

Final examination checklist

Please use this checklist to complete your final examinations

No.	List	Record Information	Remark
1.	Submit the thesis draft to the advisor for review and approval to schedule the examination.		
2.	The advisor will inform the staff to schedule a defense date and appoint the examination committee.		
3.	The staff will arrange the examination date and add the information of the external examiner into the graduate school system.		
4.	The student will submit both electronic and hard copies of the thesis to the staff and the examination committee. (Please submit a hard copy for plagiarism check before submission.)		
5.	The student submits the report of examination committee appointment and request for defense through the GSMS system (GS 03). Then the student can download the thesis form to see the committee signature' codes, which must be recorded on the thesis. (Page ii, iii, iv)		
6.	If the student has published/accepted to publish the paper, submit the publication report through GSMS system (GS 04).		
7.	Submit the project closing report to the EC		
8.	Submit the defense presentation file to the administrative staff at least a day before the defense.		
9.	Upon passing the defense, the student must make revisions based on the committee's feedback and submit the revised thesis within one month.		
10.	The administrative staff will submit the defense results through the system.		

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11.	After the report of the defense result has been approved, the student can submit a revision report and final version of the thesis to the administrative staff within the specified timeframe.		
12	After the administrative staff verifies the thesis, the student will submit the hard copy through GSMS system (GS 07) along with the plagiarism check results (GS 06)		
13	After that, the student can request graduation through the university registrar's online system.		
14	Once the thesis is approved by the Dean of the Graduate School and the student has met all graduation requirements, the status will change to "graduated" within 1-2 months.		
15	Once the status has changed, the student can request a graduation certificate and transcript through the university registrar's online system.		
16	Degrees are conferred once a year during the university's commencement ceremony (approximately September of each year). For Chinese students who need a Diploma degree certificate for their home institution, they can inform the administrative staff to process a special approval. Please note that this process may take 2-3 months or longer.		
17	Before leaving, please contact the financial staff and contact Miss. Saina to check for any outstanding payments, submit faculty evaluations, and return desk/locker keys.		