Department of Sport and Kinesiology Master's Program

Thesis Proposal Examination Application Materials - Self-Checklist

Name: _____ **Student ID:** _____ **Division:** _____

Advisor (filled by student): _____

◇ Please submit the following documents in order along with this checklist to the department office within the deadline (refer to the graduate student handbook), and complete the review 10 days before the official oral defense.

No.	Category	Item	Self Check	Dept. Office Review	Post-Defense Review	Remarks	Submission Stage
1	Qualification Review	Thesis First Draft	☐	☐	N/A	Email electronic file to: waynechiao@ntnu.edu.tw	Submit at application
2		Examination Application Form	☐	☐	N/A	1. Must be typed; handwritten forms will not be accepted. 2. Download from the department website.	
3		Proof of Academic Ethics Hours	☐	☐	N/A	1. Must be completed within 1 year of enrollment. 2. Thesis writing can only begin after passing.	
4		Master's Program Historical Transcripts	☐	☐	N/A	Apply for the original copy at the Office of Academic Affairs.	
5	Committee Related	List of Oral Defense Committee Members	☐	☐	N/A	Download from the department website.	
6		Oral Defense Committee Invitation Letter (Meeting Notice)	☐	☐	N/A	1. Time, location, and wording must be correct. Submit a draft (1 copy) to the dept. office for approval before printing one for each member. 2. Obtain the dispatch number and department stamp from the dept. office.	

7		Committee Member Basic Account Information Form	☐	☐	N/A	Confirm with committee members in advance. No need to fill if they have previously attended an oral defense in this department.	
8	Other	Oral Defense Fee Receipt Roster	☐	☐	☐	1. Print in A4 portrait format. No need to fill in for the advisor (delete remaining blank spaces). 2. Submit a draft version before the oral defense, and submit the signed version by the committee members after the oral defense.	
9		Gongguan Campus Vehicle Entry Application Form	☐	☐	N/A		
10		A4 or Larger Envelope (with notes pasted)	☐	☐	N/A	After document review, the Oral Defense Fee Receipt Roster and Oral Defense Evaluation Form will be placed inside and returned to you. Hand the entire package to the advisor on the day of the exam.	
11	Scores	Research Proposal Oral Defense Evaluation Form	☐	☐	☐	1. Submit a draft version before the oral defense; submit the signed version by the advisor and committee members after the oral defense. 2. The evaluation form must be sealed after signing; graduate students must not see any scores.	Submit at application, submit signed version after oral defense
12		Research Proposal Oral Defense Record Form	☐	☐	☐		