



The Way to the DIPLOMA Step by Step

2018



50 credits – to be completed

27 credits for fundamental courses

12 credits for core courses

2 credits for the thesis

9 credits for electives

Master Thesis Step 1 → Find an Advisor

1

An advisor should be found at least 7 months before graduation (Form 1)

One of the advisors must be in the College of Management at NCTU
If advisor is outside of College of Management – approval by GMBA Director is required

If the advisor needs to be changed due to some reasons, this change must be mutually agreed by the previous and new advisor, and reported to GMBA office **4 months before graduation**



2

Hand in thesis advisor application form(Form 1)

To finish in Spring 2018, advisor application form should be handed before Oct 30, 2017.



3

Hand in thesis proposal application form(Form 2)

To finish in Spring 2018, thesis proposal application form should be handed before **Dec 15, 2017.**

In case of change of thesis title it should be reported immediately to GMBA office

**National Chiao Tung University
Master Degree Program of Global Business Administration**

**Thesis Advisor Application Form
Academic Year: _____**

A. Personal Data

Name: _____ Student ID No.: _____

Undergraduate/Graduate Study: University/Institute: _____

Major/Minor: _____ Year of graduation: _____

B. Thesis Research Area

Please describe the intended areas/topics of your thesis (e.g., strategy, finance, marketing, technology, business plan and/or case study on ABC Company, etc.)

1. _____

2. _____

3. _____

Please describe your level of knowledge, professional experience, educational background, and related courses taken in your subject area.

C. Signature of applicant: _____ Date: _____

-----Advisor's Part-----

I agree to be his / her thesis advisor.

Advisor signature: _____ Date: _____

*Approval from GMBIA Director is required if the thesis supervisor is not from NCTU Management School

1

**National Chiao Tung University
Master Degree Program of Global Business Administration**

Thesis Proposal Approval Form

Student Name	_____	Student ID	_____
Thesis Title	_____		
Thesis Advisor	_____		

Approve the thesis proposal
通過論文計畫書審查

Others (Please comment)
其他，請說明

2

Signature of Advisor : _____

Date : _____

Master Thesis Step 1 → Write it

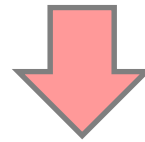


Master Thesis Step 3 → Oral Defense-Preparation

1

Hand in Request for oral defense with advisor's approval (Form 3)

To finish in Spring 2018, should be handed before May 31, 2018



2

Schedule time and place for oral defense with advisor

If advisors would like GMBA office to help reserve a classroom for your oral defense – talk to GMBA office in advance at least 3 weeks before the Oral defense.



3

Committee members to be assigned by advisor

One from NCTU and one outside of NCTU. Both must have PhD degree.

Email "Thesis Info" at least 2 weeks before Oral defense. **(Form 4)**

3

**National Chiao Tung University
Master Degree Program of Global Business Administration
Request for Oral Defense**

Student Name		Student ID	
Thesis Title			
Thesis Advisor			

- Postpone the oral defense because the student falls behind the schedule.
該生論文進度落後，暫不予推薦參加本學期畢業口試
- Agree to recommend the student to attend the oral defense this semester.
本人同意推薦該生參加本學期畢業口試

3

Signature of Advisor : _____

Date : _____

Signature of Student : _____

Date : _____

4 Thesis Info

example			
Thesis Title(Eng)	Family load – Work load, Work-family conflict & Family-work conflict, and Well-being indicators: The Moderating Influence of Family/Spouse Support and Family Supportive Supervisor Behavior: A study of banking industry Employees in Bolivia		
Thesis Title(Chi)	以家庭/配偶支持和主管支持行為為干擾變數探討家庭負荷、工作負荷、工作與家庭衝突和幸福感知標的關係：以玻利維亞某銀行為例		
Student Name	Ramiro Mayorga Antezana	Student ID	97885XXX
Committee	Pei-Hwa Chen	Internal committee member/title included	交通大學管理學院教授-XXX XX大學工管系兼任助理教授-黃永成
Oral Defense Date/Time	10:00-11:00, Jun 10	Oral Defense Place	MB201
Thesis Title(Eng)			
Thesis Title(Chi)			
Student Name(Chi/Eng)	(correct order in formal documents)	Student ID #	
Committee	(Advisor)	(Internal committee member/title included)	(External committee member/title included)
Oral Defense Date/Time		Oral Defense Place	

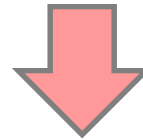
4

Master Thesis Step 4 → Oral Defense-Preparation

1

Oral defense period

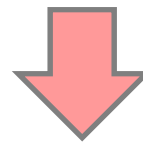
To finish in Spring 2018, oral defense period is June 15 – July 31, 2018
(if held before June 15, you need to submit the thesis info at least 10 work days earlier)



2

Send hard copies of completed thesis to your committee members

At least **1 week** before Oral defense



3

Pick up Oral Defense documents (verification form 審定書 / comment form / grade sheet..etc)

2 days before Oral Defense at GMBA office

Master Thesis Step 5 → Oral Defense – Present your Master Thesis



Master Thesis Step 6 → Revise Your Master Thesis

1

Revision period – if committee members require revision

Must be done before August 14th

If done between August 15th to September 7th student will be recorded as 2017 Fall Semester graduate (while running the leave-school procedure, you need to pay insurance fee only if finishing everything by Sep 7th)



審定書

2

Submit the (advisor) signed verification form (verification for revised thesis)

Must be done before August 14th and submitted to GMBA office

After 2 days of submitting the verification form, you can log into the graduation system

<https://reg-grad.nctu.edu.tw/>



3

Upload revised thesis to thesis upload system (once you get advisor's approval on the revision and let Vanessa know, you may upload right away.)

After uploading your thesis successfully, you will get 1 Authorization paper, put it (1) together with the "verification form (2)" and "your thesis (3)", and then make them into a book

*Plz follow the watermark procedure requested by the library.

Must be done before August 31st

Master Thesis Step 7 → Chapters and Page Numbering Rules

	Page
Chinese Abstract	i
English Abstract	ii
Acknowledgement	iii
Table of Contents	iv
List of Tables	v
List of Figures	vi
Symbols	vii
I. Introduction	1
II. Research Methods	7
2.1 xxx	10
2.1.1 xxx	11
2.1.2 xxxxxx	12
III. Theories	16
3.1 xxxxx	17
3.2 xx	19
IV. Experiments	23
V. Conclusion	28
VI. xxx	30
Reference	35
Appendix 1	36
Appendix 2	37
Autobiography (or CV)	40

Before the introduction, it should be i.ii.iii.....

1, 2 3... starts from the introduction

Master Thesis Step 8 → Run the “Leave-school” Procedure

1

Hand in 2 copies of your thesis to GMBA Office(I will submit to Library)

For hard-copy, no need the watermark.

Copy center at 5th floor of GMBA office building - you can check the right color(**light gray**), order, and format.

Send hard copies to your advisor and committee members(u may check with them if they need hard copies or the soft copy is sufficient.)

Must be done before August 31st



2

Start to run the “**Leave-school System**”.

To print the form: <https://reg-grad.nctu.edu.tw/>

You need to get your advisor's signature on the form.

****If your advisor is not available to sign in person, you may get his/her approval by email, and print it out as the attachment when you submit the “Leave-school form” to the Registrar Division.**

After collecting stamps from all required divisions, DIPLOMA is right there for you.

Chinese Language → For international students

to acquire the **TOCFL Level-2** certificate

OR

to pass at least **10 credits** of Chinese language courses offered by NCTU or a certified Chinese Language Center before graduation

Say Goodbye to GMBA Lab

1

Remove all your stuffs from your locker and return the key

If you lose the key, pay NT\$100 for making a new key

Must be done before August 31st



2

Copy Machine

GMBA office will check your print/copy record. If you print/copy over 500 pieces for black and white, you will be charged \$0.5 per copy/print; if you print/copy over 100 pieces for color, you will be charged \$4 per copy/print.

Must be done before August 31st



Check List

- Complete 50 credits
- Complete Chinese language requirement
- Find an advisor
- Hand in **Thesis Advisor Application Form** by Oct 31st 2017
- Hand in **Thesis Proposal Application Form** by Dec 15th 2017
- Hand in **Request for Oral Defense Form** by May 31st 2018
- Schedule time and place for oral defense
- Assign committee members
- Hand in **Thesis Info** 2 weeks before your oral defense day
- Send complete thesis to your committee members
- Pick up Oral Defense documents 2 days before your oral defense
- **Revise your Master Thesis**
- **Submit the Verification Form(審定書)**
- **Upload revised thesis to the Thesis Upload System**
- **Hand in 2 copies of your thesis to GMBA Office**
- **Send hard copies to your advisor and committee members**
- **Start to run the “Graduation Procedures Form”**
- **Get your advisor's signature**
- **Locker**
- **Printer**



Happy
Graduation!!

