

Master's of Business Administration Timeline for the Master's Thesis Degree Oral Exam ("Defense")

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.

I. Two weeks Before the Defense

1. Please go to the BA secretariat (MA410) at least two weeks before the defense to submit the following forms and documents:
2. Your complete transcripts to prove that you have completed all credit requirements of the Master's in Business Administration program.
3. *Recommendation for Master's of Business Administration Oral Exam Committee Members Form* where you suggest the members of the committee of your defense
4. *Declaration of Academic Integrity Form* where you declare that you respected the code of academic ethics in your thesis

The forms can be downloaded from the School of Management Website. They have to be printed out, filled in, and submitted to the BA secretariat.

II. On the Day of the Oral Exam

1. On the day of your defense you have to bring the following filled-out forms.
 - A. Qualification Form by Master's Degree Examination Committee (each oral exam committee's signature is required)
 - B. Master's Thesis Recommendation Form (advisor's signature is required)
 - C. Master's Thesis Oral Exam Score Form (a copy for each oral exam committee)
 - D. Committee's Receipt (a copy for each oral exam committee)
 - E. Graduate Student Thesis Academic Ethics and Authentication of Originality Statement.
 - F. The *Turnitin Similarity Reports*.

**For forms mentioned in A, B, C, D and E above, all must fill in the oral exam date. For forms mentioned in A, B, C and E above, please first go to the "Student Information System" of school and key in the thesis topic and the advisor's name, then download and print the forms. For form mentioned in D above, you have come BA office to take or website download(non-NTUST members will be reimbursed for travel their expenses.).

2. References, appendices and questionnaires are deducted from the formal thesis. Print out the Turnitin similarity comparison result of your thesis which should be below 25%. Please prepare one report for each committee member. Please take into account that applications for a Turnitin comparison class with the NTUST Library may take **two days** for processing and are only valid for one semester.

III. After the Defense

1 Immediately after the Defense

Please bring the following documents back to the BA-secretariat.

- a. *Signed Receipts for the Remuneration and Travel expenses of Committee Members* (1x Committee member)
- b. *Qualification Form by Master's Degree Examination Committee (signed by each committee member)*
- c. Forms for Final Oral Defense (signed by each Committee member)
- d. Graduate Student Thesis Academic Ethics and Authentication of Originality Statement.

The *Qualification Form by Master's Degree Examination Committee* needs to be signed by Chairperson of the Business Administration 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 thesis.

2 Revising and Submitting the Thesis

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

- a. 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 is explained in detail.
- b. Submitting the thesis as paper-copies: Please print two copies of your thesis. One copy has to be submitted to the NTUST library, and one copy to the BA office (to be submitted to National Central Library subsequently).

There are strict regulations for the binding of the thesis and for the wording, format and layout of the cover page([the paper is color card No.S 304](#)). 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 BA-thesis. A sample of the cover of a Master's in Business Administration thesis can be downloaded from the School of Management Website.

IV. School Leaving Procedures

The "School Leaving Procedures" are part of the graduation process. They have to be completed to obtain your degree certificate, i.e. even if you decide to continue your studies at Taiwan Tech, you need to complete the school leaving procedures before the deadline indicated on the NTUST Academic Calendar. The respective form can be downloaded from the NTUST Student Information System

→ Personal Information → Leaving processes for Graduate Students

Submitting the "softcover thesis" and "The Turnitin Similarity Reports" to the BA Office.