

# Wenzao Ursuline University of Languages

## Guidelines for Thesis Proposal Review

Approved at the Academic Affairs Committee on September 30, 2008

Ratified by the President on October 23, 2008

Approved at the Academic Affairs Committee on June 2, 2009

Revised and approved at the Academic Affairs Committee on July 29, 2013

Ratified by the President on August 30, 2013

- I. Graduate students who have completed 18 credits (or more) from their graduate schools can apply for thesis proposal review.
- II. The thesis proposal review may be conducted in the form of an oral defense or written review. If the thesis proposal review is conducted in the form of oral defense, all examiners shall be present.
- III. The thesis proposal review committee shall be comprised of at least three examiners, with the student's supervisor (assistant supervisor) as the ex officio member and at least one third of the committee members shall be external examiner(s) hired from outside of the University. The list of potential examiners shall be recommended by the supervisor, and shall be reviewed and approved by the dean of the graduate school. Anyone related to the graduate student, including the graduate student's spouse, ex-spouse, relatives within the third degree of kinship, and in-laws shall not be hired as an examiner. If the examiner, upon being appointed, realizes that he/she is related to the graduate student, he/she shall apply to be excused and a new examiner shall be appointed when necessary.
- IV. The deadlines for submitting the application for thesis proposal review are as follows: January 10th for the fall semester and July 10th for the spring semester.
- V. The deadlines for executing the thesis proposal review are as follows: January 31st for the fall semester and July 31st for the spring semester.
- VI. An average grade of at least 70 is required for the student to pass the thesis proposal review. The highest grade is 100. The grade is determined by averaging grades from all the examiners. The student does not pass the review if more than half of the examiners give a grade of less than 70. If a student fails to pass the review, he/she may apply for another thesis proposal review after one month.
- VII. The graduate student shall complete the thesis proposal and the proposal shall pass the review before he/she can apply for the oral defense for the master thesis in accordance with the timetable for Master's Degree exam specified by the University (two months after passing the thesis proposal review).
- VIII. The Guidelines become effective after they are approved by the Academic Affairs Committee and ratified by the President. Revisions must follow the same procedures.