

National Taichung University of Education



College of Management International Master of Business Administration

Student Brochure

For Attendance of Fall Semester,
2020 and Spring Semester, 2021

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A. Introduction

Located in Asia, Taiwan is an important transportation hub that makes it convenient to conduct its business with surrounding countries with remarkable performance. Besides, due to cultural and language similarity Taiwan is actively expanding its business to Mainland China with extraordinary results which makes Taiwan as a springboard for other countries to learn experiences prior to entering into the Mainland Chinese market.

Since established at 1899, National Taichung University of Education (NTCU) has witnessed the social and economic development of Taiwan over decades. The core values of NTCU are “refinement, creativity, and new prospect” which act as guiding principles to lead our faculty members to educate our graduates to be a “whole person”. Currently, there are four colleges in the university: College of Education, College of Humanities, College of Sciences, and College of Management. These academic institutes aim to foster international students with outstanding performance in pursuit of advanced study with NTCU.

The IMBA program at the NTCU is aimed to educate professionals with advanced international business management talents, i.e., global perspectives, advanced profession, outstanding leadership, and international communication skills. All of the faculty members in this IMBA program received their PhD degrees from well-known universities in the world, and possess extensive

experience in executive teaching and consulting. The faculty members are specialized in various business fields in order to provide interactive, top-quality and diverse learning experiences to students. It is specifically noted that our IMBA program incorporates the fields of tourism and recreation management, cultural creativity industry management, and higher education institution management in addition to international business management.

The core courses of IMBA focus on the economic and business development in the Asia-Pacific region, through the comprehensive curriculum design, as well as field trips to visit well-known enterprises domestically and internationally, students will broaden their international scope and reinforce their strategic thinking.

Specifically, we expect our graduate students to possess the profession and specialty in the fields of Operations Management, Marketing Management, Human Resource Management, Financial Management, and Technology Management. By finished the studying in this program, the alumni may expand their career spectrum from Taiwan to East Asia, and to posit themselves as management leaders in the contemporary global business.

Contact Information

■ IMBA office (R735, Yingcai Building, Yingcai Campus)

◆Address: No.227, Minsheng Rd., West Dist., Taichung City 403, Taiwan
(R.O.C.)

◆Tel: (04) 2218-3612

◆E-mail: ee0310@gm.ntcu.edu.tw

◆Website: <http://imba.ntcu.edu.tw/>

(Main Campus, NTCU): No.140, Minsheng Rd., West Dist., Taichung City 403,
Taiwan (R.O.C.)

B. Curriculum

The curriculum is specifically for the attendances of Fall Semester, 2020 and Spring Semester, 2021.

Category	Credit
Required Courses	14
Elective courses	21
Total	35

Remark :

1. Graduation Credit : 35 credits at least
2. Selection Credit : Maximum 15 credits for each semester
3. Length of Studying : 2~4 year
4. Credit waive : In accordance with the NTCU and IMBA policy, if a student has taken the courses in this IMBA program before, the courses can be waived at most as 12 credits.
5. Course structure :
 - (1) Required Courses: 5 courses (14 credits)
 - (2) Elective courses: 7 courses (21 credits) at least

I. Required courses <u>14</u> credits				
Course code	Course Name	Credit	Hour	Grade
BIM00010	Business Research Methods	3	3	1
BIM00020	Multinational Corporation Management	3	3	1
BIM00040	Managerial Economics	3	3	1
BIM00070	International Strategic Management	3	3	1
BIM00050	Independent Study	2	2	2
II. Elective courses <u>21</u> credits				
BIM10260	Asia-Pacific Economics and Trade Policy Analysis	3	3	1
BIM10270	International Financial Management	3	3	1
BIM10030	Corporate Governance and Entrepreneur Services	3	3	1
BIM10280	Marketing Management	3	3	1
BIM10290	Human Resource Management	3	3	1
BIM10200	Dynamic Competition and Strategic Analysis	3	3	1
BIM10080	International Exhibition Management	3	3	1
BIM10300	Statistics and Data Analysis	3	3	1
BIM10310	Special Topic on Tourism and Recreation Industry	3	3	1
BIM10320	Operation Strategy and Management	3	3	2
BIM10330	Cross-Cultural Management in Multinational Corporation	3	3	1
BIM10060	Global Supply Chain Management	3	3	1
BIM10130	Innovation Management	3	3	2

BIM10150	International Human Resource Management	3	3	2
BIM10160	Case Study of Taiwanese Culture Industries	3	3	2
BIM10340	Special Topics on Business Practices	1	2	2
BIM10190	International Industrial environment and Global Market Analysis	3	3	2
BIM10020	International Marketing Strategy and Research	3	3	2
BIM10220	Project Management	3	3	2

C. Academic Regulation

General Notices for First-Year Graduate Students

- Fill out Basic Information Sheet to help IMBA office in the buildup of student directory.
- Besides the libraries in the main campus and Yingcai campus, students may study at R503a or R503b if the rooms not occupied (ask IMBA office before the usage).
- Students must request for a leave to your lecturer if unable to attend class.
- Students must turn off all electronic devices including lights and air conditioner, also lock all doors and windows and return the room key to IMBA office after finished the classes.
- Free to ask IMBA office for assistance in selecting your courses.

國立臺中教育大學國際經營管理碩士學位學程 研究生研究室使用規則

National Taichung University of Education International Master of Business Administration Program (IMBA) Research Room Regulation

Approved in the 1st Department Affairs Council Meeting for Spring 2014 on March 25, 2015
(104 年 3 月 25 日國際經營管理碩士學位學程 103 學年度第 2 學期第一次事務會議通過)

第一條 國際經營管理碩士學位學程（以下簡稱本學程）研究生室主要提供本學程研究生自修、研習、討論使用。

Rule 1 International Master of Business Administration Program (refer to as ‘the program’ below) has provided a research room mainly for the use of students to self-study, do research, and discuss.

第二條 本學程研究生室供本研究生使用，因現有研究生室空間有限，故並無配置固定座位。

Rule 2 The number of research room is limited therefore no permanent seating is arranged.

第三條 因研究生室座位有限，故禁止佔用座位之情事，凡離開座位達一小時，則視為佔用座位，佔用座位之物品置於公共用櫃，請盡速帶走，本學程不負保管責任。

Rule 3 Due to the limited seating in the research room, please do not pre-occupy vacant seats. If away for over an hour, occupied seat will be considered pre-occupied. Personal belongings will be placed in the lockers, program will not be responsible.

第四條 本研究生室屬公共空間，使用時須遵守下列規則：

- 一、 本研究生室僅供本學程研究生自修、研習、討論、研究使用，嚴禁外借、複製鑰匙給非本學程人士使用。
- 二、 進出本研究生室，應隨手關門，以防外人進入。
- 三、 使用後請恢復座位淨空，給下位使用者整潔之空間。
- 四、 研究生室內請勿大聲喧嘩，共同維持研究生室之寧靜。
- 五、 研究生室內應保持整潔，確保公共衛生。
- 六、 研究生室內禁止吸菸，嚴禁任何違反校規或危及安全之情事。
- 七、 研究生室內可使用個人筆記型電腦，但不得擅自接用電線或使用電器，以維護公共安全。
- 八、 本研究生室之公用物品妥善使用，牆壁門窗請勿貼掛任何物件，如有損壞室內設備或物品，須照價賠償。
- 九、 研究生室之公用電腦，請勿下載私人用途或非法軟體。
- 十、 置物櫃限碩一、碩二同學使用。
- 十一、 離開研究生室應立即關閉電器設備以節約能源。
- 十二、 使用本研究生室時，自帶之圖書及貴重物品，應自行保管，若有遺失損壞之情形請自行負責。

Rule 4 The research room is regarded as public space, please adhere to the following rules:

1. The research room is only for the use of program students to self-study,

do research, and discuss. Neither forbids lending nor duplicate keys to any non-program students.

2. Please close the door when entering or exiting the room to prevent others from intruding.
3. Please return seats to vacant after use and leave a clean area for next users.
4. Please keep quiet while in research room.
5. Please keep the environment sanitary.
6. Forbid smoking or any violations against school rules.
7. Personal laptops are allowed in research rooms; however, do not attach wire or use electrical devices without authorization.
8. Please treat public objects with care. Do not hang or attach personal belongings on doors and windows. If there is any damage, student will be responsible for reparation.
9. Forbid downloading personal or illegal application on public computers in the research room.
10. Lockers are only for IMBA student in Class 1A and 2A.
11. Please turn off all electronic devices to conserve energy when leaving the research room.
12. Please mind your personal belongings when using the research room. Students are responsible for themselves if possessions are lost or damaged.

第五條 本辦法經學程會議通過後公布實施，修訂時亦同。

Rule 5 This study rule was passed through Department meeting; any further modification will require the same procedure.

國立臺中教育大學國際經營管理碩士學位學程 研究生獎助學金執行要點

National Taichung University of Education International Master of Business Administration Program (IMBA) Enforcement Guidelines on Scholarships and Grants

104 年 3 月 25 日 國際經營管理碩士學位學程 103 學年度第 2 學期第一次事務會議通過
Approved in the 1st Department Affairs Council Meeting for Spring 2015 on March 25, 2016
105 年 3 月 31 日 國際經營管理碩士學位學程 104 學年度第 2 學期第一次事務會議通過
Approved in the 1st Department Affairs Council Meeting for Spring 2016 on March 31, 2017
106 年 11 月 14 日 國際經營管理碩士學位學程 106 學年度第 1 學期第一次事務會議通過
Approved in the 1st Department Affairs Council Meeting for Fall 2017 on November 14, 2018
108 年 05 月 23 日 國際經營管理碩士學位學程 107 學年度第 2 學期第一次事務會議通過
Approved in the 1st Department Affairs Council Meeting for Spring 2018 on May 23, 2019

- 一、 依據本校「研究生獎助學金要點」訂定之。旨為獎勵本碩士學位學程研究生認真求學與熱心服務。

The Enforcement Guidelines are enacted pursuant to the Enforcement Regulations for Scholars & Grants to Postgraduates of National Taichung University of Education. It is objected to award program students who are attentive and meritorious.

- 二、 研究生獎助學金為研究生入學後每學期各申請一次為原則，本碩士學位學程研究生於開學二周內填具申請書，由本碩士學位學程主任評定之，獎學金一次核發，助學金按月印領。

On account of scholarships and grants should only be applied once per semester after enrollment. Students should fill out the application form within two weeks after semester begins. Program Chairman will review and assess the application. Scholarships are issued once, grants are issued monthly

- 三、 研究生獎助學金(以下簡稱本獎助學金)區分為獎學金、助學金二種，研究生得兼領之。

Postgraduate awards are categorized into scholarships and grants.

Postgraduate students are allowed to receive both awards.

- (一) 獎學金係獎勵性質，由本碩士學位學程以獎勵優秀原則審查發放，非勞務報酬。

Scholarships are a kind of reward given to students who have excellent

performance in academic fields, thus are not labor remuneration

(二) 助學金區分為研究獎助生學習津貼及勞僱型助學金二種。

Grants can be categorized into Student Assistants and Employed Assistants

1. 研究獎助生學習津貼係以研究為主要目的及範疇所支領之補助，非勞務報酬：

The scholarship main purpose is for studies, but not for labor remuneration.

其應符合下列原則：

- (1). 該學習活動應與學生為發表論文或符合畢業條件，參與與自身研究相關之研究計畫或修習研究課程，在接受教師之指導下，協助相關研究執行，學習並實習研究實務，以提升研究能力及發展研究成果為目的者，且經學生個人與指導教師同意為之。
- (2). 本碩士學位學程應有明確對應之研究課程、論文研究指導等，並就其相關學習準則、畢業條件採計及獎助方式等予以明定且公告之。
- (3). 教師應有指導學生學習專業知識之行為。
- (4). 學生係參與以學習為主要目的及範疇之研究活動支領津貼，非屬勞務報酬。
- (5). 學生參與學習活動，其權益保障或相關保險，應依大學法、學位授予法及相關法規規定辦理。

研究獎助生從事相關研究學習活動期間，除原有學生團體保險外，應參照勞動基準法規定職業災害補償額度，由本碩士學位學程給予加保商業保險，增加其保障範圍。

Guidelines are required to accord with the below regulations:

- (1) The academic activities should relate to the research project or graduate qualifications get though students assistants advance research capability.
- (2) The master's degree program shall reflex to independent study research and the relevant learning criteria, graduation conditions. Grant methods shall be announced.
- (3) Professors have to instruct students by professional knowledge.
- (4) Scholarships are a kind of reward given to students who have excellent performance in academic fields, thus are not labor remuneration
- (5) The guarantee of students rights and insurance during the academic program should comply University Act as well as Degree awarding law and relevant regulations.

The master's degree program shall provide additional commercial insurance, excepting for students original group insurance refer to labor standard law to stipulate the amount of compensation for occupational disasters to increase the scope of protection

2. 勞僱型助學金:以勞僱型助學金聘任本學位學程研究生擔任兼任助理，係依本校「學生兼任助理學習與勞動權益保障處理要點」辦理，須於完成校內聘僱程序始得進用，並應簽訂勞動契約。

Employed Assistants: Students are employed under NTCU Students Assistant and Labor Rights Guidelines and followed the process in employment contract.

其工作內容如下：

- (1) 協助學術活動之執行。
- (2) 協助辦公室相關之事務工作。
- (3) 協助電腦維護及網站更新管理。
- (4) 協助學術刊物編輯事宜。
- (5) 協助教師處理研究教學相關事宜。

其它臨時交辦事宜。

Tasks descriptions:

- (1) Assisting in processing the masters' academic activities.
- (2) Assisting in the works related to the school office.
- (3) Assisting in computer maintenance and website update management.
- (4) Assisting in the editing of academic journal
- (5) Assisting university's professors in dealing with research and teaching related matters.
- (6) Others required tasks.

四、本獎助學金之發給對象及申請條件規定如下：

Application qualifications are as follows:

本獎助學金每年依學校核定員額及經費而定，發給對象以本碩士學位學程一至二年級之在學全時研究生為原則，扣除每年獎學金申請補助，其餘為助學金，領獎學金者得兼領助學金。

The scholarship is based on the approved posts and funds of the school each year, students will award full-time Year 1 scholarship for a 2-years

masters' degree program, deducting the annual scholarship application subsidy, the rest are for grants. Postgraduates are allowed to receive both scholarships and grants

(一) 獎學金 Scholarships

1. 審查標準：Review Criteria:

- A. 刊登於 SCOPUS、EI、TSSCI、SSCI、SCI、SCIE 之國際學術期刊，或參與 EI 以上具審查制度之國際研討會，每篇獎勵一萬元為上限。
International academic journal published in SCOPUS, EI, TSSCI, SSCI, SCI, SCIE, or an international seminar with a review system of EI, with a maximum of \$ 10,000 per award
- B. 刊登於國際學術期刊，或參與具審查制度之國際研討會，每篇獎勵六千元為上限。
Published in international academic journals, or participate in an international seminar with a review system, with an award of \$6000 per event

(二) 助學金 Grants

- 1. 本助學金以發給第一至二學年之研究生(休學生除外)為原則。
The grant is based on the principle of postgraduate students (excluding students) for the first two to the second year
- 2. 研究獎助生學習津貼支領標準，每名每月發放以單位為準，最高以不超過 4 個單位為限，每一單位為新台幣貳千元。Research Awards, Student Support Allowance and Teaching Awards salaried standard is in monthly units per student. Maximum of no more than 4 units, and each unit is NT \$ 2,000.
- 3. 勞雇型助學金支領標準，以每小時不得低於勞動部公告之基本工資時薪為原則，且不高於二百元計酬。
Employed Assistant grants salaried standard should not be less than the hourly notice of the basic salary of the Ministry of Labor and should not be more than \$200.

五、支給研究獎助生學習津貼及教學獎助生學習津貼者，除依教育部「專科以上學校獎助生權益保障指導原則」、勞動部「專科以上學校強化學生兼任助理勞動權益保障指導原則」、本校「學生兼任助理學習與勞動權益保障處理要點」規定辦理外，並應符合本校「研究獎助生作業原則」，由本學位學程、指導教師及學生書面合意為學習範疇。

Those who are received scholarships and grants should comply with Ministry of education regulations, Ministry of labor regulations and NTCU guidelines and also are required to accord with the regulations. This program, advisor, and students mutually assent to Postgraduate awards application guidelines as learning range

- 六、 申領研究獎助生學習津貼之學生協助相關研究經教師考核學習期間表現不佳者；及勞僱型經學程主任評估工作不力，並有具體事實或違反校規受記過以上處分者，得限制申請或停發本助學金，其缺額得由其他研究生遞補。申領以上助學金之學生若於學期中放棄，其缺額亦得由其他研究生遞補。

If students who receive the scholarships as mentioned before has poor performance with specific facts or any violations in either research, should be prohibited in application or terminate the grants. The vacancy is paid by another graduate student. Students who apply for the grants mentioned give up midterm; the vacancy is paid by another graduate student

- 七、 本獎助學金執行要點經本學位學程事務會議通過後，簽請校長核定後實施，修正時亦同。

The Guidelines shall be promulgated and implemented after being approved by the Program Affairs Council Meeting and the principal. Amendments must undergo the same procedure.

國立臺中教育大學國際經營管理碩士學位學程 修業規則

National Taichung University of Education International Master of Business Administration (IMBA) Program Regulation

105 年 01 月 29 日 國際經營管理碩士學位學程 104 學年度第 1 學期第三次事務會議修正通過
105 年 11 月 08 日 國際經營管理碩士學位學程 105 學年度第 1 學期第一次事務會議修正通過

第一條 國立臺中教育大學國際經營管理碩士學位學程（以下簡稱本學位學程）爰依「國立臺中教育大學學則」訂定本修業規則。

Rule 1 National Taichung University of Education IMBA Program (refer to as ‘the program’ below) Study Rules were established based on “National Taichung University of Education School Constitution”

第二條 本學位學程碩士班研究生之修業年限，以四年為限。

Rule 2 Students of the program has a limited four years length of schooling.

第三條 本學程碩士班學生必須修畢35學分，完成碩士學位論文且口試通過，才能取得碩士學位。

Rule 3 Students of the program are required to have a least 35 credits and complete their masters’ theses and final defense to acquire their graduate degree.

第四條 修課規定

- 一、碩士班學生、交換生及外國選讀生每學期所修學分數之最高上限為十五學分；學期學業成績平均在該年級該分組學生數前三分之一以內且無不及格者，次學期得經主任核可超修三學分。
- 二、依本學程「碩士班抵免學分要點」規定：
 - (一) 經本學程核定之推廣教育碩士學分班之學分可抵本學程之必修及選修課。
 - (二) 凡曾修習本校其他研究所學分之本學程研究生，經本學程同意後，其所修與本學程科目名稱內容相同之課程可抵免本學程之選修課。
 - (三) 本學程審核抵免科目，如有必要，得通知申請者接受甄試，甄試及格者，准予抵免。
 - (四) 抵免總學分數不得超過畢業學分三分之一。

Rule 4 Course Selection Regulations

1. The limit of credit of each student (including non-degree exchange student and foreign visiting student) per semester is 15 credits. If a student’s academic performance average per semester belongs to the leading first-third of the master program without failed courses, he/she can have an overload of 3 credits with the approval of the department chair next semester.
2. According to the credit exemption regulation of the program:
 - (1) Credits of “Continuing Education Master’s degree” that were ratified by the

program can be used to apply for required or elective courses credits exemption.

- (2) Students who had taken courses in NTCU or other universities, ratified by the program, may apply for credit exemption for courses with identical title and content to those of the program.
- (3) While proceeding credit exemption, if necessary, the applicant will be called in for qualification exam, once passed, credit exemption will be granted.
- (4) Credit exemption cannot exceed 1/3 of the total credits.

第五條 指導教授之諮請

- 一、本學程研究生應於入學後至第二學期結束之前諮請指導教授為原則。
- 二、本學程學生之指導教授必須於本學程開課者之本院專任教師。若選定非本院教師為指導教授，除須經本院同意外，亦須由本院專任教師共同指導。
- 三、本院專任教師每屆在本學位學程新收指導學生人數至多以三人為原則。非本院專任教師每屆在本學位學程新收指導學生人數至多以二人為原則。

Rule 5 Advisors

1. Students of the program should find their thesis advisors before the end of the second semester after their enrollment.
2. Thesis advisors must be full-time professors of the program. If students select an external advisor, they must have the authorization of the department and be under co-instruction by full-time professors of the program.
3. Full-time professors may supervise at most 3 new students; external professors may supervisor at most 2 new students.

第六條 論文題目之申報

- 一、本學程學研究生申報指導教授後，即可與指導教授協商申報論文題目。
- 二、碩士班學生之論文題目應於第一學年下學期註冊後經指導教授及主任同意，交學程辦公室存查。若論文題目更改，依同樣程序辦理變更登記。
- 三、論文之題目修改，內容之撰寫，應受指導教授之指導。指導教授之變更需經新任指導教授書面同意，並知會原指導教授後，送請主任核定。

Rule 6 Declaration of Thesis Topic

1. Once a student of the program has reported his/her thesis advisor, he/she can begin discussion with the advisor on declaration of the thesis topic.
2. Students of the program should submit their thesis topic to the department office, with the consent of his/her advisor and the department chair, after their registration in the second semester of their first school year. If there are any changes, students must inform his/her advisor and be ratified by the department chair.
3. Thesis topic changes and composition must be under the instruction of the advisor. When changing a thesis advisor, students should inform the former advisor and must have written consent of the new advisor and the department chair.

第七條 論文計畫書審查

- 一、本學程學生需於論文口試至少一學期前提出「碩士論文研究計畫書」並進行計畫書報告，申請時間為每學期受理一次，由本學程辦公室排定後公告進行審查。
- 二、論文計畫書之書面內容及口頭報告，均以英文為原則。
- 三、論文計畫書之審查，除該論文之指導教授外，並得由指導教授另邀至少一位教師同時與會指導。
- 四、學生需於排定報告前一周繳交「碩士論文研究計畫書」一式三份至學程辦公室。

Rule 7 Thesis Proposal Assessments

1. Students of the program should propose their thesis proposal one semester prior to their oral defense, and proceed to their thesis proposal presentation. Applications are accepted once each semester by the department office.
2. The thesis proposal should be written and presented in English.
3. The thesis proposal presentation should be assessed by the advisor and at least one other professor invited by the advisor.
4. Students should submit 3 copies of their thesis proposal to the department office one week prior to the scheduled presentation.

第八條 學位考試

- 一、本學程碩士班學生必須滿足下列條件，始得舉行論文口試：
 - (一) 預計於口試當學期修畢本學位學程規定之必修課程及選修課程。
 - (二) 通過學位論文計畫書審查，且時間至少間隔二個月。
- 二、本學程研究生學位考試每學期舉辦一次。
- 三、碩士學位論文以英文撰寫，口試以英文舉行為原則。
- 四、碩士論文口試委員三至五人(含指導教授)，校外委員須佔三分之一以上，本學程專任教師至少一人，指導教授列口試委員參考名單三至五人，由主任簽請校長聘請之。指導教授為二人時，口試委員至少四人。委員互推一校外委員為主席，指導教授為當然口試委員但不得為主席。
- 五、學位考試委員，除對碩士班研究生所提論文學科、創作、展演或技術報告有專門研究外，並應具備下列資格之一：
 - (一) 曾任教授或副教授者。
 - (二) 曾任中央研究院院士或曾任中央研究院研究員、副研究員者。
 - (三) 獲有博士學位，並取得助理教授以上證書資格者。
 - (四) 屬於稀少性或特殊性學科，在學術或專業上著有成就者，其提聘資格由學程主任認定。

Rule 8 Thesis Oral Defense

1. A student must successfully meet all of the following requirements to be eligible for thesis oral defense:
 - (1) A student must complete all the required credits for graduation by the semester he/she apply for the oral defense.
 - (2) A student must qualify the thesis proposal assessment and interval of at least two months.
2. Thesis oral defenses are held once each semester.
3. Master's thesis must be written in English, and the final oral defense will also proceed in English.
4. The oral defense committee is composed of three to five members (including

the thesis advisor): external members should account for a third or above of the committee; at least one full-time teacher of the university must be included. The advising professor should propose three to five persons to be committee member and require the department chair's signature for engagement. When there are two advising professors, the oral defense committee requires at least four members. Committee members nominate one external member to be the chairperson. Advising professors are necessary members of the committee, but cannot be the chairperson.

5. Thesis oral defense committee member, in addition to having professional knowledge regarding the graduate student's proposed thesis, creation, performance, or technical reports, he/she should also meet the following qualifications:
 - (1) Have achieved tenure as a professor or an associate professor.
 - (2) Have served as academicians of the Academia Sinica or have worked as research fellow or associate research fellow in the Academia Sinica.
 - (3) Have attained a doctoral degree, and achieved qualification as an assistant professor or higher academic rank.
 - (4) The employment qualifications of those who specialize in rare or unusual disciplines or have distinguished academic contributions are granted by the director of the program.

第九條 畢業門檻

- 一、 學生須於國內、外公開發稿之學術研討會或有匿名審查制度之期刊發表文章至少一篇，每篇文章僅得由一位學生申請。
- 二、 每學期至少參加本學位學程舉辦之演講2場，如本學位學程無法提供每學期3場以上演講，不足演講場次，則得以本校管理學院其他系所之演講場次抵充。

上述畢業門檻，請於申請學位論文口試時，檢附佐證資料以供查驗。

Rule 9 Graduation threshold

1. Students must have at least one academic article published in domestic or international conference, or an academic journal with anonymous peer review system. Each article must be applied by only one student.
2. At least two lectures will be held during each semester. If the degree program is unable to provide more than 3 lectures per semester and less than the number of specified lectures, the lectures of other departments of the College of Management will be offset.

For the above-mentioned graduation threshold, please check the supporting documents for inspection when applying for the degree.

- 第十條 其他有關規定，參照「國立臺中教育大學學則」、「國立臺中教育大學學生學業成績考核及管理要點」、「國立臺中教育大學學生學分抵免要點」、「國立臺中教育大學研究所博士暨碩士學位考試規則」與「國立臺中教育大學博、碩士學位論文抄襲、舞弊處理要點」。

Rule 10 For other relevant regulations, please refer to the “National Taichung University of Education School Constitution,” “National Taichung University of Education Student Academic Assessment and Management Regulation,” “National Taichung University of Education Credit Exemption Regulation,” “National Taichung University of Education Master’s and Doctoral Thesis Oral Defense Regulations,” and “National Taichung University of Education Master's and Doctoral Degree Thesis Plagiarism and Fraud Regulation.”

第十一條 本規則有未盡之事項，悉依本學程相關會議之決議辦理。

Rule 11 Issues not covered in this study rule are to be discussed and decided in relevant department meetings.

第十二條 本規則經學程事務會議通過後實施，修改時亦同。

Rule 12 This study rule was passed through Department meeting; any further modification will require the same procedure.

National Taichung University of Education
International Master of Business Administration (IMBA)
Credit Exemption Guidelines

103 年 10 月 20 日 國際經營管理碩士學位學程 103 學年度第 1 學期第二次事務會議通過

Rule 1

These guidelines are based on “National Taichung University of Education (hereinafter referred to as ‘NTCU’) Credit Exemption Guideline.”

Rule 2

Credit exemption principle, application, audit, and relevant matters are based on “National Taichung University of Education Credit Exemption Guideline.”

Rule 3

Credit Exemption Qualifications: Students, who have taken “Continuing Education” courses ratified by the IMBA program or in other universities, may apply for credit exemption for courses with identical title, credit counts, and course content to those of the program. The application shall be granted after official audit procedure by the school.

Rule 4

Credit Exemption Measures:

1. Credits of the “Continuing Education Master’s degree” that were ratified by the IMBA program can be applied for required or elective course credit exemption.
2. Students who studied in NTCU or other universities, with the consent of the program, may apply for credit exemption for courses with identical title

and content to those of the program. Note that credits of required courses may not be exempted.

3. During the credit exemption audit, if necessary, the applicant may be called in for qualification exam, once passed, the application shall be granted.

4. Credit exempted may not exceed 1/3 of the total graduation credits.

Rule 5

Issues not specified in this guideline shall be referred to according to the “National Taichung University of Education Credit Exemption Guideline.”

Rule 6

These guidelines or future amendments shall come into enforcement after being officially resolved by the Administrative Council.

National Taichung University of Education
International Master of Business Administration (IMBA)
Proposal Oral Defense Guidelines

104 年 3 月 25 日 國際經營管理碩士學位學程 103 學年度第 2 學期第一次事務會議通過
2015/03/25 passed the first affairs conference on National Taichung University of Education
International Master of Business Administration (IMBA) in the second semester of the academic year of 2014

In order to encourage research atmosphere and cultivate research ability, the IMBA program innate the following proposal oral defense regulations.

1. Application Procedure:

(1) Before applying for proposal oral defense, the students are suggested to have completed the sections of introduction, literary reviews, research method and design, reference in the thesis.

(2) Students must fill out the application form and have thesis advisor's approval. Hand the application form to IMBA office along with the thesis research proposal and enrollment transcript.

2. Applicant Qualification:

Students of the program must have earned 20 credits to be qualified for application.

3. Effective Date:

Apply a month before proposal oral defense. The deadlines of oral defense are Nov. 30 and Apr. 30 for respective semester. Submit application altogether with 3 copies of the thesis proposal to the office a week before the deadline. Also thesis proposal must be two months apart from Thesis Oral Defense.

4. Implementation Procedures:

Thesis proposal defense must be conducted within one hour. Both oral and written thesis proposal must be in English. Thesis proposal must be examined by the advisor together with the invited professor(s). All credential committee must attend the thesis proposal. When presenting, presenter should prepare materials for attendees to read. Students may start on their thesis when passed; if not passed, students must apply for thesis proposal again and be examined. Each student can only apply twice at most each semester.

5. If students change thesis topic after passing the master's thesis proposal examination, thesis proposal must be recreated.

6.All main points are passed by the affairs conference; same if any changes are needed.

國立臺中教育大學國際經營管理碩士學位學程 論文（計畫）考試作業程序

International Master of Business Administration (IMBA)

National Taichung University of Education

Operation Process for Thesis (Proposal) Oral Defense

104年3月25日 國際經營管理碩士學位學程 103學年度第2學期第一次事務會議通過

一、本作業程序依據本學位學程碩士學位考試實施要點訂定。

I. The operation process was established based on Thesis Proposal Oral Defense Point.

二、本學位學程研究生申請學位論文(計畫)考試應依下列規定辦理。

(一)論文計畫口試辦理期限請參照下表，但需於辦理研究計畫前一個月向系辦公室提出申請，且碩士班研究計畫與學位論文口試需間隔二個月。

(二)申請時應填具申請書，並檢齊下列文件：

- 1、修業成績單乙份
- 2、論文初稿乙份
- 3、畢業門檻佐證資料（申請學位論文考試檢附）

事項 日期	論文計畫口試 申請期限	論文口試 申請截止日	論文口試完成 (或撤銷) 截止日	辦理離校手續
上學期	於計畫口試前 一個月提出申請	於口試前一 個月提出申請	1/20	1/31 前
下學期	於計畫口試前 一個月提出申請	於口試前一 個月提出申請	7/20	7/31 前

II. Application for Thesis (Proposal) Oral Defense should follow the rules mentioned.

(1) Please follow the chart for due dates of Thesis Proposal Oral Defense. Please apply for Thesis Proposal Oral Defense a month before Oral Proposal. Proposal and Oral Defense should be at least two months apart.

(2) Please prepare application when applying and prepare the following documents:

1. Transcript for All Semesters
2. Thesis (or Proposal) Preliminary Draft
3. Graduation Requirements Corroborating Documents (Please attach Thesis Oral Defense Application Form.)

Notice Date	Allotted Time for Thesis (Proposal) Oral Defense Application	Due Date for Thesis (Proposal) Oral Defense Application	Oral Defense Process (Withdrawal) Due Date	Completion of Departure
First Semester	Apply a month before Oral	Apply a month before Oral	1/20	Before 1/31

	Proposal Defense	Defense		
Second Semester	Apply a month before Oral Proposal Defense	Apply a month before Oral Defense	7/20	Before 7/31

三、本學位學程碩士學位論文考試上學期應於 1 月 20 前舉行，下學期應於 7 月 20 前舉行。必要時，經核准後得酌予延長。惟延期後，如研究生不克於本作業程序第四點所規定之時限內完成學位授與之相關手續，結果由研究生自行負責。

III. Program Thesis Defense should be held in the first semester before January 20th, and second semester before July 20th. If needed, please obtain permission to postpone deadline. After permitted to postpone, if student does not follow Point Four in regulation, student be responsible for oneself.

四、研究生擬於第一學期取得學位者，除需於上述規定時間內完成論文口試外，並需於元月三十一日前，將修正完成之論文及相關資料繳交學程辦公室及教務處。擬於第二學期取得學位者，則需於七月三十一日前完成上述手續。如有逾期，由研究生自行負責，並於次一學期授予學位。

IV. For students obtaining degree during first semester, one must complete oral defense according to the due dates, and must hand in the corrected thesis to program office by January 31st. For students obtaining degree during second semester, one must complete above process by July 31st. Please responsible for oneself if delayed. Degree will be granted the next semester.

五、研究生至遲應於論文口試前一個月將正式論文初稿一份送交本學程辦公室，另請自行寄發論文初稿給考試委員。

V. Students who handed in late should give a copy of thesis draft to program office a month before oral defense. Additionally, please send thesis draft to committee members in person.

六、碩士學位論文考試評分標準如附表。

VI. Master's Thesis Oral Defense Evaluation Standards is the file attached.

七、論文考試委員之遴聘及相關規定依本學程學位考試要點辦理。

VII. Thesis Oral Defense Committee Members are appointed according to program regulations.

八、碩士學位論文考試程序如下：

- (一) 推選主持人（指導教授不得為主持人）
- (二) 主持人宣佈口試開始
- (三) 決定是否同意所提論文接受口試（非口試委員應迴避）
- (四) 論文研究生及旁聽人士入席
- (五) 主持人致詞
- (六) 研究生論文摘要報告（約15-20分鐘）
- (七) 論文口試：由口試委員分別口試，研究生即席答覆
- (八) 論文口試評分（非口試委員應迴避）
- (九) 論文研究生入席
- (十) 主持人總結並宣佈口試結果

VIII. Thesis Oral Defense Procedure is as follows:

- I. Elect emcee. (Advisor is not allowed.)
- II. Emcee announces Oral Defense start.
- III. Decide whether the thesis is accepted for Oral Defense. (Only Committee Members are allowed to be in the room.)
- IV. Student and auditors be seated in room.
- V. Emcee addresses.
- VI. Student makes a summary of thesis. (Around 15-20 minutes.)
- VII. Thesis Oral Defense: Committee Members will ask respectively, student will answer spontaneously.
- VIII. Oral Defense Evaluation. (Only Committee Members are allowed to be in the room.)

九、本作業程序經學程事務會議通過後實施，修正時亦同。

IX. All main points are passed by the affairs conference; same if any changes are needed.

國立臺中教育大學國際經營管理碩士學位學程
學位考試實施要點
International Master of Business Administration Program (IMBA)
National Taichung University of Education
Master's Thesis Oral Defense Guidelines

104 年 3 月 25 日 國際經營管理碩士學位學程 103 學年度第 2 學期第一次事務會議通過

壹、本辦法依據「大學法及其施行細則」、「學位授予法及其施行細則」及「國立臺中教育大學研究所博士暨碩士學位考試規則」訂定之。

The guidelines are based on “Enforcement Rules of the University Act”, “Enforcement Rules of Degree Conferral Law”, “National Taichung University of Education Master’s and Doctoral Degree Oral Defense Guidelines”.

貳、本學位學程研究生符合下列各項規定者，得申請碩士學位考試：

- 一、碩士班修業逾一學期。
- 二、符合畢業門檻。
- 三、已完成論文初稿者。

I. Postgraduates who meet the following standards are qualified to apply for the defense.

- 1. Complete one semester of master’s class.
- 2. Meet the graduation requirements.
- 3. Complete thesis draft.

叁、研究生申請碩士學位考試，應依下列規定辦理：

- 一、應於口試前一個月向本學位學程提出申請。
- 二、申請時，應填具申請書，並檢齊左列各項文件：
 - (一) 歷年成績單一份。
 - (二) 論文初稿一份。
 - (三) 學位論文（含摘要）以英文撰寫為原則。
 - (四) 前經取得他種學位之論文，不得再行提出。
 - (五) 畢業門檻佐證資料。

三、經指導教授及學程主任同意後報請學校核備。

II. Postgraduates should follow the procedures below when applying for the oral defense.

1. Please submit application form a month before the oral defense.
2. Beside the application form, please hand in the following documents:
 - i. Transcript for All Semesters
 - ii. Thesis (or Proposal) Preliminary Draft
 - iii. English Summary
 - iv. Before earning other degree of thesis, shall not be submitted again.
 - v. Graduation Requirements Corroborating Documents
3. After being approved by the advisor and chair of program, please have the school to approve for reference.

肆、學位考試依下列程序進行：

- 一、組織碩士學位考試委員會。
- 二、由本學位學程公告碩士學位考試日期，辦理學位考試。

III. The procedure of thesis oral defense is as follows:

1. Organize Thesis Oral Defense Committee Member
2. Program will announce the defense date to start initiating.

伍、學位考試委員會之組織，應依下列規定辦理：

- 一、學位考試委員三至五人，其中論文指導教授為當然委員，校外委員不得少於委員人數之三分之一。考試委員名單由學程主任就具有資格之人推薦，呈請校長遴聘之。

二、學位考試委員，除對研究生所提論文學科有專門研究外，並應具備下列資格之一：

- (一)曾任教授或曾任副教授者。
- (二)擔任中央研究院院士或曾任中央研究院研究員、副研究員者。
- (三)獲有博士學位並取得助理教授以上證書資格者。
- (四)屬稀少性或特殊性學科，在學術上或專業上著有成就者，其提聘資格由學程主任認定。

IV. The Thesis Oral Defense Committee Member should be organized as follows:

1. There should be three to five members, among which the advisor is an official member while other members off-campus should not be less than 1/3 of the Committee Members. Committee Member List is recommended by the chair and employed by the principal.
2. The Committee Members should not only be expert in the thesis, but also requires the following qualifications:
 - i. a former professor or former associate professor
 - ii. a former member of the Central Research Institute or researcher, associate researcher
 - iii. has attained a PhD degree or above qualifications as an assistant professor
 - iv. an expert in a rare or special subject, academic or professional achievements. The

qualifications are confirmed by the chair.

陸、學位考試之辦理應符合下列規定：

- 一、研究生申請學位考試經本學位學程審查符合規定後，擇期辦理有關學位考試事宜。考試方式，以口試行之。
- 二、學位考試成績以七十分為及格，一百分為滿分，評定以一次為限，並以出席委員評定分數平均決定之。但考試有二分之一以上（含二分之一）出席委員評定為不及格者，以不及格論。論文、創作、展演或技術報告，若發現抄襲或舞弊情事，經碩士學位考試委員會審查確定者，以不及格論。
- 三、考試委員應親自出席委員會，不得委託他人為代表。碩士學位考試至少應有委員三人出席，其中校外委員均須達三分之一以上（含三分之一），否則不得舉行考試；已考試者，其考試成績不予採認。
- 四、學位考試成績不及格且尚未屆滿修業年限者，得於次學期或次學年重考。重考以一次為限，重考成績以七十分登錄。重考成績仍不及格者，勒令退學。
- 五、學位考試時必須評定成績，不得以「預備會」或「審查會」名義，而不予評定成績，其未評定成績者，以考試不及格論。
- 六、學位考試由全體委員推選校外委員一人為主席主持之。但指導教授不得擔任委員會主席。
- 七、論文有抄襲或舞弊情事，經學位考試委員會審查確定者，以不及格論，並不得重考。

V. The rules of Thesis Oral Defense is as follows:

1. After the program confirmed the submitted application form for Thesis Oral Defense, students should start to prepare for the defense. The testing method is through oral examination.
2. The passing grade is 70, with a full score of 100. Committee Members can only evaluate once, and calculate the average based on the attended members. If the defense was marked failed by over 1/2 (include 1/2) of the members, the defense is regarded as fail. If any thesis, project, exhibition, technical presentation are found with plagiarizing or cheating, the defense is considered fail after verification of Committee Members.
3. Committee Members should show up the defense in person and shall not entrust others to attend. There should be at least three members participating in the oral defense. Among which there should be 1/3 of the off-campus members or else the defense cannot be held. Scored will not count for those who finished the defense.
4. Students who did not pass the defense should apply for the dense next semester or year again. There will only be one chance to retake the defense. The full passing score is 70. Students unable to reach the passing grade will be expelled.
5. During the defense, committee members must grade the thesis. It should not be held under the name of “preparation” or “verification”. If it isn’t graded within the defense, it is regarded as fail.
6. The chairman of the defense is elected by all committee members. The chairman should be an off-campus member and cannot be the advisor.
7. If there is any plagiarizing or cheating, the defense is considered fail after verification of

Committee Members and cannot retake the defense.

柒、學位考試應於研究生申請之該學期辦理截止日之前舉行。上學期應於一月二十日之前辦理截止，下學期應於七月二十日前辦理截止。研究生如已提出學位考試申請，而因故無法於該學期內完成學位考試者，上、下學期應分別於一月二十日以及七月二十日之前報請學校撤回該學期學位考試之申請。逾期未撤回亦未舉行考試者，以一次不及格論。若屆最高修業年限者，不予延期，未能如期完成學位考試者，勒令退學。

VI. The Oral Defense should be applied before the due dates. Please submit before Jan. 20 in the first semester, and submit before Jul. 20 in the second semester. If students cannot participate within the semester due to any reasons, please submit the Thesis Revocation Consent Form before the end of semester according to the NTCU calendar before Jan. 20 or Jul. 20 respectively. Those who did not complete the above procedures will count as a failed defense. Students unable to reach the passing grade will be expelled.

捌、學位考試舉行後本學程辦公室應俟研究生繳交附有考試委員簽字同意之定稿論文後，始得將各該生學位考試成績送教務處登錄。論文最後定稿之繳交期限，第一學期為一月三十一日，第二學期為七月三十一日。逾期而未達修業最高年限者，次學期仍應註冊，並於該學期繳交論文最後期限前繳交，屬該學期畢業。至修業年限屆滿時仍未繳交論文者，該學位考試以不及格論，並依規定退學。

VII. After the Oral Defense, the program office will file the committee member consent form to the Office of Academic Affairs for entering the grade. The final thesis submission date is Jan. 31 in the first semester and Jul. 31 in the second semester. If students pass the due dates, the enrollment will still be valid and can continue to submit within the deadline until the maximum year of study had ended then will be forced to expel.

玖、對於已授予之學位，如發現論文有抄襲或舞弊情事，經調查屬實者，應予撤銷，並追繳其已發之學位證書。

VIII. If there is any plagiarizing or cheating found and confirmed after the defense, Master's degree will be turned over.

Procedure for Applying Oral Defense

論文口試申請程序

-  **Complete 35 credits of course while pass the Thesis Proposal Verification.**
修畢 35 學分，且通過論文計劃審查。
-  **Meet the graduation requirements:**
 - 1. Student are required to **publish at least one article in academic symposium**
 - 2. complete **Ethics** testing符合畢業門檻：
 - 1. 完成至少一次研討會發表
 - 2. 完成學術倫理修課證明
-  **Please prepare application when applying and prepare the following documents:**
 - 1. **Graduation credits review form**
 - 2. **Transcript for All Semesters**
 - 3. **Graduation Requirments Corroborating Documents**
 - 4. A copy of the **ARC card** and **Passport**
 - 5. **Turnitin review results** (the results need to be approved by advisor)
 - 6. Certificate of completion of the Academic Research **Ethics** Education Courses申請時應填具申請書，並檢齊下列文件：
 - 1. 畢業學分審查表
 - 2. 歷年成績單一份
 - 3. 畢業門檻佐證資料
 - 4. 居留證與護照影本
 - 5. Turnitin 審查結果影本（結果需通過指導教授同意）
 - 6. 學術倫理修課證明
-  **Please apply for Thesis Oral Defense a month before Oral Defense.**
需於論文口試前一個月辦理口試申請

Step 1: Fill in the online Oral Defense Application (Administration System)

1. <https://ecsa.ntcu.edu.tw/> (log in)

國立臺中教育大學校園資訊系統 請選擇語言

使用者登入 USER LOGIN

身 份 別

學生

帳 號

BIM106

密 碼

驗 證 碼

07903

07903

23秒後驗證碼將重新產生

登入

忘記密碼



注意事項
1. 帳號-學生為學號。
2. 教職員/學生首次登入，密碼為身分證字號；非本國人密碼為生
日-西元年月日(YYYYMMDD)共八碼。
3. 請使用Google Chrome 瀏覽器。

系統問題反應：[填寫表單](#) 或[連繫](#)
計網中心(2218-3272；2218-3276)

更新日期

業 者

地 址

漢龍資訊科技股份有限公司 系統開發
台北市南港區園區街3-2號5樓之3

校外 Web

收費系統(校外Web)
場地課表查詢(校外Web)
課程查詢(校外Web)

2.

國立臺中教育大學 登入 請選擇語言

[進入學生資訊系統](#) Change to English (英文) Language

現在位置：首頁



Student

管理學院國際經營管
理碩士學位學程三年
甲班

BIM106

2019年8月

<	日	一	二	三	四	五	六	>
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		



系統公告

其他功能

> 系統功能表

> 使用手冊及網站地圖

公告日期

公佈標題

發佈者

31

3.

National Taichung University of Education
Enter the student information system

Sign out

Location: enter student information system

basic information	School applications	General Application	subject system
<ul style="list-style-type: none"> Basic personal information Students password change Demand Note Download Lease Habitat Maintenance Return traffic accident Motorcycle bike-cum-survey application Notice Information Warning record Counseling records Questionnaire list 	<ul style="list-style-type: none"> Application-based secondary double major / abandonment Tuition waiver applications Application to extend the length of schooling Turn-based application Oral defense application Apply for leave of absence Back to school application Withdrawal Application 	<ul style="list-style-type: none"> Military service online application Hostel online application Sleeping out online application Dormitory renovation online application Access online application Sleeping out inventory (sink Committee) School loan application Vulnerable grants waiver applications Apply for scholarships and off campus Queries scholarships application record Venue curriculum inquiry 	<ul style="list-style-type: none"> Enter the elective system Enter the elective system (in English) The first phase of the registration number of elective sign inquiry The first phase of registration elective query results Application of artificial withdrawal line Repair periods stop online application Approved interim stop repair record inquiry Repair master class on undergraduate / master class courses set whether or when repair doctoral graduate credits Course records (Log) query

Result inquiry	Timetable inquiries	Leave, lack of incentives and Kuang	OfficeHour
<ul style="list-style-type: none"> Semester result inquiry Over the years result inquiry (new) Scores critical warning Apply for credit scores Advanced Placement teacher training courses and cross-faculty department class credit application Graduate courses set review Language teacher training and general education graduation threshold Interim warning message Service Learning Hours inquiry Class service cadres certificate 	<ul style="list-style-type: none"> My Classes Class curriculum inquiry Teacher timetable inquiry Classroom curriculum inquiry School curriculum Information 	<ul style="list-style-type: none"> Online leave (text) Kuang lack of personal leave record Individual incentive record Warning message Single subject missing Guo record inquiry Parents open inquiry set Conduct Inquiry Personal attendance records Statistics 	<ul style="list-style-type: none"> OfficeHour application OfficeHour record

Total net centers and other

- Install anti-virus software

4.

National Taichung University of Education
Enter the student information system

Sign out

Location: enter student information system > enrollment application > oral defense application

+ Expand Menu

Application Project Oral defense application

No application information check !!

New

5. Fill in the application

國立臺中教育大學 管理學院國際經營管理碩士學位學程

☐ 博士班 ☒ 碩士班 ☐ 碩士在職專班 ☐ 暑期碩士在職專班

學位論文考試申請表暨口試委員推薦書

研究生 (班別: IMBA 學號: BIM106) 碩、博士論文已完成初稿, 現徵請論文指導教授同意舉行論文考試並推薦口試委員, 請惠予安排考試相關事宜為荷。

申請日期: 108年8月12日

論文題目	Thesis Topic				
論文英文題目	Thesis Topic				
修業期間 Study Period	入學學年度: 106學年度第 <input type="text"/> 學期 Enrollment Year		曾否休學: <input checked="" type="checkbox"/> 無; <input type="checkbox"/> 有 (學年學期)		
	已修畢: 必修 <input type="text"/> 學分, 選修 <input type="text"/> 學分		Required course, Elective Course in this		
修業期間 Study Period	<input type="checkbox"/> 已通過「學術倫理教育」課程並附相關證明 Certificate of completion of the Ethics <input type="checkbox"/> 已使用「論文原創性比對系統」進行論文比對, 並檢附檢測結果 Turnitin review results				
考試年別 Year of defense	<input type="text"/> 學年度 <input type="text"/> 第一學期		考試地點 Venue of defense		
考試時間 Time of defense	<input type="text"/> 年 <input type="text"/> 月 <input type="text"/> 日 <input type="text"/> 時 <input type="text"/> 分至 <input type="text"/> 時 <input type="text"/> 分				
External Committee Member	姓名	職級	服務機關	連絡電話	備註
	*Please ask advisor for the Committee Members list.				
Recommendation of Committee Members, include Advisor	姓名	職級	服務機關	連絡電話	備註
	Employed Committee Member				
指導教授 Advisor	<input type="checkbox"/> 該生論文經「論文原創性比對系統」比對後之檢測結果業經指導教授審閱 簽章 Advisor signature				
備註	學生聯絡方式	行動: <input type="text"/> 電話: (公) <input type="text"/> (住) <input type="text"/>	Email: <input type="text"/>		
注意事項	附註1: 職級請填教授、副教授或助理教授, 若非教授或副教授請於備註欄註明「具博士學位」及博士學位畢業學校(無須檢附資料)。 附註2: 考試時間及地點請先至系辦公室登記 附註3: 學位考試申請截止日期: 12/31(上學期)、6/30(下學期); 10/15(暑碩班)畢業離校截止日期: 1/31(上學期)、7/31(下學期); 11/30(暑碩班) 附件: 修業成績單乙份, 若當學期尚有選課, 須上網下載選課清單。				

陳核

系所承辦人 ☐ 已審核該生「學術倫理教育」課程通過證明

系所主管

教務處

課務組

註冊組

*If have any problem with the fill, press the save button and ask Emma.

儲存 送出 關閉

2. Please click the send

1. Fill in the information

6. After send out the application, please print out the form and please ask advisor to sign it. (please attach Turnitin review results)

完成送出後, 請將表格列印出來, 並請指導教授簽章。(需附上 Turnitin 比對結果於指導教授查看)

Step 2 : After print out the application form, please attach the following documents:

將申請表列印出來後，請檢附以下資料：

1. **Turnitin review results** (the results need to be approved by advisor)
Turnitin 審查結果影本（結果需通過指導教授同意）
2. **Certificate of completion of the Academic Research Ethics Education**
學術倫理修課證明
3. **Transcript for All Semesters**
歷年成績單一份
4. A copy of the **ARC card and Passport**
居留證和護照影本
5. Print out the **graduation credits review form** (please follow the step below)
列印畢業學分審查表

Step of print out the graduation credits review form:

1. <http://www.ntcu.edu.tw/newweb/index.htm>



2.

::: 教務處首頁 | 聯絡我們 | 學校首頁 | Login

國立臺中教育大學 教務處

Office of Academic Affairs,
National Taichung University of Education



教務長室 註冊組 課務組 教學發展中心 系所評鑑網站

主選單 Navigations

- 最新消息
- 教務處簡介
- 組織架構
- 法令規章
- **表單下載**
- 標準作業流程
- 教務會議紀錄

最新消息

公告單位	公告日期	標題	瀏覽人次
課務組	2019-06-14	公告--108學年度第一學期第一次選課後選課人數不足科目處理情形一覽表	152
課務組	2019-06-04	公告107學年度第二學期校內語文競賽各項得獎名單	62
課務組	2019-05-31	公告本校108學年度學分學程申請合格名單	50
課務組	2019-05-28	107學年度第2學期手語歌檢定合格名單公告	33

3.

主選單 Navigations

- 最新消息
- 教務處簡介
- 組織架構
- 法令規章
- 表單下載
- 標準作業流程
- 教務會議紀錄
- 行事曆

表單下載

● 註冊組 ● 課務組 ● 教學發展中心

● 「大三學生畢業學分初審作業」操作手冊

大學部

- 108級大學部應屆畢業生離校手續程序單(含領取畢業證書注意事項)
- 大學生休(退)學申請【請至校園資訊系統線上填寫】
- 復學申請【請至校園資訊系統線上填寫】
- 委託書
- 中英文成績單申請表
- 學籍資料更改及其他各類文件申請表
- 學位證書補(換)發申請表
- 學分抵免申請書【請至校園資訊系統填寫】
- 轉系申請【請至校園資訊系統線上填寫】
- 輔系/雙主修申請(含申請放棄)【請至校園資訊系統線上填寫】
- 大學生畢業離校手續程序單
- 成績優異提前畢業申請書
- 保留入學資格申請書
- 境外交換生報到程序單
- 境外交換生離校手續程序單
- 公費生償還公費申請書-橫式
- 學生遺失失切結書
- 延長修業年限申請【請至校園資訊系統線上填寫】

研究所

- 博士學位考試審定書
- 碩士學位考試審定書
- 研究生休(退)學申請【請至校園資訊系統線上填寫】
- 復學申請【請至校園資訊系統線上填寫】
- 委託書
- 研究所學位考試成績報告單
- **碩、博士畢業生畢業學分審定表**
- 研究生畢業離校手續程序單
- 中英文成績單申請表

Step 3 : After completing the above steps, please submit all the above documents to Emma. All the above documents are indispensable.

Operation Process for Oral Defense

論文口試作業程序



1. Students should **send the official thesis preliminary draft to the Thesis Committee at least one week before** the Thesis Oral Defense.

研究生應於論文口試至少一個星期前將正式全論文初稿寄給口試委員。



2. Please find Emma to get the forms below for Thesis Oral Defense at least one hour before the Oral Defense:

- Master's Thesis Oral Defense Evaluation Form
- Master's Thesis Oral Defense Transcript Notice
- Master's Thesis Verification Letter
- Master's Thesis Report Card

***Please make sure that the information in all the above forms are correct:

◆**Full name** (must be the same as the cover of the thesis, suggested name is the same as passport!),

◆**Student ID**,

◆**Thesis Topic** (must be the same as the cover of the thesis!).

研究生應於口試至少一小時前至 IMBA 辦公室找 Emma 領取：

- 碩士學位考試評分表
- 碩士學位考試成績通知單
- 碩士學位論文審定數
- 研究所學位考試成績報告單

***請務必確認以上所有表格中的資料正確無誤：

◆**名字**（需於論文封面完全相同，建議與護照相同！）、

◆**學號**、

◆**論文題目**（必須與印出論文封面題目一模一樣！）。



3. Please turn in all the form to Emma after Thesis Oral Defense finished.

研究生於口試結束後，請務必將所有表格交回給 Emma。



4. Please prepare a copy of official thesis preliminary draft for each Thesis Committee on the day of Thesis Oral Defense.

論文口試當天請準備三份論文初稿於每位口試委員。

國立臺中教育大學國際經營管理碩士學位學程
論文（計畫）口試申請與辦理注意事項
International Master of Business Administration (IMBA)
National Taichung University of Education
Regulations for Applying Thesis (Proposal) Oral Defense

104年3月25日國際經營管理碩士學位學程103學年度第2學期第一次事務會議通過

一、論文計畫及學位論文撰寫格式規範，請詳本學程研究生學位論文格式須知。

I. Please follow the program Master's Thesis Format Regulation for the format of thesis (or proposal).

二、論文（或計畫）口試申請應備資料

- (一) 論文（或計畫）初稿一份（要膠裝）
- (二) 歷年成績單（如果提口試時，該學期還有選課，則需另附選課單）
- (三) 申請表
- (四) 畢業門檻佐證資料（學位論文口試檢附）

II. Thesis (or proposal) Oral Defense should contain:

- (1) Thesis (or proposal) Preliminary Draft (must have adhesive binding)
- (2) Transcript for All Semesters (If other courses were selected during Oral Defense, please attach Course Selection Form.)
- (3) Application
- (4) Graduation Requirement Corroborating Documents (Please attach Thesis Oral Defense.)

三、提交論文（或計畫）初稿注意事項

- (一) 論文初稿（辦理口試前1~2週給每位口委一份，請自行與口委聯繫）
- (二) 論文（或計畫）相關表單請至國際經營管理碩士學位學程網站下載使用。
- (三) 計畫口試及學位論文口試務必於口試前一個月提出申請，俾利作業。

III. Notice for submitting Thesis (or Proposal) Preliminary Draft

- (1) Preliminary Draft (Prepare a copy for each Thesis Committee a week before Oral Defense, please contact Thesis Committee on oneself.)
- (2) Please download from IMBA website for related documents of Thesis (or proposal).
- (3) Must apply for Proposal Defense and Master's Thesis Defense a month advanced, for the convenience of processing.

四、論文(或計畫)口試準備事項

(一) 論文口試準備項目：

- 1. 論文評分表（每位口委一份，需先打好自己的基本資料）
- 2. 口試記錄表（於口試後一周內整理完電子檔並印出送交系辦）
- 3. 論文審定書
- 4. 成績報告單
- 5. 聘書（於繳交申請書時，請至學程辦公室登記申請）
- 6. 口試費領據（口試當天向學程辦公室索取，口試完成後再將簽名妥的領據繳回學程辦公室）

(二) 論文計畫準備項目：審查意見表（每位口委一份）

(三) 論文口試及計畫均應準備事項：

- 1. 黑色簽字筆、口委姓名三角立牌（每位口委一份，口試當天至學程辦公室領取，用畢繳回）

2.錄音機或錄音筆、電池、錄音帶

3.口試教室鑰匙（當天至學程辦公室借用，用畢繳回。教室皆設有E化講桌及投影機）

IV. Thesis (or Proposal) Oral Defense Preparation Notice

(1) Preparation for Thesis Oral Defense

1. Evaluation form (a copy per each Thesis Committee, must have personal profile typed up)
2. Oral Defense Record Sheet (must prepare soft copy and print out for Department Office a week after the Oral Defense)
3. Thesis Verification Letter
4. Report Card
5. Letter of Appointment (Please register at Department Office when handing in the application.)
6. Oral Defense Receipt (Please collect receipt at the Department Office on the day of the Oral Defense, then sign and return to Department Office when finished with the Oral Defense.)

(2) Thesis Proposal Project Preparation:

(3) Thesis Oral Defense and Proposal should both include:

1. Black ballpoint pens, triangular name plates of the committee members (Please collect one name plate per committee member at Department Office and return them when finished.)
2. Recorder or digital recording pen, batteries, audiotape
3. Key for Oral Defense room (Please borrow from Department Office and return when finished. Both electronic lectern podium and projector are included in the classroom.)

五、論文口試完畢，請交回領據、論文評分表、口試記錄(於口試後一周內)、成績報告單；論文計畫口試完，請交回審查意見表及口試記錄給學程辦公室。

V. Please turn in receipt, Thesis Evaluation Form, Report Card, Oral Defense Record (within a week) and Transcript after Thesis Defense finished; please turn in Thesis Proposal Opinion Form and Defense Record to Department Office.

六、論文口試完畢，修改無誤之後，請指導教授在「審定書」上的「指導教授」欄位上簽名。最後再請學程主任在「審定書」上的「學程主任」欄位上簽名。

VI. Please have advisor sign the Thesis Evaluation Form when finished with Oral Defense. Please have Chair of Program sign the Thesis Evaluation Form.

七、論文審查完成後，請至臺中教育大學圖書館和國家圖書館網上建檔。

(一)登入臺中教育大學圖書館線上系統建檔。

(二)登入國家圖書館線上系統建檔(口試當天向學程辦公室索取個人之帳號、密碼即可登入)，建檔完成後，通知學程辦公室查核。

VII. Please have thesis documented on the website of National Taichung University of Education and on the website of National Central Library after Thesis Oral Defense is finished.

(1) Log in to the website of National Taichung University of Education to document thesis.

(2) Log in to the website of National Central Library (please ask Department Office for personal username and password the day of the Oral Defense), please have file checked by Department Office when done documented.

八、計畫申請，請參考下列時程：

(一) 計畫申請

計畫申請截止日 (Proposal)	計畫資料繳交學程辦公室	計畫辦理截止日 (Proposal)
於計畫口試前一個月提出申請	於計畫口試前一周繳交論文計畫至學程辦公室	於論文口試至少一學期且間隔 2 個月前辦理完成

※碩士班研究計畫與學位論文口試需間隔二個月。

(二) 論文口試

論文口試申請日	論文口試辦理(或撤銷)截止日 (Final)	論文定稿繳交截止日 (離校手續)
於口試前一個月提出申請並繳交論文初稿至學程辦公室	01 月 20 日(第一學期) 07 月 20 日(第二學期)	01 月 31 日(第一學期) 07 月 31 日(第二學期)

VIII. Schedule for Proposal Application:

(1) Proposal Application

Application Due Date	Hand in Proposal Files to Department Office	Proposal Process Due Date
Please apply a month before Oral Defense	Please hand in Proposal to Department Office a week before Oral Defense	Please complete Proposal at least a semester to two months before Oral Defense

※ Master's Thesis Proposal should be two months apart from Oral Defense.

(2) Thesis Oral Defense

Oral Proposal Application Date	Oral Defense Process (Withdrawal) Due Date	Final Thesis Submission Date (Completion of Departure)
Please apply a month before Oral Proposal and turn in Thesis Draft to Department Office.	Jan. 1st (First Semester) Jul. 20th (Second Semester)	Jan. 31st (First Semester) Jul. 31st (Second Semester)

九、論文口試申請及口試辦理截止日，依學校訂定之期程進行。

IX. Thesis Oral Defense application and due dates for Oral Defense are processed according to the school.

十、本注意事項經學程會議通過後實施，修正時亦同。

X. This regulation is implemented after passed by affairs conference, the same when modified.

International Master of Business Administration (IMBA)
National Taichung University of Education

Master's Thesis Format Regulation

(104 年 3 月 25 日國際經營管理碩士學位學程 103 學年度第 2 學期第一次事務會議通過)

I. National Taichung University of Education International Master of Business Administration, IMBA Program (refer to as ‘the program’ below), the regulation was established based on the thesis program schedule; it is to standardize thesis format and form a basis for students.

II. Thesis must be written in English, using Times New Roman font, size 12.

III. According to the Ministry of Education, there must be at least another ten pages of “Chinese Thesis Review” written in Chinese attached when thesis written is in English.

IV. Full Master's Thesis should include the following in order:

1. Cover , Back

2. Title Page

3. Thesis Copyright Page

4. Approval Page

5. Authorization Page (Download from National Central Library Website)

6. English Acknowledgment

7. Chinese Thesis Review (Only Apply to English Thesis)

8. English Abstract

9. Table of Contents

10. List of Tables

11. List of Figures

12. Main Text of Thesis, including Preface (or Introduction), Text, Chapters and Conclusion.

13. Reference

14. Appendix

V. Thesis Printing Format:

1. Thesis copy must be typed and printed in the size of A4 paper.

2. Thesis must be horizontally written.

3. Set line spacing to 1.5 between lines (or at least 24 points).

4. Thesis must be printed single-sided.

5. Thesis margin must be as the followings: Left: 3.5cm (or 1.5 in) (including the binding margin) Right: 2.5cm (or 1 in) Top: 3cm (or 1.25 in) Bottom: 3cm (or 1.25in)

VI. Font Format: Thesis text could be written from left to right in Chinese or English. Foreign resources quoted in the text should be noted in the original language by parentheses.

VII. Pagination:

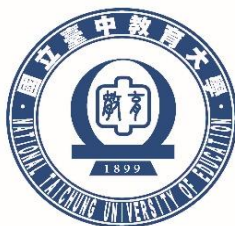
1. Use lower cased Roman numerals (i, ii, iii...) to number the pages from Acknowledgment or Preface to List of Illustrations.

2. Use Arabic numerals (1, 2, 3...) to number the first chapter of the thesis to Appendix.

VIII. Binding: Please bind your thesis on the left handed side; print the year of your graduation, master or doctoral degree, title of the thesis, school name, department name, and author's name.

IX. Thesis format will be checked by appointed advisor. After the initial check, the application for thesis oral defense will be approved. After passing the defense with correct formatting of the thesis, process of school leaving for final year graduate students will be approved.

X. After passing the thesis oral defense, students should print out six copies of corrected thesis before the assigned deadline. One hardcover edition given to the school library; four copies given to the Office of Academic Affairs (two of which should include advisor's signature page and two disks), making sure thesis is filed and uploaded to National Central Library; one given to the Program Office.



International Master of Business Administration Program
(IMBA)

College of Management
National Taichung University of Education

(Font: Time New Roman Size: 18, Center Text)

○○○○○○○○Thesis Topic○○○○○○○○

○○○○○○○○○○○○○○

(Font: Time New Roman Size: 22, Center Text)

A thesis submitted by

○○○

Under supervision of

○○○

Month, Year

Binding Format

IMBA, College of Management, National Taichung University of Education

Thesis Topic

Abbreviation of First Name, Full Last Name	Address	City	State	Zip	Phone
Dr. J. L. Smith	123 Main St.	Springfield	IL	62761	(217) 555-1234
Mr. R. E. Jones	456 Oak Ave.	Chicago	IL	60601	(312) 555-5678
Mrs. A. M. White	789 Elm St.	Peoria	IL	61601	(312) 555-9012
Mr. B. C. Brown	101 Maple Dr.	Rockford	IL	61101	(815) 555-3456
Mrs. D. F. Green	202 Pine Ln.	Decatur	IL	62521	(312) 555-7890
Mr. G. H. Black	303 Cedar St.	Normal	IL	62551	(312) 555-2345
Mrs. I. K. Gray	404 Birch Ave.	Urbana	IL	61801	(312) 555-6789
Mr. L. M. Hall	505 Spruce Dr.	Champaign	IL	61821	(312) 555-0123
Mrs. N. O. Young	606 Willow St.	Carbondale	IL	62901	(618) 555-4567
Mr. P. Q. King	707 Ash Ave.	Macomb	IL	61451	(815) 555-8901
Mrs. R. S. Lee	808 Hickory Dr.	Edwardsville	IL	62021	(618) 555-2345
Mr. T. U. Scott	909 Walnut St.	St. Louis	MO	63101	(314) 555-6789
Mrs. V. W. Adams	1010 Cherry Ave.	St. Paul	IL	62301	(312) 555-0123
Mr. X. Y. Baker	1111 Peach Dr.	Springfield	IL	62761	(217) 555-4567
Mrs. Z. A. Clark	1212 Plum St.	Chicago	IL	60601	(312) 555-8901
Mr. B. C. Davis	1313 Apple Ave.	Peoria	IL	61601	(312) 555-2345
Mrs. D. E. Evans	1414 Orange Dr.	Rockford	IL	61101	(815) 555-6789
Mr. F. G. Fisher	1515 Lemon St.	Decatur	IL	62521	(312) 555-0123
Mrs. H. I. Harris	1616 Lime Ave.	Normal	IL	62551	(312) 555-4567
Mr. J. K. Jackson	1717 Grape Dr.	Urbana	IL	61801	(312) 555-8901
Mrs. L. M. King	1818 Fig St.	Champaign	IL	61821	(312) 555-2345
Mr. N. O. Lewis	1919 Pear Ave.	Carbondale	IL	62901	(618) 555-6789
Mrs. P. Q. Miller	2020 Coconut Dr.	Macomb	IL	61451	(815) 555-0123
Mr. R. S. Nelson	2121 Mango St.	Edwardsville	IL	62021	(618) 555-4567
Mrs. T. U. Parker	2222 Kiwi Ave.	St. Louis	MO	63101	(314) 555-8901
Mr. V. W. Roberts	2323 Olive Dr.	St. Paul	IL	62301	(312) 555-2345
Mrs. X. Y. Turner	2424 Coffee St.	Springfield	IL	62761	(217) 555-6789
Mr. Z. A. Walker	2525 Tea Ave.	Chicago	IL	60601	(312) 555-0123
Mrs. B. C. Young	2626 Butter Dr.	Peoria	IL	61601	(312) 555-4567
Mr. D. E. Allen	2727 Sugar St.	Rockford	IL	61101	(815) 555-8901
Mrs. F. G. Wright	2828 Honey Ave.	Decatur	IL	62521	(312) 555-2345
Mr. H. I. Scott	2929 Jam Dr.	Normal	IL	62551	(312) 555-6789
Mrs. J. K. Green	3030 Syrup St.	Urbana	IL	61801	(312) 555-0123
Mr. L. M. Baker	3131 Molasses Ave.	Champaign	IL	61821	(312) 555-4567
Mrs. N. O. Clark	3232 Marsh Dr.	Carbondale	IL	62901	(618) 555-8901
Mr. P. Q. Adams	3333 Bay St.	Macomb	IL	61451	(815) 555-2345
Mrs. R. S. Evans	3434 Harbor Ave.	Edwardsville	IL	62021	(618) 555-6789
Mr. T. U. Fisher	3535 Strait Dr.	St. Louis	MO	63101	(314) 555-0123
Mrs. V. W. Harris	3636 Key St.	St. Paul	IL	62301	(312) 555-4567
Mr. X. Y. Jackson	3737 Ship Ave.	Springfield	IL	62761	(217) 555-8901
Mrs. Z. A. King	3838 Boat Dr.	Chicago	IL	60601	(312) 555-2345
Mr. B. C. Lee	3939 Dock St.	Peoria	IL	61601	(312) 555-6789
Mrs. D. E. Miller	4040 Pier Ave.	Rockford	IL	61101	(815) 555-0123
Mr. F. G. Nelson	4141 Wharf Dr.	Decatur	IL	62521	(312) 555-4567
Mrs. H. I. Parker	4242 Quay St.	Normal	IL	62551	(312) 555-8901
Mr. J. K. Roberts	4343 Basin Ave.	Urbana	IL	61801	(312) 555-2345
Mrs. L. M. Scott	4444 Harbor Dr.	Champaign	IL	61821	(312) 555-6789
Mr. N. O. Turner	4545 Port St.	Carbondale	IL	62901	(618) 555-0123
Mrs. P. Q. Walker	4646 Jetty Ave.	Macomb	IL	61451	(815) 555-4567
Mr. R. S. Young	4747 Breaker Dr.	Edwardsville	IL	62021	(618) 555-8901
Mrs. T. U. Allen	4848 Shoal St.	St. Louis	MO	63101	(314) 555-2345
Mr. V. W. Wright	4949 Reef Ave.	St. Paul	IL	62301	(312) 555-6789
Mrs.					

Year

(Font: Time New Roman Size: 18, Center Text, Bold)

Abstract should have a margin of 2.54 cm. or 1 in. both top and bottom)

D. Regular Documents

1. Basic Information Sheet
2. Scholarships and Grants Application Form
3. Paper Publication Declaration
4. Thesis Advisor Consent Form
5. Thesis Advisor Change Consent Form
6. Thesis Topic Consent Form
7. Application for Master's Degree Thesis Proposal
Verification
8. Verification Form for Thesis (Proposal) Oral
Defense
9. Letter of Recommendation for Applying Thesis Oral
Defense
10. Master's Thesis Oral Defense Evaluation Form
11. Master's Thesis Oral Defense Transcript
12. Master's Degree Thesis Verification Letter
13. Authorization Letter for Master's Thesis
14. Application for Embargo of Thesis
15. Self Checklist of Graduation Requirements

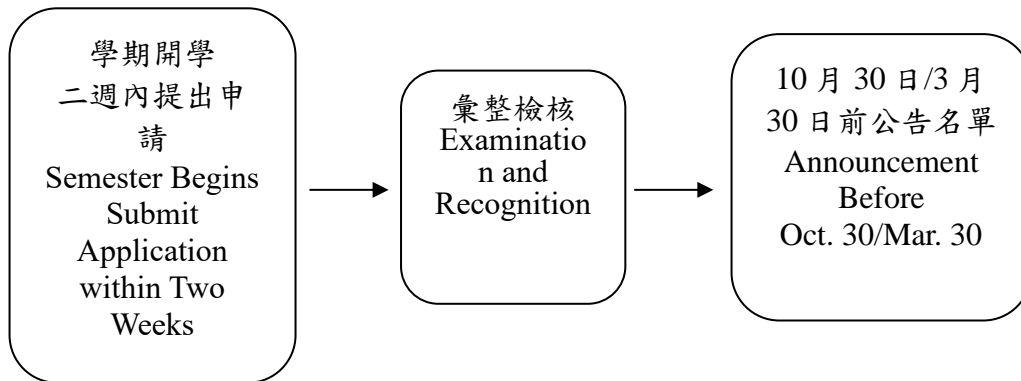
國立臺中教育大學國際經營管理碩士學位學程(IMBA)
研究生資料表 Basic Information Sheet

姓名 (Student's Name)		學號 (Student ID)		請 粘 貼 個 人 相 片 (Photo)
入學日期 (Enrollment)	年 月 (Year) (Month)	身份別 Identity (請勾選)	<input type="checkbox"/> 一般生 <input type="checkbox"/> 外籍生 (General) (Foreign) <input type="checkbox"/> 在職生 <input type="checkbox"/> 僑生 (Adult) (Overseas)	
性別 (Gender)		出生日期 (Date of Birth)	參訪保險使用 ____年____月____日 (Year) (Month) (Date)	
手機號碼 (Mobile Number)		身分證字號 (ID Number)	參訪保險使用	
電話 (Phone Number)		E-Mail		
地址 (Address)	□□□-□□			
目前 最高學歷 (Highest Education Degree)	於民國____年自_____大學（學院/專科）。 _____所(系)_____組畢業，獲_____學位。			
目前 工作地點 (Currently Workplace) (在職生請填列)			職 稱 (Job Title) (在職生請填列)	
個人資料公開使用聲明 Proposal to Access Personal Information for Public Releases 同意於本碩士班通訊錄公開姓名、電話、地址、Email、服務單位等相關資料？ Agree to release name, phone number, address, email, service unit and other related information to class directory. <div style="text-align: right;">敬請勾選：<input type="checkbox"/>同意 Please select: <input type="checkbox"/>Yes</div>				
碩士論文相關資料（以下部份由學程辦公室填寫）				
論文指導教授		論文計畫書發表時間	民國____年____月____日	
修習學分	共____學分（本碩士班____學分，非本碩士班____學分）； 其中必修課程：____學分，選修課程：____學分。			
碩士學位 考試委員				
論文題目				
碩士學位考試通過日期	民國____年____月____日	自本碩士班畢業時間	民國____年____月	

Scholarships and Grants Application Form

國立臺中教育大學國際經營管理碩士學位學程獎助學金申請表 International Master of Business Administration Program (IMBA)					
姓名 Name		班級 Class		學號 Student ID	
身分證字號 Resident Visa Number		局帳號 (台銀或郵局) Account Number (Bank of Taiwan /Post Office)	檢附存摺影本 Paste printed copy of bankbook/deposit book.		
身份別 Identity		手機 Cell Phone		寢室 Dorm	
				家電 Home Phone	
通訊地址 Address			E-mail		
Break Time in Semester 本學期空堂紀錄	星期 Week	學年度第一學期空堂時間 Break Time in Academic			
	星期一 Monday				
	星期二 Tuesday				
	星期三 Wednesday				
	星期四 Thursday				
	星期五 Friday				
	其 他 Others				
專 長 Specialty			家庭經濟狀況 Family Economic State <small>(請略加描述 Brief Description)</small>		
導師簽章 Advisor Signature			學程主任簽章 Department Chair Signature		

申請時程排序 Application Procedure :



一、獎助學金支付原則 Regulations of Scholarships and Grants Payment :

1. 每一獎助學金申請者，須填寫工作日誌，上傳工作日誌網站。
Applicants for scholarships and grants should fill in the work log and upload to the website.
2. 工作日誌須具體填列每日工作事項、尤其是已完成與未完成事項，以為未來工作交接參考。
Work log should include specific daily job content, especially incomplete tasks for future work transfer reference.
3. 獎助學金之支付於每月月底，依據工作日誌，造冊申請給付之。
Scholarships and grants are paid in the end of each month according to the work logs.

International MBA, NTCU
Paper Publication Declaration

Name:

Student ID:

Application Date:

Paper Topic			
Conference, Date and Venue of Presentation			
Conference Title			
Date	(YYYY/MM/DD, Day of Week : a.m. /p.m.)		
Venue			
Journal Name and Volume Number			
Journal Name			
Volume Number			
Signature			
Co-author(s) Signature			
. Program Staff		. Director	

計畫口試相關表單

Oral Proposal
Documents

**國立臺中教育大學國際經營管理碩士學位學程
研究生論文指導教授同意書**

**International Master of Business Administration Program (IMBA)
National Taichung University of Education
Thesis Advisor Consent Form**

Name: _____ SID: _____
 First Middle Last

Academic year enrolled: _____ ☐ Spring ☐ Fall

Proposed advisor: _____

Student's signature: _____

Please print in the top 3 rows and sign your name in the 4th row.

I hereby consent to serve as this student's academic advisor.

To

International Master of Business Administration Program

(國際經營管理碩士學位學程年度入學之研究生擬撰寫論文，本人同意指導之。)

Advisor's signature: _____

Date: _____

Note:

1. Students of the program should find their thesis advisors before the end of the second semester after their enrollment.
2. Each advisor has to sign in the same form if more than one advisor requested.
3. Non-college faculty served as advisor must be approved by dean of college and be accompanied by a full-time faculty member of the program as co-advisor.

附註:

1. 研究生應於入學後至第二學期結束之前請指導教授同意。
2. 若有一位以上指導教授，須各別簽署同意書。
3. 指導教授非本院專任教師者，須經本院同意外，亦須由本院專任教師共同指導。

國立臺中教育大學國際經營管理碩士學位學程
更改論文指導教授同意書

International Master of Business Administration Program (IMBA)
National Taichung University of Education
Thesis Advisor Change Consent Form

Name: _____ SID: _____
 First Middle Last

Academic year enrolled: _____ ☐ Spring ☐ Fall

Proposed advisor: _____

Student's signature: _____

Please print in the top 3 rows and sign your name in the 4th row.

This consent form is shown as proof of the agreement with former advisor and present advisor after negotiating. I would like to change thesis advisor because _____.

Any Collateral Condition? _____

(學生(學號)，因某因素，欲更換畢業碩士論文指導教授。經與原指導教授及新指導教授協商後，已獲雙方教師同意。特立此書以茲證明。附帶條件)

Former Advisor(原任指導教授)_____ (Signature 簽章)
Date(日期)____/____/____

Present Advisor(指導教授)_____ (Signature 簽章)
Date(日期)____/____/____

Department Chair(主任)_____ (Signature 簽章)
Date(日期)____/____/____

Note : When changing a thesis advisor, students should inform the former advisor and must have written consent of the new advisor and the department chair.

附註：指導教授之變更需經新任指導教授書面同意，並知會原指導教授後，送請主任核定。

國立臺中教育大學國際經營管理碩士學位學程
碩士論文題目同意書

International Master of Business Administration Program (IMBA)
National Taichung University of Education
Thesis Topic Consent Form

Name: _____ SID: _____
First Middle Last

Academic year enrolled: _____ ☐ Spring ☐ Fall

Proposed advisor: _____

Student's signature: _____

Please print in the top 3 rows and sign your name in the 4th row.

I hereby consent to “_____” be the thesis topic.

(茲同意以上本學程研究生(含學號)論文題目)

Advisor(指導教授)_____ (Signature 簽章)
Date(日期)____/____/____

Department Chair(主任)_____ (Signature 簽章)
Date(日期)____/____/____

Note: Students of the program should submit their thesis topic to the department office, with the consent of his/her advisor and the department chair, after their registration in the second semester of their first school year.

附註: 研究生論文題目應於第一學年下學期註冊後經指導教授及主任同意, 繳交學程辦公室存查。

國立臺中教育大學國際經營管理碩士學位學程
研究生學位論文計畫書審查申請書
International Master of Business Administration Program (IMBA)
National Taichung University of Education
Application for Master's Degree Thesis Proposal Verification

Name: _____ SID: _____
 First Middle Last

Academic year enrolled: _____ ☐ Spring ☐ Fall

Proposed advisor: _____

Student's signature: _____

Please print in the top 3 rows and sign your name in the 4th row.

I hereby consent to apply for the Master's Degree Thesis Proposal to be verified. The topic of thesis is _____.

(茲同意本學程研究生(學號)舉行學位論文計畫書審查。論文題目為)

Verification Date (審查日期): ____/____/____, (YYYY/MM/DD, Day of Week)

Verification Time (審查時間): ____:____ (a.m./p.m.)

Verification Venue (審查地點): Room ____ in ____ Building

Advisor(指導教授)_____ (Signature 簽章)

Date(日期)____/____/____

Department Chair(主任)_____ (Signature 簽章)

Date(日期)____/____/____

Phone Number: _____

Application Date: ____/____/____

國立臺中教育大學國際經營管理碩士學位學程

論文研究計畫口試教授審查意見表

International Master of Business Administration Program (IMBA)

National Taichung University of Education

Verification Review Form for Thesis Proposal Oral Defense

Student Name(學生姓名)	
Student ID (學 號)	
Thesis Topic(論文題目)	
Verification Time (審 查 時 間)	(/ /) (年/月/日)
Comments (審 查 意 見)	
Verification Results (審 查 結 果)	<input type="checkbox"/> Pass, please proceed research according to plan. (通過，可依原計畫進行研究) <input type="checkbox"/> Pass, but need to incorporate above suggestions then proceed according to plan. (通過，但需參納計畫評審意見始可進行研究) <input type="checkbox"/> Thesis Proposal requires potential changes. Please apply for another presentation. (本論文研究計畫需大幅修改後，另提計畫發表會)

Verified Professor (Please sign)

審 查 教 授 (請 簽 名)

論文口試
相關表單
**Oral Defense
Documents**

國立臺中教育大學 管理學院國際經營管理碩士學位學程					
<input type="checkbox"/> 博士班 <input checked="" type="checkbox"/> 碩士班 <input type="checkbox"/> 碩士在職專班 <input type="checkbox"/> 暑期碩士在職專班 學位論文考試申請表暨口試委員推薦書 研究生 Ir: [] (班別: IMBA []) 學號: [] 碩、博士論文已完成初稿，現徵請論文指導教授同意舉行論文考試並推薦口試委員，請惠予安排考試相關事宜為荷。 <div style="text-align: right;">申請日期: 108年8月12日</div>					
論文題目	Thesis Topic				
論文英文題目	Thesis Topic				
Advisor	Suspended				
修業期間	入學學年度: [] 學年度第 [] 學期 Enrollment Year 曾否休學: <input checked="" type="checkbox"/> 無; <input type="checkbox"/> 有 (學年學期) 已修畢: 必修 [] 學分, 選修 [] 學分 Required course, Elective Course 本學期尚有必修: [] 學分, 選修 [] 學分 Required course, Elective Course in this semester				
修業期間	<input type="checkbox"/> 已通過「學術倫理教育」課程並附相關證明 Certificate of completion of the Ethics <input type="checkbox"/> 已使用「論文原創性比對系統」進行論文比對，並檢附檢測結果 Turnitin review results				
Year of defense	[] 學年度 第一學期		考試地點 Venue of defense		
考試時間	[] 年 [] 月 [] 日 [] 時 [] 分至 [] 時 [] 分				
External Committee Member	姓名	職級	服務機關	連絡電話	備註
Employed Committee Member	姓名	職級	服務機關	連絡電話	備註
*Please ask advisor for the Committee Members list.					
指導教授	<input type="checkbox"/> 該生論文經「論文原創性比對系統」比對後之檢測結果業經指導教授審閱 Advisor signature				
備註	學生聯絡方式: 行動: [] 電話: (公) [] (住) [] Email: [] 附註1: 職級請填教授、副教授或助理教授，若非教授或副教授請於備註欄註明「具博士學位」及博士學位畢業學校(無須檢附資料)。 附註2: 考試時間及地點請先至系辦公室登記 附註3: 學位考試申請截止日期: 12/31(上學期)、6/30(下學期); 10/15(暑碩班) 畢業離校截止日期: 1/31(上學期)、7/31(下學期); 11/30(暑碩班) 附件: 修業成績單乙份，若當學期尚有選課，須上網下載選課清單。				
陳核					
系所承辦人	<input type="checkbox"/> 已審核該生「學術倫理教育」課程通過證明		系所主管		
教務處	課務組	2. Please click the send button after completing the			
	註冊組	長			
*If have any problem with the fill, press the save button and ask Emma. <div style="float: right;"> <input type="button" value="儲存"/> <input checked="" type="button" value="送出"/> <input type="button" value="關閉"/> </div>					

國立臺中教育大學國際經營管理碩士學位學程

論文公開發表申請表

International Master of Business Administration Program (IMBA)
National Taichung University of Education
Application for Thesis Presentation

Application Date (申請日期)：

(YY/MM/DD)

Student ID (學號)：_____ Name (學生姓名)：

Thesis Topic (論文題目)			
Name of Seminar, Date and Venue of Presentation (研討會名稱、發表時間與地點)			
Name of Seminar (研討會名稱)			
Date (時 間)	(YYYY/MM/DD, Day of Week __:__(a.m./p.m.)		
Venue (地 點)			
Journal Name and Volume Number (期刊名稱與卷期)			
Journal Name (期刊名稱)			
Volume Number (卷 期)			
Signature (敬 請 簽 章)			
Mutual Presenter (共同發表人同意簽章)			
Department Chair (主 任)		Program Staff (學程承辦人)	

國立臺中教育大學 國際經營管理碩士學位學程
____學年度第____學期 碩士學位考試評分表
International Master of Business Administration Program (IMBA)
National Taichung University of Education
Master's Thesis Oral Defense Evaluation Form

學號 (Student ID)		姓名 (Student Name)	
論 文 題 目 (Thesis Topic)			
考試時間 (Oral Defense Time)	中華民國 年 月 日 午 時 分		
委員評分 (Evaluation)		評分 參考 (Suggestions)	(一) 文字：含文字通順，用詞達意及敘述是否清楚。 (二) 組織：含組織系統、章節分量是否妥適。 (三) 參考資料：含資料之引用處及處理是否完整可靠得當。 (四) 研究方法：方法及推理是否恰當嚴謹。 (五) 理論或學術價值：含創新性或重要發現及對學術或實用上之價值與貢獻。 1. Context: whether context is coherent, able to convey idea with clear description. 2. Structure: whether structure is systematic with appropriate chapter components. 3. Reference: whether the sources of information is complete and reliable, 4. Research Methods: whether technique and logic is suitable. 5. Theory or Academic Value: whether it contains innovativeness, significance, and is beneficial in value and contribution.
委 員 意 見 (Comments)			
考試 委員 簽名 (Signature)		備註 (Note)	<input type="checkbox"/> 通過(Pass) <input type="checkbox"/> 不通過(Fail) <input type="checkbox"/> 修正後通過(Pass after modification) 於學校所規定最後期限日前一日經口試委員同意後完成修正 (Thesis should be modified and agreed by committee members a day before the assigned due date)
各考試委員成績評定後，請彙總並填入成績通知單內，本評分表送教務處留存。 (After evaluation, please gather all forms and fill in the Transcript Notice. This Evaluation Form will be retained in the Office of Academic Affairs.)			

國立臺中教育大學

碩士學位考試審定書

系(所、學位學程)名稱：_____

論文題目：_____

研究生：_____

本論文業經學位考試委員會審議，符合碩士論文標準，特此證明。

學位考試委員會

本審定書需由全體學位考試委員親筆簽署

主席：_____ <簽名>

委員：_____ <簽名> _____ <簽名>

_____ <簽名> _____ <簽名>

指導教授：_____ <簽名>

本審定書需由指導教授親筆簽署，若為共同指導，請自行增列「指導教授」簽名欄

系（所、學位學程）主任：_____ <簽名>

本審定書需由系（所、學位學程）主任親筆簽署

中華民國 年 月 日

國立臺中教育大學 國際經營管理 系/所/學位學程
☐博士班 ☒碩士班 ☐碩士在職專班 ☐暑期碩士在職專班
 變更學位論文考試申請表

(最新版本請至本校教務處表單下載處下載)

研究生_____ (學號：_____)，原申請學位論文考試申請表暨口試委員推薦書於民國__年__月__日經核准在案(原已核准之學位論文考試申請表暨口試委員推薦書如附件)，因_____變更

☐考試時間

原時間：民國__年__月__日，變更時間：民國__年__月__日

☐考試時間

原口試委員：_____、_____，變更委員如下：

姓名	職級	服務機關	聯絡電話	備註

，請准予變更申請項目。

研究生：_____ (簽章)

聯絡電話：_____

申請日期：民國__年__月__日

指導教授：_____ (簽章) ☐同意 ☐不同意，理由

陳核

系所承辦人		系所主管	<input type="checkbox"/> 擬同意 <input type="checkbox"/> 擬不同意，理由 簽章：_____
教務處註冊組		院長	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意，理由 簽章：_____

國立臺中教育大學 國際經營管理 系/所/學位學程
☐博士班 ☒碩士班 ☐碩士在職專班 ☐暑期碩士在職專班
撤銷學位論文考試申請表

(最新版本請至本校教務處表單下載處下載)

研究生_____ (學號：_____)，原申請於民國__年__月__日(__學年度第__學期)舉行學位論文考試(原已核准之學位論文考試申請表暨口試委員推薦書如附件)，
因_____，不克如期舉行，請准予撤銷原學位論文考試申請。

研究生： (簽章)

聯絡電話：

申請日期：民國 年 月 日

指導教授：
☐擬同意 (簽章)
☐擬不同意，理由_____

陳核

系所承辦人		系所主管	<input type="checkbox"/> 擬同意 <input type="checkbox"/> 擬不同意，理由 簽章：
教務處註冊組		院長	<input type="checkbox"/> 同意 <input type="checkbox"/> 不同意，理由 簽章：

備註：依據本校「研究所博士暨碩士學位考試規則」第七條規定：「研究生如已提出學位考試申請，而因故無法於該學期內完成學位考試者，應於申請核定考試日之前報請學校撤回該學期學位考試之申請。逾期未撤回亦未舉行考試者，一次不及格論。」

畢業生畢業學分審查表 (最新版本請至本校教務處表單下載處下載)

系、所 (學位學程)	姓名		英文姓名	應與護照相同 (請至本校校務行政系統維護)	
學號	手機		累計修業學期數(不含休學期間) 共計_____學期		
課別	研究所畢業學分		畢業門檻所需學分		不計入畢業學分之科目及學分 (E)
	必修學分數 (A)	選修學分數 (B)	必修學分數 (C)	選修學分數 (D)	
依課程架構表應修學分數					
已修畢學分數					
本學期正在修習學分數					
本學期正在修習科目及學分如下：					
科目類別	科目名稱	學分	分數 (由註冊組填寫)	畢業(含畢業門檻)所需學分	所修學分屬性
<input type="checkbox"/> 必修 <input type="checkbox"/> 選修				<input type="checkbox"/> 是 <input type="checkbox"/> 否	<input type="checkbox"/> 大學部 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 博士班
<input type="checkbox"/> 必修 <input type="checkbox"/> 選修				<input type="checkbox"/> 是 <input type="checkbox"/> 否	<input type="checkbox"/> 大學部 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 博士班
<input type="checkbox"/> 必修 <input type="checkbox"/> 選修				<input type="checkbox"/> 是 <input type="checkbox"/> 否	<input type="checkbox"/> 大學部 <input type="checkbox"/> 碩士班 <input type="checkbox"/> 博士班
資格考試 (請勾選一項) <input type="checkbox"/> 已通過資格考試 <input type="checkbox"/> 本學期將參加資格考試 <input type="checkbox"/> 本所碩士班並無資格考試					
學位考試日期		自審結果： <input type="checkbox"/> 符合畢業規定 (含本學期所修必修__學分及選修__學分)。 <input type="checkbox"/> 本人擬延畢 (預計__年__月畢業)，原因： <input type="checkbox"/> 尚有教育學程學分 <input type="checkbox"/> 畢業門檻(條件)未通過 備註：學生向系所提出確證論文定稿後，由系所核章並將學位考試成績報告單送達教務處，且該學期修習各科目成績均已完成登分後，始製作畢業證書 (5 個工作天)；學生完成離校手續後始得領取畢業證書。 學生簽名：_____年 月 日			
學系審核		<input type="checkbox"/> 經審核學生所填基本資料、歷年修畢學分表及本學期修習科目(學分)資料無誤。(上表如有修正處，請學系核章確認) <input type="checkbox"/> 納入本學期所修專門_學分 (已於「畢業所需學分」欄勾選) 後，所修專門學分符合畢業規定。是否符合學系畢業門檻 (條件) 規定： <input type="checkbox"/> 是 <input type="checkbox"/> 否			
系、所 (學位學程) 審核人簽章		系、所 (學位學程) 主管簽章 _____年 月 日			
備註		一、依本校研究所博士暨碩士學位考試規則第二條規定，研究生申請學位考試時，應修畢各該系、所、學位學程規定之應修科目及學分 (含當學期)。 二、研究生辦理離校期限：第 1 學期為 1 月 31 日前，第 2 學期為 7 月 31 日前，在職進修暑期班為 11 月 30 日前。逾期為辦理完成離校手續者，次學期仍應註冊。惟已達修業年限者，應予退學。 三、依本校學則第六十五條「研究生學位證書授予日期，第一學期為一月，第二學期為六月，惟若已修畢規定科目與學分，於參加學位考試之學期未修習論文以外之科目學分者，得以其通過學位考試並辦理離校手續完成之月份授予學位證書」。 四、本表應併同「學位考試申請表」繳交後，由註冊組抽存續辦畢業相關作業。			
註冊組審核		本學期所修科目且屬畢業所需學分者 <input type="checkbox"/> 均已及格 <input type="checkbox"/> 不及格__學分。 63 審核人簽章：_____年 月 日			

【附件三】

109.08.24 版

國家圖書館學位論文延後公開申請書

編號：

Application for Embargo of Thesis/Dissertation

申請日期：民國____年____月____日

Application Date: ____/____/____ (YYYY/MM/DD)

申請人姓名 Applicant Name		學位類別 Graduate Degree	<input type="checkbox"/> 碩士 Master <input type="checkbox"/> 博士 Doctor	畢業年月 Graduation Date (YYYY/MM)	民國____年____月 ____/____
學校名稱 University			系所名稱 School/Department		
論文名稱 Thesis / Dissertation Title					
延後公開原因 Reason for embargo	<input type="checkbox"/> 涉及機密 Contains information pertaining to the secret. <input type="checkbox"/> 專利事項，申請案號： Filing for patent registration. Registration number: <input type="checkbox"/> 依法不得提供，請說明： Withheld according to the law. Please specify.				
申請項目 Options	<input type="checkbox"/> 紙本論文延後公開 Delay public access to the printed copies of my thesis, but leave the online bibliographic record open to the public.			<input type="checkbox"/> 書目資料延後公開 Delay public access to online bibliographic record of my thesis.	
公開日期 Delayed Until	民國____年____月____日 ____/____/____ (YYYY/MM/DD)			<input type="checkbox"/> 不公開 Prohibited from public access.	

申請人簽名：

指導教授簽名：

Applicant Signature: _____

Advisor Signature: _____

學校認定/審議單位章戳：

Seal of the Authorization Institute: _____

【說明】

- 依教育部 107 年 12 月 5 日臺教高(二)字第 1070210758 號函及 109 年 3 月 13 日臺教高通字第 1090027810 號函，請據實填寫本申請書並檢附由學校認定或審議單位認定之證明文件，經由學校向本館提出申請，無認定或審議單位章戳者退回學校處理。
- 論文尚未送交國家圖書館，請於提送論文時，夾附親筆簽名申請書 1 份。
- 論文已送達國家圖書館，請將親筆簽名申請書一式 2 份掛號郵寄 10001 臺北市中山南路 20 號國家圖書館館藏發展及書目管理組，並於信封註明「學位論文延後公開申請書」。
- 本館保存之學位論文依學位授予法應提供公眾於館內閱覽紙本，或透過獨立設備讀取電子資料庫，二者依表單填寫日期公開。

【Notes】

- Please fill in all blanks and attach the certification documents approved by the university and apply through the university. The application form will not be accepted for processing until all information, signatures, and stamps are included.
- If the thesis or dissertation is not yet submitted to the NCL, please attach the signed application form to the thesis or dissertation.
- If the thesis or dissertation has been submitted to the NCL, please send a registered letter with 2 copies of the signed application form attached. The letter should be addressed to "Collection Development Division", National Central Library with a note in the envelope indicating "Application for delay of public release" to the following address. No.20, Zhongshan S. Rd., Zhongzheng District, Taipei City 10001, Taiwan (R.O.C.)
- The delayed date of printed copies and the independent viewing equipment will synchronize.

(以下由國圖填寫 For Internal Use)

承辦單位_館藏組：_____ 日期/處理狀況：

典藏地：_____ 登錄號：_____ 索書號：_____

會辦單位_知服組：_____ 日期：_____ ☐ 移送並註記，原上架日期：_____

論文系統：_____ 日期：_____

IMBA, NTCU

Self Checklist of Graduation Requirements

Name:

Student ID:

Item	Basic Requirements	Self-Check	Complete Date
Curriculum	A minimum of 35 credits, including 14 credits of required courses and 21 credits of elective courses.	<input type="checkbox"/>	
Graduation Requirement	At least one conference paper or journal paper through anonymous review system	<input type="checkbox"/>	
Application for Thesis Proposal	1. Apply a month before the Proposal Defense 2. Must earn 20 credits to be qualified for application 3. Please attach the Application form and transcript.	<input type="checkbox"/>	
Application for Thesis Final Defense	1. Apply before 11/29 for Fall semester or 5/15 for Spring Semester 2. Complete the 35 credits 3. Please attach thesis draft, application form, and transcript	<input type="checkbox"/>	
Master's Thesis Final Defense	1. Thesis proposal oral defense and oral final defense should not be held in the same semester and should be two months apart from. 2. Be held before 1/10 for Fall semester or 7/12 for Spring Semester 3. If students cannot participate the final defense within the semester, please submit the Thesis Revocation Consent Form before the end of semester.	<input type="checkbox"/>	
Leave School Procedure	1. Follow the procedures on the School Leave Form. 2. Apply before 1/31 for Fall semester or 7/31 for Spring Semester	<input type="checkbox"/>	

Please submit the self-checklist and relevant corroborating documents for Thesis Oral Defense