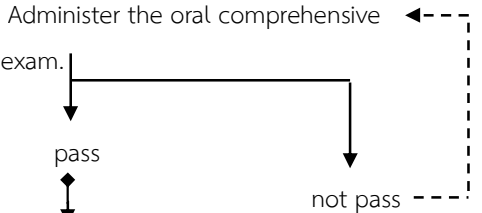


Independent Study (IS) Procedure (Semesters 1 & 2, Academic Year 2562 (2019))

In the case that there are both written and oral comprehensive exams

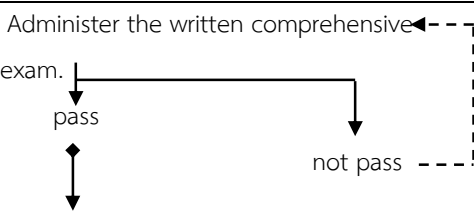
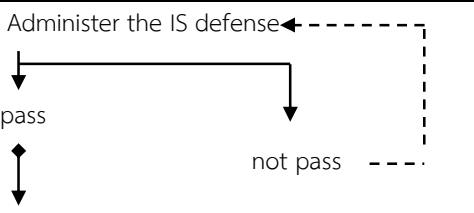
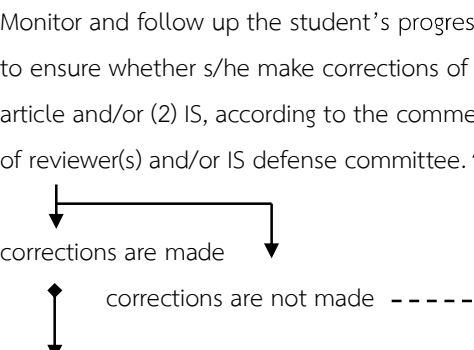
No.	People involved	Process	Semester 1	Semester 2
1	Instructor responsible for Independent Study	As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted.	Before the semester begins	Before the semester begins
2	Department	Administer the examinations of other courses apart from the IS.	Within August 2019	Within December 2019
3*	Department	Administer the written comprehensive exam. 	Within the second week of September 2019	Within the second week of January 2020
4*	Department	Administer the IS defense. 	Within the second week of September 2019	Within the second week of January 2020
5*	Main IS Advisor	Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. 		
6*	Department Head	Submit the grade of IS to the Registration Office.		
7*	Department	Administer the oral comprehensive exam. 	Last day: October 7 th , 2019 (following the academic calendar)	Last day: January 28 th , 2020 (following the academic calendar)
8	Department Head	1. Submit a memo with the name list of students who will graduate to Academic Affairs.	Last day: October 11 th , 2019	Last day: March 6 th , 2020

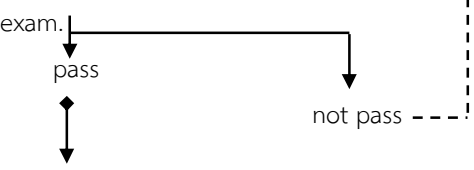
No.	People involved	Process	Semester 1	Semester 2
		2. Attach a copy of IS grade submission (No. 6) with a memo.	(following the academic calendar)	(following the academic calendar)
		Last day of graduation announcement	October 18 th , 2019 (following the academic calendar)	March 20 th , 2020 (following the academic calendar)

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in that semester.*

Independent Study (IS) Procedure (Summer Semester, Academic Year 2562 (2019))

In the case that there are both written and oral comprehensive exams

No.	People involved	Process	Summer Semester
1	Instructor responsible for Independent Study	As indicated in TQF3 of IS, the student must write up an article which is part of the IS and get the Main IS Advisor's approval before submitting to the reviewer(s) and the copies of bound IS must be submitted.	Before the semester begins
2	Department	Administer the examinations of other courses apart from the IS.	No course work
3*	Department	Administer the written comprehensive exam. 	Within the second week of April 2020
4*	Department	Administer the IS defense. 	Within the first week of May 2020
5*	Main IS Advisor	Monitor and follow up the student's progress to ensure whether s/he make corrections of (1) article and/or (2) IS, according to the comments of reviewer(s) and/or IS defense committee. 	

No.	People involved	Process	Summer Semester
6*	Department Head	Submit the grade of IS to the Registration Office.	
7*	Department	Administer the oral comprehensive exam. 	Last day: May 8 th , 2020 (following the academic calendar)
8	Department Head	1. Submit a memo with the name list of students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo.	Last day: May 15 th , 2020 (following the academic calendar)
Last day of graduation announcement			May 22 nd , 2019 (following the academic calendar)

** If the student cannot follow the procedure timeframe as indicated in the table, s/he will not be able to graduate in this semester.*