



## MBA Program Timeline for the Master's Thesis Degree Oral Exam (“Defense”)

### I. One week Before the Defense

1. Please go to the iMBA secretariat (Ms Kelly Ke) at least one week before the defense to submit the following forms and documents:
  1. Complete *transcripts* of your MBA-program at Taiwan Tech to prove that you have completed all credit requirements
  2. *Recommendation for MBA Oral Exam Committee Members* to suggest the members of the committee of your defense
  3. *Declaration of Academic Integrity* where you declare that you respected the code of academic ethics in your thesis
  4. *Vehicle Entrance Application Form* If the Oral Exam Committee includes members who are not NTUST faculty and wish travel to NTUST in their own cars. After permission by the Office of General Affairs, you will have to send the form to the committee member so that he/she will be allowed to enter Taiwan Tech campus by car.

The forms can be downloaded from the [School of Management Website](#). They have to be printed out, filled in, and submitted to the iMBA secretariat.

### II. On the Day of the Oral Exam

1. Please log into the [NTUST Student Information System](#) → “Thesis/ Dissertation and Advisor Information System”. Fill in and print out the following forms:
  - a. Master's Thesis Recommendation Form (Advisor's signature required)
  - b. Qualification Form by Master's Degree Examination Committee
  - c. Form for Final Oral Defense (one of each committee member)

You have to bring the copies with you on the day of the defense.

2. All members of the Defense Committees will receive a remuneration for their service, and non-NTUST members of the Committee will be reimbursed for travel their expenses. The payments will be administered by the iMBA secretariat, but you have to pick up the *Receipts for the Remuneration of Committee Members* at the iMBA- secretariat before the defense and have them signed by the committee members. Please bring the signed receipts back to the iMBA secretariat after the defense.



3. After your defense, you have to make sure that the *Qualification Form by Master's Degree Examination Committee* is signed by the Director of the MBA Program. The form will be returned to the iMBA secretariat where you can pick it up later to bind it into the thesis.

### III. After the Defense

#### 1 Revising and Submitting the Thesis

1.1 Please revise your thesis according to committee members' suggestions.

1.2. Submitting the thesis as an e-file: You have to upload the e-file of your thesis to the [NTUST Library platform](#). Please read through the [Theses/Dissertation Submission and Graduation Procedures](#) (by the NTUST Library System Information) where the process explained in detail.

#### 2. Thesis Printing

2.1. Please print two copies of your thesis. One copy has to be submitted to the NTUST library, and one copy to the iMBA secretariat (to be submitted to National Central Library subsequently).

2.2. There are strict regulations for the binding of the thesis and for the wording, format and layout of the cover page. It is recommended to get the printing and binding done at the on-campus Digital Printing and Copy Shop which is informed about the format regulations for the MBA-thesis.

A sample of the cover of an MBA thesis can be downloaded from the [School of Management Website](#).