



# Guidelines for Graduate Degree Theses

Section of Graduate Studies,  
Office of Academic Affairs



# Graduation Requirements

|   | Master' s Program   | Special Evening Master' s programs for working professionals  | Ph. D Program   |
|---|---|---|---|
| Duration of studies                                     | 1 to 4 years  | 1 to 4 years  | 2 to 7 years  |
| Minimum credits for Graduation (the thesis is excluded) | <ul style="list-style-type: none"> <li>• MBA program: 45</li> <li>• Graduate Institute of Technology Management, Department of Business Administration, Graduate Institute of Finance:42</li> <li>• Other departments in School of Management: 36</li> <li>• Graduate Institute of Digital Learning and Education, Department of Applied Foreign Language: 30</li> <li>• Other departments: 24</li> <li>• If the department has further regulations, those regulations should be followed.</li> </ul> | <ul style="list-style-type: none"> <li>• EMRD : 45</li> <li>• SEMI-EMRD : 45</li> <li>• Other EMBA in School of Management: : 45</li> <li>• Other departments : 30</li> <li>• If the department has further regulations, those regulations should be followed.</li> </ul> | <ul style="list-style-type: none"> <li>• Department of Industrial Management , Graduate Institute of Finance: 30</li> <li>• Other departments in School of Management: 24</li> <li>• Other departments: 18</li> <li>• If the department has further regulations, those regulations should be followed.</li> </ul> |
| Passing Grade   | B-  | B-  | B-  |



# Graduation Requirements

|  | Master' s Program   | Special Evening<br>Master' s programs for<br>working professionals | Ph. D Program  |
|--|---|--|--|
| Confirmation of topic and content of their thesis aligning with the department' s academic field of expertise. | Students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department' s academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period deadline of the semester of the degree exam. The exact deadline within this period may be specified by their department. An exception holds for departments that conduct oral examinations for thesis research projects. In that case, students are required to verify that their dissertation is in line with the department' s academic field of expertise during the oral examination of the research project. <u>Students who do not comply with these regulations are not eligible to apply for the degree exam.</u> |  |  |
| English language level   | Comply with the department's academic regulations.  | -  | Comply with the department's academic regulations.   |
| Qualifying exam  | -   | -  | Students must pass this qualifying exam within the following deadline; <u>otherwise, they will be expelled from this university.</u><br>School of Management-within the first 3 years. Other Departments-within the first 2 years. Passing score: 70(B-) |



# Overview of the Related Regulations for Thesis/Dissertation

Choosing An Advisor

Academic Research Ethics Course

Confirmation of Thesis Topic Aligning with The Department' s Academic Field of Expertise

Thesis Academic Ethics and Authentication of Originality Statement

No Violations of Academic Research Ethics

Requirements for Applying for a Thesis Defense Examination

Period for Conducting a Thesis Defense Examination

Rules and Precautions for Writing and Formatting Theses

Committee Members of the Degree Examination

Graduation

# The Related Regulations for Thesis / Dissertation (1/4)

## Choosing An Advisor

- Graduate students should choose a thesis advisor according to the regulations of their department or graduate institute or degree program, (hereafter referred to as the “department”).
- Students must enter the relevant information on their advisor(s) into the online "NTUST Student Information System". In addition, they have to register their advisor(s) at the department office within the prescribed deadline by submitting a written consent form signed by their advisor(s).
- They may also select scholars or experts to serve as co-advisors. To register a co-advisor, relevant supporting documents on the co-advisor's academic and professional experience needs be submitted along with a consent form for co-advising which will be reviewed by the department.
- If students have already submitted the Thesis/Dissertation Supervision Approval Form to the department but have not entered the relevant information of their advisors online, they need to log in to the "Student Information System" within the deadline specified by the department to complete the data entry for their advisors, including any co-advisors if applicable.

## Academic Research Ethics Course

- Graduate students should complete this course before the end of their first year. [Graduate students can apply for the examination of degree only after they pass the course.](#)
- For more information, please visit the website of Center of General Education:  
<https://cla.ntust.edu.tw/p/412-1076-8603.php?Lang=zh-tw>





# The Related Regulations for Thesis / Dissertation (2/4)

## Confirmation of Thesis Topic Aligning with The Department's Academic Field of Expertise

- Students must confirm with their supervisor during the initial stage of thesis writing that the topic and content of their thesis align with the department's academic field of expertise. ◦
- Starting from the 112 academic year (Aug. 2023), new graduate students must log into the "Thesis/Dissertation and Advisor Information System" to register the research objectives of their thesis. ◦
- Students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department's academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period deadline of the semester of the degree exam. The exact deadline within this period may be specified by their department. An exception holds for departments that conduct oral examinations for thesis research projects. In that case, students are required to verify that their dissertation is in line with the department's academic field of expertise during the oral examination of the research project. Students who do not comply with these regulations are not eligible to apply for the degree exam.

## Thesis Academic Ethics and Authentication of Originality Statement

- **Before the degree exam**, students have to enter the text of their thesis into the electronic originality checker used by the university. They will receive a comparison report which has to be submitted to their advisor and the members of the degree examination committee for reference on the day of the degree exam. The standard for the originality statement shall be in accordance with the regulations of each department. In addition, they must submit the "Graduate Student Thesis Academic Ethics and Authentication of Originality Statement" to the department, which will be filed by the Academic Affairs Office.



# The Related Regulations for Thesis / Dissertation (3/4)

## No Violations of Academic Research Ethics

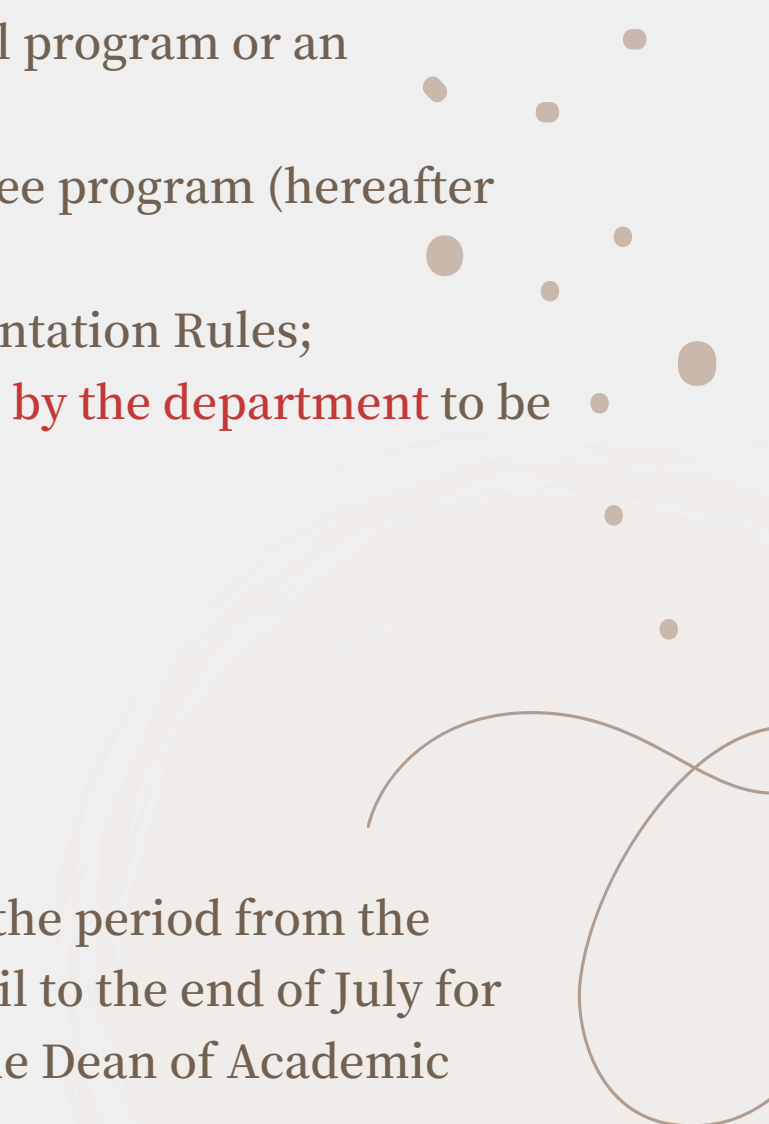
- Violations of academic research ethics such as plagiarism, fraud, fabrication, ghostwriting, infringement of intellectual property rights, or other academic misconduct, will not be tolerated.

## Requirements for Applying for a Thesis Defense Examination

- Have studied for more than one semester in a master's program, or more than three semesters in a doctoral program or an accelerated doctoral program;
- Have met or will meet the course and graduation requirements of the department, graduate institute or degree program (hereafter referred to as "the department") in the current semester;
- Have **passed** an **academic research ethics course** in accordance with the Academic Research Ethics Implementation Rules;
- Have finished the first draft of their thesis, and **the thesis topic and research objectives have been confirmed by the department** to be in line with the department's academic field of expertise.
- Have passed a Ph.D. qualification examination (for doctoral program students).

## Period for Conducting a Thesis Defense Examination

- Thesis defense examinations shall be held once every semester. The dates will be set by each department in the period from the beginning of October to the end of January for the fall semester, and in the period from the beginning of April to the end of July for the spring semester. Exceptions to these limits can be granted on a case-by-case basis with the approval of the Dean of Academic Affairs.



# The Related Regulations for Thesis / Dissertation (4/4)

## Rules and Precautions for Writing and Formatting Theses

- For more details, please refer to the following:  
<https://www.academic.ntust.edu.tw/var/file/48/1048/img/2628/796566983.pdf>

## Committee Members of the Degree Examination

- Graduate students are required to confirm the committee members for their thesis/dissertation examination with their supervising professor prior to the degree examination. Students have to log into the "Thesis/Dissertation and Advisor Information System" to register the degree examination committee members, print respective forms, and submit the degree exam application to their department in accordance with the department's regulations.

## Graduation

- The submission deadline for the final draft (including hard copies and electronic files) of the thesis, written reports, technical reports, or professional practice reports is the deadline of the registration for the defense examination of the following semester. Students, who miss this deadline for submitting their thesis but have not yet exceeded their maximum period of study, shall register for the following semester and submit their thesis before the deadline for that semester to be eligible for graduation in that semester. Those students who miss the deadline for submitting their thesis and have reached the limit of their maximum period of study will be deemed to have failed their thesis defense examination and are required to withdraw from the university.

