Doctoral Program of the Department of Business Administration
Timeline for the Doctoral Degree Oral Exam ("Defense")

The Doctoral Degree Oral Examination (below "defense") is an important exam at the end of your doctoral studies that you have to apply for after you have passed the *Doctoral Program Candidate Qualifying Examination* and finished the first draft of your dissertation. A defense can only be held during the term, i.e. during the winter semester (between October, 1st to 31st January) or during the spring semester (April, 1st to July, 31st).

As several administrative levels of the university are involved in the organization of doctoral degree exams, you have to start the application process <u>at least four weeks</u> before the planned defense date.

Please read carefully through the following information where all procedures are explained step by step.

I Four weeks before the defense: Preparing documents

Please go to the <u>Student Information System</u> → Personal Information → Thesis/Dissertation and Advisor Information System. The six documents below should be filled out online, downloaded and printed out. You will be asked to key in information such as the dissertation title, your supervisor's name, the planned date of the defense, and detailed information on the Doctoral Degree Examination Committee Members. The members (5 - 9) of this committee will be selected by your supervisor, so please confirm their information (names, affiliation, position etc.) with your supervisor first. Al least one third the committee members have to be external (i.e. non-NTUST faculty). Please make sure that all information is entered correctly.

1. *Qualification Form by Doctoral Degree Examination Committee* (博士學位考試委員審定書) (to be signed by your supervisor and all committee members on the day of the defense)

2. *Doctoral Dissertation Examination Application Form* (研究所博士學位論文考試申請書)(to apply for the date of the defense; to be signed by you and your supervisor)

3. *Doctoral Dissertation Recommendation Form* (博士學位論文指導教授推薦書) (to confirm who is supervisor of your dissertation; to be signed by you and your supervisor)

4. *List of Doctoral Degree Examination Committee Members* (博士學位考試委員名冊) (names will be provided by your supervisor; you have to type in the information)

5. *Thesis Defense Examination Evaluation Form* (博士學位考試評分表) (one for each committee member)

6. *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement* (學位論文學術倫理暨原創性比對聲明書)*****

* The *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement* will ask you to enter the result ("similarity index") from the **originality comparison system of the university** (i.e. *Turnitin*, offered by the NTUST Library). Please submit the file of your dissertation **without** references, appendices, questionnaires etc. to the *Turnitin* academic integrity testing system, (i.e. remove these parts from your dissertation **before** you upload the file).The similarity index has to be **below 25%.** Please consider that applications for a Turnitin comparison report may take **two days** for processing and are only valid for one semester. You need to print out a copy for each committee member.

The *Doctoral Dissertation Examination Application Form* (研究所博士學位論文考試申請書) includes **a checklist** of documents and items that need to be prepared for the submission of the thesis. Please go through this checklist carefully, and make sure that all documents and items (abstract, table of contents etc.) are **complete** and **compiled in the right order**.

II. Two weeks before departmental meeting: Submitting documents to the DBA secretariat

The *Doctoral Degree Thesis Defense Examination Committee* will be established in a DBA-meeting which will decide if you meet the qualifications for the defense. Departmental meetings are usually held on the second Thursday of each month. Please submit your application to the DBA-secretariat no later than the 30th day of the previous month, so that the committee meeting can be arranged accordingly. You have to prepare the following filled-out forms and documents:

1. DBA Doctoral Degree Oral Examination ("Defense") Checklist (企管系博士班研究生申請博士學位考試審查表; to be downloaded from the DBA-Website)

2. *Doctoral Dissertation Examination Application Form* (研究所博士學位論文考試申請書; with your and your supervisor's signature)

3. *Doctoral Dissertation Recommendation Form* 博士學位論文指導教授推薦書 (with your supervisor's signature)

4. Graduate Student Thesis Academic Ethics and Authentication of Originality Statement (學位論文學術倫理暨原創性比對聲明書 (signed by you, your advisor and the department chairman)

5. *List of Doctoral Degree Examination Committee Members* (博士學位考試委員名冊)

6. One paper copy of the first draft of your dissertation

7. The complete transcripts of your doctoral studies (to be obtained from the vending machine in the Administrative Building)

8. Proof of having co-published a paper with your thesis advisor in an indexed journal with information on the journal's classification (check NTUST library).If the paper has only been accepted, but not yet published, a letter of acceptance has to be added.

9. Statement written by the student that the topic of the co-published paper is related to the thesis

After the departmental meeting, minutes of the meeting will be drafted and submitted to the Office of Academic Affairs to formally seek approval to hold the defense. This may take two or three weeks as the Dean of the Office of Academic Affairs and the NTUST President need to sign the application.

III. On the Day of the Defense

After you have obtained the approval that your defense can be held as planned, you need to prepare the following forms and documents for the day of the defense.

1. Receipts for the Remuneration and Travel expenses of Committee Members (to be picked up at the DBA office before the defense or downloaded from the DBA website link)*

2. *Doctoral Dissertation Recommendation Form* (downloaded from the information system with your supervisor's signature)

3. *Qualification Form by Doctoral Degree Examination Committee* (downloaded from the information system to be signed by all committee members)

4. *Thesis Defense Examination Evaluation Forms* (downloaded from the information system, one for each committee member; to be signed)

5. The *Turnitin Similarity Report* for each committee member.

6. *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement* (學位論文學術倫理暨原創性比對聲明書)

*Receipts: The members of the Defense Committee will receive a remuneration for their service, and non-NTUST members will be reimbursed for travel their expenses. The payments will be administered by the DBA-secretariat. You can pick up the receipt form at the DBA office or download it.

The following documents need to be brought back to the DBA- secretariat, **immediately after** the defense. Please note that **the signed evaluation forms** may only be handed back to the DBA office **by the advisor**.

    a. *Signed Receipts for the Remuneration and Travel expenses of Committee Members member)*
    b. *Signed Qualification Form by Doctoral Degree Examination Committee*
    c. *Signed Evaluation Forms for Doctoral Degree Examination Committee Defense*
    d. *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement*

The *Qualification Form by Doctoral Degree Examination Committee* needs to be signed by the Chairperson of the DBA which may take **2-3 working days**. It will be handed back to you so that you can scan it and **include** it **in the print-version** and **e-version** of your dissertation.

The original copy of the *Graduate Student Thesis Academic Ethics and Authentication of Originality Statement*, along with the thesis defense examination result, and the evaluation sheets, have to be submitted to the Office of Academic Affairs, Graduate Studies Division for filing.The Turnitin-report will be kept by the of the DBA office.

IV. After the Defense: Revising and Submitting the Dissertation

Please revise your dissertation according to committee members' suggestions. The final version of your dissertation has to be submitted (both paper and digital copies) in the beginning of the following semester/ academic year. The deadline is marked in the NTUST academic calendar.

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

Submitting the dissertation as paper-copies: Please print two copies of your dissertation. One copy (hardcover) has to be submitted to the NTUST library, and one copy (softcover) to the DBA office (to be submitted to National Central Library subsequently). There are strict regulations for the binding of the dissertation 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 DBA-thesis. (cf. sample on the DBA website).

As a rule, all NTUST postgraduate thesis have to be published. Under special circumstances (such as pending patent applications or publications), the student can apply for a **delay of publication** ("Embargo of Thesis/ Dissertation") with the NTUST Library. The application, including supporting documents, needs to be approved by the thesis advisor (Application form for Application for Embargo of Thesis/Dissertation)

IV. School Leaving Procedures

The "School Leaving Procedures" have to be completed to obtain your doctoral degree certificate. Thus, even if you decide to stay on at Taiwan Tech as a post-doc, you need to complete the school leaving procedures. The respective form can be downloaded from the NTUST Student Information System → Personal Information → Leaving processes for Graduate Students.