

Independent Study (IS) Procedure (Summer Semester, Academic Year 2562 (2019)) International Programs (Linguistics, TESOL)

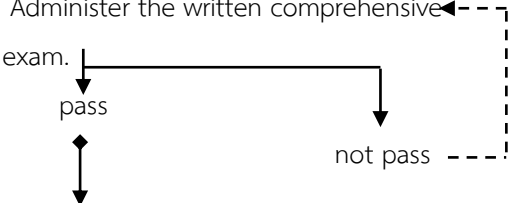
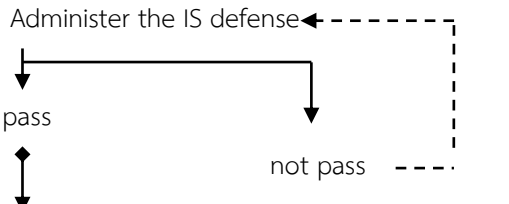
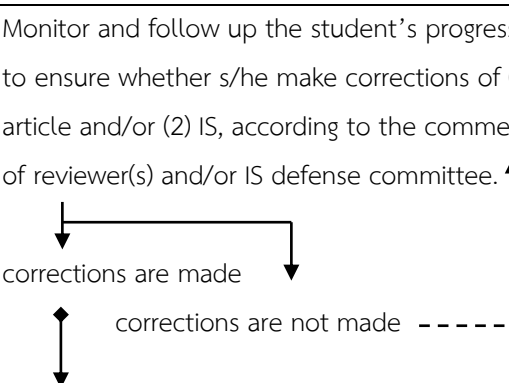
In the case that there are both written and oral comprehensive exams

No.	People involved	Process	Summer Semester
1	Faculty member 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 second 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. 	
6*	Department Head	Submit the grade of IS to the Registration Office.	
7*	Department	Administer the oral comprehensive exam. 	Last day: May 18, 2020
8	Department	1. Submit a memo with the name list of	Last day: June 5, 2020

No.	People involved	Process	Summer Semester
	Head	students who will graduate to Academic Affairs. 2. Attach a copy of IS grade submission (No. 6) with a memo.	
Last day of graduation announcement			June 19, 2019

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

In the case that there is only written comprehensive exams

No.	People involved	Process	Summer Semester
1	Faculty member 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 third week of April 2020
4*	Department	Administer the IS defense. 	Within the second 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. 	
6*	Department Head	Submit the grade of IS to the Registration Office.	
7	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: July 1, 2020
Last day of graduation announcement			July 15, 2019

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