

A Timeline for the Master Degree

Using this timeline will help ensure that you meet the necessary graduation requirements for Graduate Institute of Services and Technology Management.

Year 1

Step 1: Meet with your advisor

Students should meet with advisors before the end of the first semester and submit the Confirmation Letter of Master Advisor to the office. Students should start thinking about doing the thesis and schedule regular meetings with his/her advisor.

Download the file from <http://stm.ctu.edu.tw/files/15-1104-17702,c3991-1.php>

Year 2

Step 2: Submit your thesis proposal

It is required that you submit your thesis proposal before applying for graduation and the proposal should be submitted before end of the first semester. This is a typical for second-year students. If you are planned to extend your master program, you can submit the proposal at least three months before applying for graduation.

See the guidance for proposal writing

<http://stm.ctu.edu.tw/bin/downloadfile.php?file=WVhSMFIXTm9MeIUwTDNCFIWOHhPRFV5T0Y4ek16ZzBNemcyWHpnMk1ERTBMbkJrWmc9PQ==&fname=HDJHUWEHDFDDGRPUTRP31QP15VTCD51RLVTFDQPGHJHDGCHHDRPYXCHKLIHOPRPKLA550EHKLOPCDDDHDB5GDB5HDVTCDSXHDVTQL55JDU TZX4545QPUWB5STYX25ST>

Step 3: Participate and present a conference paper or a journal paper

As a graduate student, you should participate conferences. It is required that you participate and present a conference paper before applying for graduation. You must submit a copy of certificate of attendance or presentation.

Step 4: Announce the time, date, and location of your defense

Please write all information in the form and submit it to our office.

Download the file from

<http://stm.ctu.edu.tw/bin/downloadfile.php?file=WVhSMFIXTm9Mell6TDNCFIWOHhPRFV6TWw4eE9EWTBOelxWHpnMk1EY3dMbkJrWmc9PQ==&fname=HD>

[JHZXOP45QPFD4515013140UTVTGHSTHDJHGDOPGHSTB5CHSTQP51B5HDFDOPRPKLA550EHJDOPSXB5GHQPGD40A5IHGDFHJDRPHDEHA5UTDGQP15VT31PKIHIHCD40UXRPYXPKJDWX15OPUTWXKOPK](#)

Step 5: Defend thesis

All forms must be submitted to the office prior to the final defense.

Download all forms from

<http://stm.ctu.edu.tw/bin/downloadfile.php?file=WVhSMFIXTm9MeI UzTDNCMFIWOHhPRFV6TkY4NU16a3hNak15WHpnMk1Ea3lMbkJrWmc9PQ==&fname=KLRPDGOPUXJH45QLUTB540B5RLML454514EDUWQPA5QPFD45HD0131B5IHOPNLRPA501QLPKIHUT14CH51VTQPA5KLYX054015EDCHCH45OPZXEHC31YXVX15JH1140HDEDEDEH45ML50QP15JHSXCHRLMLMPST>

Step 6: Submit final thesis

A copy of the similarity report must be submitted to the office and you should submit three copies of your thesis to the office and library.