

# IMBA 專班碩士學位論文口試及畢業程序說明

## IMBA Thesis Oral Defense and Graduation Procedures

### 【Before Applying for the Thesis Oral Defense】

things you should pay attention to:

Qualification:

1. Pass the Thesis Proposal Oral Examination last semester.
2. All the courses required for the degree are finished.

Submission:

Applicants must submit their applications (all the materials defined in “Thesis Oral Defense Application” Step 2) from the time of enrollment before Nov 15th for first (fall) semester or before May 15th for second (spring) semester to IMBA office.

Holding oral defense:

Oral defense must be passed from the time of enrollment before Jan 31st in first (fall) semester or before July 31st in second (spring) semester, respectively.

### 【申請進行口試】

### 【Thesis Oral Defense Application】

程序 Procedures	規定內容 Details	
步驟1 STEP 1	學生需與口試委員討論後決定口試時間。 Set up the exam time with all committee members.	
步驟2 STEP 2	<p>請備妥以下資料：</p> <ol style="list-style-type: none"> <li>1. 碩士學位考試申請書</li> <li>2. 論文初稿</li> <li>3. 論文摘要</li> <li>4. 歷年中文成績表</li> <li>5. 碩士學位考試委員名單</li> <li>6. 學術倫理修課證明</li> </ol> <p>*以上文件必須在第一學期自完成註冊手續起至11月15日止或第二學期自完成註冊手續起至5月15日止送到教務處。</p>	<p>Prepare the following documents:</p> <ol style="list-style-type: none"> <li>1. Taipei Tech Master Degree Examination Application</li> <li>2. Thesis Draft (email to bedhair@mail.ntut.edu.tw)</li> <li>3. Thesis Abstract</li> <li>4. Transcript over the Year (in Chinese)</li> <li>5. Taipei Tech Master Degree Examination Committee Member List</li> <li>6. Academic Research Ethics Education Certificate</li> </ol> <p>*Documents above must be handed in to IMBA Office before Nov 15th for first (fall)</p>

		<b>semester or before May 15th for second (spring) semester.</b>
步驟3 STEP 3	<p>Let your advisor and IMBA office review your <b>“Turnitin Report”</b> at least 10 days before the date of your oral final exam.</p> <p>* Turnitin Report includes a <u>Turnitin form (oral defense)</u> &amp; <u>Turnitin review confirmation</u>.</p> <p><b>Turnitin Account:</b>  <a href="https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/genform.asp&amp;mp=200&amp;CtNodeId=1558">https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/genform.asp&amp;mp=200&amp;CtNodeId=1558</a></p> <p><b>Turnitin Review Application:</b>  <a href="https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/genform.asp&amp;mp=200&amp;CtNodeId=1600">https://lib.ntut.edu.tw/sp.asp?xdurl=mp200/genform.asp&amp;mp=200&amp;CtNodeId=1600</a></p>	
步驟4 STEP 4	<p>口試10天前將論文紙本自行交給口試委員審查。</p> <p>Sent out your thesis paper to each committee member 10 days prior to the exam date.</p>	
步驟5 STEP 5	<p>口試前1天提醒口試委員考試時間地點，並檢查相關設備以及電腦是否都正常運作。</p> <p>Remind all of your committee members one day before the exam date. Check the projector and computer interface at the location to ensure they are working properly. Check that your computer and PowerPoint files are also working properly.</p>	
★ About applying thesis final oral defense	<p>1. The applicant must make sure all the courses required for the degree are finished (total 43 credits) and the Thesis Proposal Oral Examination is passed last semester before making thesis final oral defense application.</p> <p>2. Graduation thesis must be submitted to a seminar or conference in school or off-campus before graduation. The thesis credits will be approved after receiving thesis acceptance certificate.</p> <p>3. Please keep the deadlines for <u>thesis oral defense examination application</u>, <u>oral defense holding and passing</u> and <u>graduation procedure</u> in mind and plan your overall graduation schedule wisely.</p>	

<p style="text-align: center;"><b>【口試當天】</b>  <b>【During the Thesis Oral Defense】</b>            About thesis template,            refer to NTUT library webpage: <a href="https://cloud.ncl.edu.tw/ntut/download.php">https://cloud.ncl.edu.tw/ntut/download.php</a></p>		
步驟1 STEP 1	請備妥以下資料： 1. 論文口試審定書 (影本須置於論文內頁，正本由學位考試者自存。) 2. 學位考試評分表 (一位委員一張) 3. 學位考試成績表 4. 複核結果，「學位論文原創性比對檢核表」(口試版)及完整之 Turnitin 原創性比對報告 5. 研究生學位考試費用印領清冊 6. 論文最終口試評估表	Prepare the following document: 1. Taipei Tech Master Degree Thesis Oral Examination Committee Approval 2. Taipei Tech Evaluation Form for Degree Examination (each committee member must get one) 3. Taipei Tech Score Sheet for Oral Defense 4. Turnitin form (oral defense) & Turnitin review confirmation. 5. Graduate Student Degree Examination Fee Detail List 6. AACSB Final Oral Defense Evaluation
步驟2 STEP 2	替口試委員準備簡便輕食，並準備好所需之設備 Prepare refreshments for the committee members and set up the computer or equipment necessary for the oral exam.	
步驟3 STEP 3	請委員於學位考試費用印領清冊提供相關資訊及簽章並交付交通費請款所需單據。 on the day of the thesis oral defense, please ask the committee members to provide information and signatures on the <b>Graduate Student Degree Examination Fee Detail List</b> and collect any necessary document related to traffic fee from the committee members.	
步驟4 STEP 4	口試結束後將上述之文件以及借用器材歸還至 IMBA 辦公室。 Hand in the above-mentioned documents and return any borrowed equipment to the IMBA office after the exam.	

★ About oral exam fee and fare	Please read the content of “Graduate Student Degree Examination Fee Detail List” carefully and ensure that all the necessary information/documents are completely filled out and collected before handing the documents in to the IMBA office. <b>Any incomplete filling or collection of the documents will result in the delay or even rejection of your following steps toward graduation.</b>
★ About thesis oral defense cancelling	未能於當學期舉行學位考試者，請於第一學期 <b>1月31日前</b> ，第二學期 <b>7月31日</b> 前辦理撤銷，否則以一次不及格論。 If the applicant cannot accomplish the exam during the semester, please notify and withdraw the application before Jan. 31st for first semester, July 31st for second semester, otherwise this will be regarded as failing in the record.
<b>【口試後】</b> <b>【After the Thesis Oral Defense】</b>	
步驟1 STEP 1	將由指導教授及口試委員簽章之「學位考試評分表」及「學位考試成績表」送交至 IMBA 辦公室。 Hand in the documents <b>(with advisor and committee members’ signatures)</b> listed below to IMBA office 1. Taipei Tech Master Degree Thesis Oral Examination Committee Approval (the original will be returned to the student who should place a copy inside the thesis once the thesis is printed.) 2. Evaluation Form for Degree Examination, 3. Taipei Tech Score Sheet for Oral Defense 4. Turnitin form (oral defense) & Turnitin review confirmation 5. Graduate Student Degree Examination Fee Detail List 6. AACSB Final Oral Defense Evaluation
步驟2 STEP 2	儘快完成論文修改。 Complete thesis modification as soon as possible. 來辦公室領取審定書 Come to IMBA office to pick up your thesis approval in 3 days

<p>步驟3 STEP 3</p>	<p>將完成版的論文上傳至圖書館網頁。 Upload thesis to National Taipei University of Technology Library PhD/Master Theses System <a href="https://cloud.ncl.edu.tw/ntut/">https://cloud.ncl.edu.tw/ntut/</a></p> <p>watch the video of Graduation Thesis Submission Procedures in NTUT Library: <a href="https://lib.ntut.edu.tw/ct.asp?xItem=9210&amp;ctNode=1506&amp;mp=200">https://lib.ntut.edu.tw/ct.asp?xItem=9210&amp;ctNode=1506&amp;mp=200</a></p> <p>*Students must check the format before uploading and printing out. *Students should stick to all the deadlines and finish all the steps early, <b>do not wait till the last minute</b>.</p>
<p>步驟4 STEP 4</p>	<p>Print thesis: Please follow</p> <ol style="list-style-type: none"> <li>1. Taipei Tech library regulation (1 paperback copy)</li> <li>2. Ask your advisor if he/she wants paperbound copy and prepare the copy according to his/her requirements.</li> <li>3. email your <b>thesis PDF electronic file</b> and your <b>conference certificate</b> to <a href="mailto:bedhair@mail.ntut.edu.tw">bedhair@mail.ntut.edu.tw</a> (with your name and student ID number on the mail title).</li> </ol>
<p style="text-align: center;"><b>【Graduation Procedure】</b></p> <p>The deadline of the applying graduation procedure: Graduate at first semester: one week prior to the next semester begins. Graduate at second semester: two weeks prior to the next semester begins. <b>To avoid misinterpretation, the Office of Academic Affair of Taipei Tech announces the procedure deadline of the graduation application, please watch out for the announcement in “Taipei Tech Degree Examination and Graduation Information”</b></p>	
<p>步驟1 STEP 1</p>	<p>請至本校網站首頁→校園入口網站 (網址 <a href="http://portal.ntut.edu.tw/Portal/login.htm">http://portal.ntut.edu.tw/Portal/login.htm</a>) →教務系統→畢業生離校手續系統填表，再至各系所辦及圖書館等單位辦理畢業離校手續。</p> <p>Please go to <a href="http://portal.ntut.edu.tw/Portal/login.htm">http://portal.ntut.edu.tw/Portal/login.htm</a>→Academic System→ Graduation Procedures System, Check out your personal information, fill out the questionnaire, and upload <b>turnitin form (final version)</b> and submit required documents to each department/institute and library to finish graduation procedure. (After you submit the required documents, your application will be approved by departments step by step. You may check out your current status on the system.)</p>

★ Graduation Diploma Issuing Time	<p>畢業證書發放時間：</p> <p>第一學期：1月底</p> <p>第二學期：7月底</p> <p>Graduation Diploma releasing time(estimate)：</p> <p>First Semester: In the end of January</p> <p>Second Semester: In the end of July</p>
步驟2 STEP 2	<p>符合畢業規定且辦妥畢業離校手續之同學，憑「學生證、辦妥之畢業離校手續單及印章」向教務處研教組各學院承辦人領取證書。</p> <p>Students that are in the graduation status and finished all the graduation procedure should take the student ID card, with completed graduation procedure sheet along with stamp/signature to ask the personnel in the Office of Academic Affair to get graduation diploma.</p>
★ Apply for getting early graduation diploma	<p>已修畢所有學分且當學期未修課者，可於辦妥畢業離校手續後，填寫提前請領核發畢業證書申請書，經核准後，可提前請領畢業證書。</p> <p>Students who are not taking any course in current semester and have completed all the graduation procedure are eligible to fill up the early application of getting graduation diploma.</p> <p>Please ask the Office of Academic Affair personnel for early application of the graduation diploma.</p>

**\*\*Students are obliged (but not limited) to complete all the procedures mentioned above and have to follow all the updates the offices and departments announce and be responsible for every step till the end.**