

National Taichung University of Education



Student Brochure

International Master of Business Administration (IMBA)

For Attendances of Fall Semester,
2023 and Spring Semester, 2024

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I. Introduction

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

Founded in 1899, National Taichung University of Education (NTCU) has been witnessing the social and economic development of Taiwan over decades. The core values of NTCU, “Refinement, Creativity, and New Prospect,” act as guiding principles to lead our faculty members to educate our students to be a “whole person”. Currently, NTCU is composed of four colleges, including 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 in NTCU.

The IMBA program at the NTCU aims to educate professionals with advanced international business management capabilities, 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, specializing in various business fields, can provide interactive, top-

quality and diverse learning experiences to students. The most unique feature of this IMBA program is that it integrates 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 and field trips to visit well-known domestic and international enterprises, 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. Having 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

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II. Curriculum

The curriculum is specifically for the attendances of Fall Semester, 2023 and Spring Semester, 2024.

Category	Credit
Required Courses	11
Elective courses	24
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: 4 courses (11 credits)
 - (2) Elective courses: 8 courses (24 credits) at least

I. Required courses 11 credits				
Course code	Course Name	Credit	Hour	Grade
BIM00010	Business Research Methods	3	3	1 or 2
BIM00080	Strategic Management	3	3	1 or 2
BIM00090	Qualitative and Quantitative Analysis	3	3	1 or 2
BIM00050	Independent Study	2	2	2
II. Elective courses 24 credits				
BIM10350	Financial Management	3	3	1 or 2
BIM10380	Corporate Governance	3	3	1 or 2
BIM10280	Marketing Management	3	3	1 or 2
BIM10290	Human Resource Management	3	3	1 or 2
BIM10080	International Exhibition Management	3	3	1 or 2
BIM10310	Special Topic on Tourism and Recreation Industry	3	3	1 or 2
BIM10360	Technology Management	3	3	1 or 2
BIM10340	Special Topics on Business Practices	3	3	1 or 2
BIM10220	Project Management	3	3	1 or 2
BIM10070	Information Technology and Business Intelligence	3	3	1 or 2
BIM10390	Organization Theory and Behavior	3	3	1 or 2
BIM10400	Innovation and Entrepreneurial Management	3	3	1 or 2
BIM10410	Small and Medium Enterprise Management	3	3	1 or 2
BIM10420	Corporate Social Responsibility	3	3	1 or 2

BIM10430	Non-Profit Organization Management	3	3	1 or 2
BIM10440	Industry and Competitive Analysis	3	3	1 or 2
BIM10450	Consumer Behavior	3	3	1 or 2
BIM10460	Industry-University Cooperation Practices Seminar	3	3	1 or 2
BIM10370	Education Industry Management	3	3	1 or 2
BIM10470	Tourism Industry Management	3	3	1 or 2
BIM10480	New Product Development Management	3	3	1 or 2
BIM10490	Cultural Industry Management	3	3	1 or 2
BIM00500	Management Economics	3	3	1 or 2
BIM00510	International Business Management	3	3	1 or 2

III. Academic Regulation

General Notices for First-Year Graduate Students

- Students need to fill out Basic Information Sheet to help IMBA office staff to set up student directory.
- Students are allowed to study at the library in the main campus and the Room R503a or R503b in Yingcai campus if the rooms are not occupied (ask IMBA office before the usage).
- Students must request permission for a leave from your lecturer if you are unable to attend class(es).
- Students must turn off all the electronic devices (including lights, air conditioner, electronic lectern, etc.), lock all the doors and windows, and return the room key to IMBA office after finishing the classes.
- Please feel free to ask IMBA office staff 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 研究生獎助學金執行要點

National Taichung University of Education Master Program of International Business Administration(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 Program Affairs Council Meeting in 2015 Spring Semester 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 Program Affairs Council Meeting in 2016 Spring Semester 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 Program Affairs Council Meeting in 2017 Fall Semester 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 1st Program Affairs Council Meeting in 2019 Spring Semester n 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 were enacted based to “National Taichung University of Education Guidelines on Postgraduate Student Scholarship”. 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 the first two weeks in new semester. Program Chairman will review and assess the application documents. 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 scholarship is categorized into two types, both 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 award given to students who have excellent performance in academic fields, thus these 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 two types, both “Student Assistant Allowance” and “Employed Assistant Allowance”.

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 “Student Assistant Allowance” is an “allowance” given to students for doing researches as the main purpose and taking part in academic activities, instead of being a kind of 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。

Students are required to comply with the following regulations:

- (1) The academic activities should relate to the students’ research project or meet the graduate qualifications. Under the guidelines from instructors, students need to help carry out the research project, learn the process of doing research(es), and enhance the academic capabilities as the main goal. The whole process should be approved by students themselves and their instructor(s).
- (2) The master degree program shall provide the corresponded courses and thesis instruction guidance. Other relevant learning criteria, graduation qualifications and scholarship (grants) distributing methods shall be precisely set up and announced.
- (3) Professors have to provide instruction and professional knowledge to students.
- (4) Student Assistant Allowance is an “allowance” given to students who take part in academic activities, instead of a kind of labor remuneration.
- (5) The assurance of student rights and related insurance during the

academic program should comply with University Act, Degree Conferral Act and other related regulations.

The master degree program shall provide program students additional commercial insurance in addition to original Student Group Insurance during the academic program. The amount of the compensations should be based on the 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 Assistant Allowance: Students are employed under NTCU Students Assistant and Labor Rights Guidelines and shall go through the whole hiring process and sign the employment contract before starting to work.

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。
- (6) 其它臨時交辦事宜。

Tasks descriptions:

- (1) Assisting in carrying out academic activities.
- (2) Assisting in the works related to the school office.
- (3) Assisting in computer maintenance and website updating management.
- (4) Assisting in the editing academic journal.
- (5) Assisting university's professors in dealing with research and teaching related matters.
- (6) Others 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 number of students and funds of the school each year. The scholarship and monthly grants will be first distributed to full-time 1st and 2nd grade students in this program. After deducting the amount of scholarship applied by students every year, the rest of the funds will be listed as monthly grants. Scholarship grantees are permitted 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。

If students have one paper published in an International academic journal (such as SCOPUS, EI, TSSCI, SSCI, SCI, SCIE) or have presented at a peer-reviewed international conference included in EI system, the student can be awarded with a maximum of NT\$ 10,000 per paper.

- 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。

If students have one paper published in an International academic journal or have presented at a peer-reviewed international conference, the student can be awarded with a maximum of NT \$6000 per paper.

(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 mainly given to full-time 1st and 2nd grade students (student who is in suspension period is excluded).

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。

The standard for Student Assistant Allowance is granted to students in units by month. Students can receive no more than four units in one month, 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。

The standard for Employed Assistants Allowance should not be less than the hourly minimum wage announced by the Ministry of Labor and should not be more than \$200 per hour.

- 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 receive Student Assistant Allowance and/or Employed Assistants Allowance should comply with Ministry of education regulations, Ministry of labor regulations and NTCU guidelines and also are required to abide by NTCU's Guidelines of Graduate Scholarship Grantee. This program office, thesis advisor, and students should all consent to the errands as learning events.

- 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 aforementioned Student Assistant Allowance have poor performance after reviewed by instructors or students who receive Employed Assistants Allowance have poor performance with specific records or any violations in carrying out research project, they should be prohibited in application or NTCU will terminate the grants. The vacancy is filled up by other qualified graduate students. Students who apply for the aforementioned allowance give up during the middle of the semester; the vacancy is filled up by other qualified graduate students.

- 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 by the president of NTCU. 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 Master Program of International Business Administration (IMBA) Program Study Regulations

112年6月16日國際經營管理碩士學位學程111學年度第2學期第一次事務會議通過
Approved in the 1st Program Affairs Council Meeting in 2023 Spring Semester on June 16, 2023

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) Program Regulations 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 shall complete the graduation requirements for the program degree with limited duration of four years.

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 get a least 35 credits, complete their masters' theses and take the thesis oral defense to acquire their master degree.

第四條 修課規定

一、碩士班學生每學期所修學分數之最高上限為十五學分。

二、依本校「學生抵免學分要點」規定辦理學分抵免，抵免總學分數不得超過12學分。

Rule 4 Course Selection Regulations

1. Students cannot take more than 15 credits in each semester.

2. According to the National Taichung University of Education Credit Exemption Guidelines, the total credit for exemption cannot exceed 12 credits.

第五條 指導教授之諮請

一、本學位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、本學位學程學生之指導教授必須於本學位學程開課之管理學院專任教師。若擬敦請非管理學院教師為指導教授，除須經本學位學程同意外，亦須由管理學院專任教師共同指導。

三、本學位學程及管理學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。非管理學院專任教師每屆在本學位學程新收指導

學生人數至多以一人為原則。

Rule 5 Thesis Advisors

1. Students of the program should find their thesis advisor(s) before the end of the second semester after their enrollment.
2. Thesis advisor(s) must be the full-time faculty member of the College of Management, NTCU. If students select an advisor who is not a faculty member of the College of Management, the advisor must have the authorization from the IMBA Program office and the students must be under co-instructed by a full-time faculty member of the College of Management.
3. Full-time faculty members may supervise at most 3 students per school year; while the advisor in other college(s) may supervise at most 1 student per school year.

第六條 論文題目之申報

- 一、本學位學程研究生申報指導教授後，即可與指導教授協商論文題目。
- 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，交本學位學程辦公室存查。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 to the program office, he/she can begin discussion with the advisor on the thesis topic.
2. Students of this program should submit their thesis topic(s) to the program office with the consent of his/her advisor and the program chair after students finish their registration in the 2nd semester of first school year. If there are any changes, students must inform his/her advisor and the new thesis topic should be ratified by the program chair.
3. Thesis topic changes and thesis composition must be under the instruction of the advisor. When changing a thesis advisor, students should inform the former advisor and must have a written/ hard copy consent from the new advisor and the department chair.

第七條 畢業門檻

- 一、學生須於國內、外公開徵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、取得符合相當於歐洲語言學習、教學、評量共同參考架構（Common European Framework of Reference for Languages: learning, teaching, assessment, CEFR）B2級以上英語能力檢定測驗成績單或及格證書，例如TOEFL ITP 460、TOEIC Bridge 170、TOEFL IBT 42、IELTS 4.0、TOEIC 550，方具備畢業資格。如畢業前未達門檻，需修習本校或其他大專院校(含進修部)通過標準(含以上)等級之課程取得修課證

明並通過課程考試。學生母國官方語言為英語者除外。

上述畢業門檻，請於申請學位論文考試時，檢附佐證資料以供查驗。

Rule 7 Graduation Requirements

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. Students must obtained English proficiency certificate, equivalent of Common European Framework of Reference for Languages: learning, teaching, assessment(CEFR) B2 level and above, like TOEFL ITP 460、TOEIC Bridge 170、TOEFL IBT 42、IELTS 4.0、TOEIC 550. If you don't meet threshold before graduation, you need to study courses and obtained the certificate of course attendance and passed course exam. Except for students whose home country's official language is English.

For the above graduation threshold, please attach supporting materials for verification when applying for the dissertation examination.

第八條 論文研究計畫口試實施要點另訂之。

Rule 8 Thesis Proposal Oral Defense Guidelines will be made in details in the other code.

第九條 本學位學程學位考試實施要點另訂之。

Rule 9 Master's Thesis Oral Defense Guidelines will be made in details in the other code.

第十條 本規則有未盡之事項，悉依本校教務章則辦理。

Rule 10 Issues not specified in the guidelines shall be referred to academic rules and regulations from the Office of Academic Affairs will be implemented

第十一條 本規則經學程事務會議通過後實施，修改時亦同。

Rule 11 This Program Regulation was approved by the Program Affairs Council Meeting; any further modification must undergo the same procedure.

National Taichung University of Education
Master Program of International 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
Approved in the 2nd Program Affairs Council Meeting in 2014 Fall Semester on October 20, 2014

Rule 1

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

Rule 2

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

Rule 3

Credit Exemption Qualifications: Students, who have taken “Continuing Education” courses ratified by the IMBA program or credits in other graduate programs in NTCU , may apply for credit exemption for courses with identical title, the same amount of credit , and course content to those of the program. The application shall be accepted and passed 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 get credits in other graduate programs in NTCU may apply for credit exemption for courses with identical title and the application will be audited by Program office. The credit of required course are not allowed to be exempted.
3. During the process of credit exemption audit, if necessary, the applicant may be called in for qualification exam. If students pass the exam, the application shall be accepted and credit exemption should be passed.
4. Exempted Credit may not exceed 1/3 (one-third) of the total graduation credits.

Rule 5

Issues not specified in the guidelines shall be referred to the “National Taichung University of Education Credit Exemption Guidelines.”

Rule 6

This Program Regulation was approved by the Department Affairs Council Meeting; any further modification 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

論文研究計畫口試實施要點

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

111年5月31日國際經營管理碩士學位學程110學年度第2學期第一次事務會議通過
Approved in the 1st Program Affairs Council Meeting in 2022 Spring Semester on May 31, 2022

一、目標：

- (一) 激勵學術研究風氣。
- (二) 培養研究生學術研究能力。
- (三) 提昇研究生論文學術水準。

Rule 1. Objects：

- 1. Encouraging academic research impetus.
- 2. Cultivating the academic research ability of graduate students.
- 3. Enhancing the academic quality of students' thesis.

二、申請資格：凡本學位學程研究生修畢20學分可提出申請。

Rule 2. Applicant Qualification:

Students of this program must earn 20 credits to be qualified for application.

三、實施時間：論文計畫口試申請時間為每學期申請一次，向學位學程辦公室提出申請，且研究計畫與學位考試需間隔二個月。

Rule 3. Application Period:

The application for Proposal Oral Defense is open once in every semester. Student shall send application to the program office. The thesis proposal oral defense must be two months apart from the Thesis Oral Defense.

四、申請程序：

- (一) 申請論文研究計畫口試前，須完成論文之緒論、文獻探討、研究方法及設計、主要參考文獻等部份，始可申請論文研究計畫口試。
- (二) 申請時，需填具申請表，檢附論文研究計畫及歷年成績單各一份，經指導教授評定核可後送學位學程辦公室。

Rule 4. Application Procedure:

1. Before applying for proposal oral defense, students are suggested to complete the sections of introduction, literature review, research method and design, and references in the thesis.
2. Students must fill out the application form with thesis advisor's approval and hand in the application form to IMBA office along with the thesis research proposal and transcript respectively.

五、實施方式：

- (一) 每次論文研究計畫發表以一小時為原則。
- (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二位教師同時與會指導。
- (四) 論文研究計畫之發表應有全體審查委員出席始得舉行，如有審查委員因故不能出席，應另擇期辦理。
- (五) 學生需於排定報告前一周繳交「碩士論文研究計畫書」一式三份至學位學程辦公室。
- (六) 論文研究計畫發表時，請發表者自行準備發表資料，供與會人員參閱。
- (七) 論文研究計畫發表完畢後，由審查委員填寫論文研究計畫審查意見表，並檢視該學位論文與專業領域是否相符。若達二分之一以上之委員認定學位論文未與專業領域相符，則該生需重新提出論文計畫書審查。通過後始可執行論文研究；若不通過時，則需重新提出論文研究計畫並審查申請，每一研究生每學年至多提兩次。

Rule 5. Implementation Procedures:

1. Thesis proposal defense should be conducted within one hour.
2. Both oral and written thesis proposal must be in English.
3. Thesis proposal must be examined by the advisor together with at least 2 invited professors.
4. All the thesis proposal oral defense committee members must attend the thesis proposal. If one of the committee members cannot attend the thesis proposal oral defense meeting, the oral presentation needs to be changed to other day.
5. Students need to hand in 3 hard copies of thesis proposal to the program office one week before proposal oral defense.

6. When presenting, presenter (student) should prepare presentation materials for attendees to read.
7. After the thesis proposal presentation, the committee members shall fill in the review opinion form and check whether the thesis is consistent with the research fields. If more than half of the committee members determine that the thesis doesn't conform to the research fields, the student needs to re-submit the proposal for review. Students may start carrying out researches on their thesis when they pass the thesis proposal oral defense; if students failed to pass the thesis proposal oral defense, students must apply for thesis proposal oral defense again and their documents will also be examined. Each student can only apply twice for thesis proposal oral defense at most in each semester.

六、研究生之論文研究計畫經審查通過後，如因故變更研究題目，應重新辦理論文研究計畫口試。

Rule6 If students change thesis topic after passing the master's thesis proposal oral defense, they should present at the proposal oral defense again.

七、本要點經學程事務會議通過後實施，修正時亦同。

Rule7 This Program Regulation was approved by the Program Affairs Council Meeting; any further modification 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
論文（計畫）考試作業程序**
**Master Program of International 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
Approved in the 1st Program Affairs Council Meeting in 2015 Spring Semester on March 25, 2015

- 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 Master's Thesis Oral Defense Guidelines.
- 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 below.
- (1) Please refer to the deadline in the table listed below. Please send your application to Program office a month before the Thesis Proposal Oral Defense. The Thesis Proposal Oral Defense must be at least two months apart from the Thesis Oral Defense. Thesis and Proposal Oral Defense should be held at least two months apart.
 - (2) Please fill out the application form and prepare the following documents:
 1. Transcript (all credits in each semester should be included.)
 2. Thesis (or Thesis Proposal) Draft
 3. Graduation Requirements Corroborating Documents (Please attach these

documents when you apply for Thesis Oral Defense.)

Deadline Semester	Deadline for Thesis Proposal Oral Defense Application	Deadline for Thesis Oral Defense Application	Deadline for Oral Defense (Withdrawal)	Completion of Graduation
First (Fall) Semester	Apply a month before Thesis Proposal Oral Defense	Apply a month before Thesis Oral Defense	Jan. 20th	Before Jan. 31st
Second (Spring) Semester	Apply a month before Thesis Proposal Oral Defense	Apply a month before Thesis Oral Defense	Jul. 20th	Before Jul. 31st

- 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. Thesis Oral Defense should be held in the first semester before January 20th, and second semester before July 20th. If needed, the deadline can be postponed with permission from the program office. If students cannot finish all the process listed in Article IV with a permitted extension, students should take on all the responsibilities and accept all the results without any objections.
- 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 who expect to obtain the Master degree during first semester, they must complete Thesis Oral Defense before the deadline listed above and must hand in the corrected thesis to the Program office by January 31st. For students who expect to obtain the degree during second semester, they must complete process mentioned above by July 31st. If any delayed issues happen, student should take on all the responsibilities and the diploma for the Master degree will be conferred 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 should hand in the thesis draft to the Program office a month before thesis oral defense. Additionally, students should send the thesis draft to committee members by themselves.
- 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 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 Master's Thesis Oral Defense Guidelines .
- 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 a Host. (Thesis Advisor is not allowed.)
- II. Host announces that Oral Defense starts.
- III. Oral Defense Committee Members decide whether the thesis is accepted for Oral Defense. (Only Committee Members are allowed to be in the room.)
- IV. Student (presenter) and auditors shall be seated in the room.
- V. Host gives a few words.
- VI. Student makes a summary of his/her own thesis. (Around 15-20 minutes.)
- VII. Thesis Oral Defense: Committee Members will ask questions respectively, student need to answer spontaneously.
- VIII. Evaluation (Grading). (Only Committee Members are allowed to be in the room.)
- IX. Student (presenter) takes a seat.
- X. The Host gives a few words and announces the results.

九、本作業程序經學程事務會議通過後實施，修正時亦同。

- IX. This Operation Process was approved by the Department Affairs Council Meeting; any further modification 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
學位考試實施要點
Master Program of International Business Administration(IMBA)
National Taichung University of Education

Master's Thesis Oral Defense Guidelines

111年5月31日管理學院110學年度第2學期第一次事務會議通過
Approved in the 1st Program Affairs Council Meeting in 2022 Spring Semester on May 31, 2022

一、本要點依據「大學法及其施行細則」、「學位授予法」及「國立臺中教育大學研究所碩士暨博士學位考試規則」訂定之。

Rule1 The guidelines are based on “Enforcement Rules of the University Act”, “Degree Conferral Act”, “National Taichung University of Education Master’s and Doctoral Degree Oral Defense Guidelines”.

二、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)修業逾一學期。
- (二)修畢應修科目與學分(含當學期)。
- (三)通過論文計畫書審查，且時間至少間隔二個月。
- (四)完成線上學術倫理課程，並通過考試。
- (五)符合學位論文與專業領域相符性之規定。
- (六)已完成論文初稿者，且完成論文原創性比對，檢測結果不得高於25%(含)並經指導教授審閱確認該論文原創性。
- (七)符合畢業門檻。

Rule 2 Program students who meet the following standards are qualified to apply for the thesis oral defense.

1. Complete one semester of master’s class.
2. Complete required courses and credits (credits in the current semester are also counted).
3. Complete the Thesis Proposal Oral Defense and the Thesis Oral Defense is held at least two months apart from the Thesis Proposal Oral Defense.
4. Complete online academic research ethics education courses and pass the exam.
5. Complete the consistency checking of thesis content and professional field.
6. Those who finish the thesis draft should complete the plagiarism detection for thesis originality and the final result should be less than 25%. Instructors also need to check the originality of the thesis.
7. Meet the graduation criteria.

三、學位論文與專業領域相符性之審查程序：

(一) 研究生論文題目訂定時，指導教授應依本學位學程之教育目標及專業領域審查其論文題目之相符性，並於指導教授同意書中敘明是否相符。

(二) 研究生進行論文研究計畫口試時，指導教授與考試委員應審查其論文與專業領域之相符性，並於審查意見表中敘明是否相符。

上述各項如不相符時，應修改並重複審查至相符始得申請碩士學位考試。

Rule 3 The examination procedure for the consistency checking of the thesis with the professional field :

1. When the thesis topic is set, the professor should review the consistency of the thesis topic in accordance with educational goals and professional fields of the degree program, and state whether it is consistent in the instructor's consent form.
2. When students present in the thesis proposal oral defense, the instructor(s) and oral defense committee members shall review the consistency of their thesis with the professional field, and state whether they are consistent in the review opinion form.

If the above items are inconsistent, students' thesis proposals should be revised and reviewed until they are consistent with the professional field and then are qualified to apply for a master's degree exam (thesis oral defense).

四、研究生申請碩士學位考試，應依下列規定辦理：

(一) 申請期限：

1. 第一學期：自行事曆註冊日起並完成註冊手續至十二月三十一日止。
2. 第二學期：自行事曆註冊日起並完成註冊手續至六月三十日止。
3. 應於學位考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，並檢附下列各項文件：

1. 歷年成績單一份。
2. 論文初稿及其提要各一份，且學位論文（含摘要）以英文撰寫為原則，經取得他種學位之論文，不得再行提出。
3. 臺灣學術倫理教育資源中心修課證明。
4. 論文原創性比對報告。
5. 畢業學分審查表。
6. 畢業門檻佐證資料。

(三) 經指導教授及本學位學程主任同意後報請學校核定，並依期參加學位考試。

Rule 4 Program students should follow the procedures below when applying for the thesis oral defense.

1. Application deadline :

(1) The first semester: Starting from the registration date (enrollment procedures are completed) to December 31st.

(2) The second semester: Starting from the registration date (enrollment procedures are

completed) to June 30th .

(3) Please submit application form a month before the thesis oral defense date .

2. Required documents:

(1) Transcript for All Semesters.

(2) Thesis draft and the abstract. The thesis and abstract should be written in English. A thesis used for other acquired domestic or overseas degree shall not be used as the thesis to seek this master degree.

(3) Certificate of taking courses from Center Taiwan Academic Research Ethics Education.

(4) Plagiarism detection report for thesis originality.

(5) Graduation credit review form.

(6) Corroborating documents to prove the fulfillment of graduation requirements.

3. After being approved by the advisor and chairman of the IMBA program, the application for thesis oral defense will be ratified by the university and the oral defense date will be appointed. Students should attend the thesis oral defense on the appointed date.

五、學位考試依下列程序進行：

(一)組織碩士學位考試委員會。

(二)辦理學位考試。

Rule 5 The procedure of thesis oral defense is as follows :

1. Organize Thesis Oral Defense Committee.

2. The Thesis Oral Defense is held.

六、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，但指導教授有二人以上時應置委員四至五人，其中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。考試委員名單由學位學程主任就具有資格之人選推薦，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：

1.現任或曾任教授、副教授、助理教授者。

2.中央研究院院士、現任或曾任中央研究院研究員、副研究員、助理研究員。

3.獲有博士學位，且在學術上著有成就，相關認定需經本學位學程事務會議通過。

4.研究領域屬稀少性、特殊性學科或屬專業實務，且在學術上或專業上著有成就者，相關認定需經本學位學程事務會議通過。

Rule 6 The Thesis Oral Defense Committee should be organized as follows:

1. There should be three to five members, but when students have more than two advisors, four to five members should be in the oral defense committee. Among which the advisor is an official member while the number of external members should not be less than one-third of the total number of Committee Members. Committee Member List is

recommended by the chair and employed by the president.

2. The Committee Members should not only be an expert in the thesis-related professional field, but also requires the following qualifications:
 - (1) Current or former professor, associate professor or assistant professor.
 - (2) Academia Sinica research fellow. Current or former member of the Academia Sinica or researcher, associate researcher or assistant researcher.
 - (3) A Ph.D. degree holder who has outstanding academic achievements. The relevant accreditation needs to be approved by the Program Affairs Council Meeting.
 - (4) An expert in a rare or special subject or professional practice and has outstanding achievements in academics or professional practice. The relevant accreditation needs to be approved by the Program Affairs Council Meeting.

七、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，依期辦理有關學位考試事宜。考試方式，以口試行之，並以英文報告為原則。

(二) 學位考試成績評定：

1. 學位考試成績以七十分為及格，一百分為滿分。召集人就各出席考試委員之評分，合計平均後所分數，即為學位考試之成績。
2. 碩士學位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，皆以不及格論，其他委員不論評分多寡，不復加以平均。
3. 學位考試必須當場評定成績，評定以一次為限，且不得以「預備會」或「審查會」名義，而不予評定成績；學位考試完後，其未評定成績者，以考試不及格論。

(三) 學位考試委員會之運作：

1. 學位考試由全體委員推選校外委員一人為召集人。但指導教授不得擔任委員會召集人。
2. 考試委員應親自出席委員會，不得委託他人為代表。
3. 指導教授應出席會議。
4. 碩士學位考試至少應有委員三人出席，但指導教授為二人以上者至少需委員四人出席。
5. 出席委員中校外委員不得少於三分之一（不含指導教授）。
6. 出席委員未達人數限制，不得舉行考試；已考試者，其考試成績不予採認。

(四) 學位考試成績經評定為不及格者，在修業年限內得於次學期或次學年申請重考，重考以一次為限，且須在修業年限內為之。重考成績仍不及格者，勒令退學。

(五) 論文有造假、變造、抄襲、由他人代寫或其他舞弊情事，經學位考試委員會審查確

定者，以不及格論，並不得重考。

Rule 7 The processing of Thesis Oral Defense should comply with the following regulations:

1. After the application for thesis oral defense has been reviewed and approved, students should start to prepare for the related affairs for the oral defense. The thesis oral defense should be conducted in English oral presentation.
2. Thesis oral defense(degree examination) score evaluation (grading):
 - (1) The passing grade is 70, with a full score of 100.The convener’s score for the thesis oral defense is the total average of all the scores from the committee members attending the examination.
 - (2) If the students’ performance in the thesis oral defense was marked failed by over half (include half) of the committee members, the defense is regarded as failed regardless of the scores from other members Their scores will not be averaged.
 - (3) Committee Members can only evaluate once in the oral defense spot. The evaluation should not be held under the name of “preparation meeting” or “verification meeting”. If committee members do not give a grade within the defense, students fail the thesis oral defense.
3. Operation of the Oral Defense Committee:
 - (1) One external committee member is elected as the convener of the degree examination (Thesis Oral Defense) by all the members in the committee. However, the thesis instructor may not serve as the convener of the committee.
 - (2) Committee Members should attend the committee in person and shall not ask other person to be his/her delegate.
 - (3) The thesis advisor should attend the thesis oral defense.
 - (4) Three members should participate in the thesis oral defense. But if students have more than two advisors, at least four committee members should participate in the thesis oral defense.
 - (5) The number of the external members should not be less than one-third.
 - (6) Thesis oral defense shall not be held if the number of attending members does not reach the required number; for those who have already taken the thesis oral defense, Thesis Oral Defense results will not be admitted.
4. Those who have been assessed as failing the exam may apply for Thesis Oral Defense again in the next semester or the following academic year within the limited duration of four years The retake of the Thesis Oral Defense is limited to once and must be done within the limited duration of four years. Those who fail the retake of Thesis Oral Defense will be ordered to drop out.
5. If there is any forging, fabricating, plagiarizing, ghostwriting or cheating, the defense is considered failed and no retake is allowed after verification of the Committee.

八、學位考試期限：

(一)第一學期：應於行事曆註冊日起至一月二十日前舉行。

(二)第二學期：應於行事曆註冊日起至七月二十日前舉行。

研究生之學位考試經申請核准後，而因故未能如期舉行者，應於核准之考試日前報請學校撤回該次學位考試之申請。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。

Rule 8 Deadline for taking Thesis Oral Defense:

1. The first semester: Starting from the registration date (enrollment procedures are completed) to January 20th.
2. The second semester: Starting from the registration date ((enrollment procedures are completed)) to July 20th.

If the approved Thesis Oral Defense cannot be held due to any reasons, please submit the Thesis Oral Defense Revocation Consent Form to apply for the revocation of degree examination (Thesis Oral Defense) before the approved examination day. Those who did not complete the above procedures will count as one failed Thesis Oral Defense. If student reach the limit of study years, his/her Thesis Oral Defense cannot be postponed and the student should be ordered to drop out.

九、研究生學位論文之品保機制：

- (一) 研究生論文題目訂定時，指導教授確保論文題目與專業領域之相符性。
- (二) 研究生申請學位考試前須通過論文研究計畫口試，且考試委員須審查論文研究計畫與專業領域之相符性。
- (三) 研究生學位論文須於學位考試前與論文定稿時通過原創性比對之規定。
- (四) 指導教授須定期與研究生研討，填寫指導教授互動紀錄表。
- (五) 控管研究生學位論文，以公開為原則，若遇不公開或延後公開，應敘明原因由指導教授審查通過。

Rule 9 The quality assurance mechanism for graduate degree thesis:

1. When the thesis topic is set, the instructor shall ensure that the thesis topic is consistent with his/her own professional field.
2. Program students must pass the Thesis Proposal Oral Defense before applying for the Thesis Oral Defense and the Thesis Oral Defense committee must review the consistency of the thesis research plan with the professional field.
3. The Master's degree thesis must pass the plagiarism detection for thesis originality before the degree examination (Thesis Oral Defense) and when the thesis is finalized.
4. Thesis instructor(s) must regularly discuss with students and fill out an instructing record form.
5. The control and management of graduate thesis is based on the principle of openness. If the thesis is not open or delayed, the reasons should be stated and approved by the thesis instructors.

十、學位考試舉行後本學位學程辦公室應俟研究生繳交已定稿且內附學位考試審定書之論文後，將各該生學位考試成績報告單及「學位考試審定書」影本一併送教務處登錄。

論文最後定稿之繳交期限及辦理畢業離校期：

(一) 第一學期：行事曆註冊日起至一月三十一日。

(二) 第二學期：行事曆註冊日起至七月三十一日。

未於前項規定期限內繳交已定稿論文並辦理畢業離校，其未達修業最高年限者，次學期仍應繳交學雜費註冊，並於前項規定之該學期期限內辦理已定稿論文繳交及畢業離

校，並屬該學期畢業。至修業年限屆滿時仍未繳交已定稿論文及辦理畢業離校者，該學位考試以不及格論，並依規定退學。

Rule 10 After the thesis oral defense, students need to submit the final thesis with “Master’s Degree Thesis Verification Letter” to the Program office. After that, the Program office will file the degree examination score report and the copy of “Master’s Degree Thesis Verification Letter” to the Office of Academic Affairs for entering the grade.

Deadline for submission of final thesis and graduation procedures:

1. The first (Fall) semester: Starting from the registration date ((enrollment procedures are completed)) to January 31st.
2. The second (Spring) semester: Starting from the registration date ((enrollment procedures are completed)) to July 31st.

If student who is still in the valid duration of study year, s/he should get enrolled, pay the tuition fee, hand in the final thesis, and complete the graduation process before the deadline in the next semester. The graduation date will be marked the year when students finish the graduation process.

If students meet the limit of the study year and cannot submit the final thesis and complete the graduation process, the thesis oral defense is marked failed. Students should be ordered to drop out.

十一、研究生學位論文指導教授與學位考試委員人選之推薦、聘任應符合學術倫理。為研究生配偶、前配偶、四親等內之血親或三等親內之姻親或曾有此關係者，應自行迴避不得擔任該生之指導教授或學位考試委員，經發現者將撤銷其資格；如已完成學位考試，則該次學位考試成績無效；如已授予學位始發現時，應予撤銷，並公告註銷其已發之學位證書後，應通知當事人繳還該學位證書。

Rule 11 The recommendation and appointment of candidates for thesis advisor(s) and Thesis Oral Defense committee members shall conform to academic ethics. A graduate student's spouse, former spouse, blood relative within the fourth-degree relative, or a collateral relative by marriage within the third-degree relative, or have had such a relationship should avoid serving as the student's thesis advisor or Thesis Oral Defense committee member. The qualification of being a thesis advisor will be revoked once this situation is found. If the degree examination (Thesis Oral Defense) has been completed, the result of the degree examination (Thesis Oral Defense) shall be invalid; if the degree has been conferred, the Master’s degree shall be revoked and the issued degree certificate shall be announced to be written off, and the student shall be notified to return the degree certificate.

十二、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。

Rule 12 If any plagiarizing or cheating has been found and confirmed after the degree certificate has been conferred, the master degree will be revoked and the certificate will be asked to return.

十三、研究生學位論文與專業領域不符以及學位論文違反學術倫理時，應召開學程事務會議討論，得視情節輕重，限制指導教授之論文指導人數與年限。

Rule 13 When a graduate student's thesis does not conform to the professional field or the thesis violates academic ethics, a Program Affairs Council Meeting shall be held to discuss, depending on the different circumstances, the number and length of the thesis guidance of the instructor shall be limited.

十四、本要點未盡事宜，依本校相關教務章則辦理。

Rule 14 Matters that are not covered in these Guidelines shall be handled in accordance with the relevant academic rules and regulations of the university.

十五、本實施要點，經學程事務會議及院務會議通過後，陳請校長核定後實施，修正時亦同。

Rule 15 The Guidelines will be implemented after being approved by the Program Affairs Council Meeting and Collage Affairs meeting; any further modification must undergo the same procedure.

Procedure for Applying Oral Defense

論文口試申請程序

- ✚ Students have to complete 35 credits and pass the Thesis proposal oral defense.
修畢 35 學分，且通過論文計劃審查。
- ✚ Students have to meet the graduation requirements:
 1. Students are required to present at least one article/paper in conference/ academic symposium.
 2. Students are required to complete Academic Research Ethics courses and the test.
 3. Students are required to complete English proficiency certificate.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
 3. 完成英文檢定證明
- ✚ Please fill in the application form and prepare the following documents when you send your application to the program office:
 1. Graduation credits review form
 2. Transcript for All Semesters
 3. Graduation Requirements 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
 7. English proficiency certificate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
 7. 英文檢定證明
- ✚ Please apply for Thesis Oral Defense a month before the Oral Defense Date.
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. Link: <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

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: 漢龍資訊科技股份有限公司 系統開發
地址: 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)

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。

2.

國立臺中教育大學

進入學生資訊系統

登出 | 請選擇語言 | ▼

現在位置: 首頁

Change to English (英文) (Google translate)

Student

管理學院國際經營管理碩士學位學程三年甲班

BIM106

系統公告

公告日期	公佈標題	發佈者
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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
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3.

National Taichung University of Education
Enter the student information system



Sign out 

Location: enter student information system **Make sure it shows "英文" during your application**

basic information	School applications	General Application	subject system
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	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	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	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
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	My Classes Class curriculum inquiry Teacher timetable inquiry Classroom curriculum inquiry School curriculum Information	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	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

No application information check !!



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 導教 (班別: IMBA 學號: BIM106) 碩、博士論文已完成初稿, 現徵請論文指
 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 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		
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				
考試年期別 Year of defense	學年度 第一學期 First or Second semester		考試地點 Venue for Thesis Oral Defense		
考試時間 Time of defense	年 月 日 時 分至 時 分				
口試委員 建議名單 (含指導教授) Recommendation List of Committee Members, including thesis Advisor(s)	姓名	職 級	服務機關	連絡電話	備註
	*Please ask advisor(s) for the Committee Members list.				
外聘委員 External Committee Member(s)	姓名	職 級	服務機關	連絡電話	備註
	NTCU Employed Committee Member(s)				
指導教授 Thesis Advisor(s)	<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 簽名 Advisor(s)' signature				
備 註	學生聯絡 方 式	行動 Cellphone 電話: (公) (住) Email: Email			
	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	<input type="checkbox"/> 已審核該生「學術倫理教育」課程通過證明 1. Fill in the information 2. Please click the send button after you complete this form.				
教務處	課務組	系所主管			
	註冊組	院 長			

*If you meet any problem when filling this form, please press "Save" button and ask/contact office.

6. After you send out the application, please print out the form and please ask thesis advisor(s) to sign on it. (please attach Turnitin review results for thesis advisor(s)' reference)

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 you print out the application form, please attach the following documents to program office:

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 steps below)
列印畢業學分審查表

Steps for printing out the graduation credits review form:

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



2.



3.



4.



Step 3 : After you complete the above steps, please submit all the documents mentioned above to the Program office. All the documents mentioned above are required/indispensable and should be sent to the Program office.

Operation Process for Thesis Oral Defense

論文口試作業程序

- ✚ 1. Students should send the official thesis draft to the Thesis Committee members 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 go to the program office to get the forms listed below (for Thesis Oral Defense) at least one hour before the Thesis Oral Defense:

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

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

- ◆ Your full name (must be the same as the cover of the thesis, the same as passport is suggested!),
- ◆ Student ID number,
- ◆ 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 辦公室領取：

- 碩士學位考試評分表
- 碩士學位論文審定書
- 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 forms to the Program office after Thesis Oral Defense is finished.

研究生於口試結束後，請務必將所有表格交回給辦公室。

- ✚ 4. Please prepare a copy of official thesis draft for each Thesis Committee member 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
Master Program of International Business Administration (IMBA)
National Taichung University of Education
Regulations for Applying and Taking 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

Approved in the 1st Program Affairs Council Meeting in 2015 Spring Semester on March 25, 2015

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. The application documents for Thesis (or proposal) Oral Defense:

- (1) Thesis (or proposal) Draft (must have adhesive binding)
- (2) Transcript for All Semesters (If you select some courses while applying for Thesis Oral Defense in the same semester, please attach Course Selection Form.)
- (3) Application form
- (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) Draft

- (1) Draft (Prepare a copy for each Thesis Committee member a week before Oral Defense, please contact Thesis Committee member by yourself.)
- (2) Please download related documents for Thesis (or proposal) oral defense from IMBA website.
- (3) You must apply for thesis (or proposal) oral defense a month before to process the whole procedures.

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 Thesis Oral Defense Committee member, all personal profile must be typed up in advance)
2. Oral Defense Record Sheet (must prepare soft copy and print out for the Program office within a week after the Thesis Oral Defense)
3. Thesis Verification Letter
4. Grade Report Card
5. Letter of Appointment (Please register at the program Office when you hand in the application form.)
6. Oral Defense Receipt (Please get the receipt at the Program office on the day of the Oral Defense, then hand in the signed receipt to the Program Office when you finish the Thesis Oral Defense.)

(2) Thesis Proposal Oral Defense Preparation: Evaluation Comment Report (a copy per committee member)

(3) Other preparation for Thesis or (Proposal) Oral Defense:

1. Black Sharpie markers, triangular name plates of the committee members (One set per member, please get name plates at the Program office and return them when you finish the oral defense.)
2. Recorder or pen voice recorder, batteries, audiotape
3. Key for Oral Defense room (Please borrow the key from the Program Office and return it when you finish the oral defense. Both electronic lectern and projector are included in each 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 hand in the receipt, Thesis Evaluation Form, Oral Defense Record Sheet (within a week), and Grade Report Card to Program office after you finish the Thesis Defense. Please hand in Evaluation Comment Report and Defense Record Sheet to the Program Office after you finish the Thesis Defense.

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(s) sign on the Thesis Verification Letter when you finish the Oral Defense and all the modification. Please have Chair of Program sign on the Thesis Verification Letter.

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 set up your account and upload your thesis on the website of National Taichung University of Education and on the website of National Central Library after you finish Thesis Oral Defense.

(1) Log in on the website of National Taichung University of Education Library to set up your account and upload your thesis.

(2) Log in on the website of National Central Library (please ask the Program Office for your personal username and password on the Oral Defense day.), please set up your account, upload your thesis and notify the Program office to review your documents.

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)	01月31日(第一學期)
	07月20日(第二學期)	07月31日(第二學期)

VIII. Schedule for Proposal Oral Defense Application:

(1) Proposal Oral Defense Application

Application Due Date/Deadline	Hand in Proposal Files/documents to the Program Office	Proposal Oral Defense Process Due Date/Deadline
A month before Oral Defense	Please hand in Thesis Proposal to the Program Office a week before Oral Defense.	Please complete the whole process before one semester or at least two months before Thesis Oral Defense Day.

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

(2) Thesis Oral Defense

Proposal Oral Defense Application Deadline	Oral Defense Process (Withdrawal) Due Date/Deadline	Final Thesis Submission Deadline (Completion of Departure/Graduation)
A month before Oral Defense Proposal and hand in Thesis Draft to the Program Office.	Jan. 20th (First Semester)	Jan. 31st (First Semester)
	Jul. 20th (Second 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 process deadline for thesis Oral Defense are appointed according to the University's schedule.

十、本注意事項經學程會議通過後實施，修正時亦同。

X. The Guidelines will be implemented after being approved by the academic affairs meeting; any further modification will require the same procedure.

Master Program of International 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
Approved in the 1st Program Affairs Council Meeting in 2015 Spring Semester on March 25, 2015

I. National Taichung University of Education International Master of Business Administration, (IMBA Program refers to as 'the program' below) Master's Thesis Format Regulation was established based on the thesis program schedule; it aims to standardize thesis format and set a writing 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 is written in English.

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

1. Front and Back Cover
2. Title Page
3. Thesis Copyright Page
4. Verification Letter from Oral Defense Committee
5. Authorization Page (can be downloaded from National Central Library Website after the soft copy of thesis has been uploaded)
6. English Acknowledgment
7. Chinese Thesis Review (Can Only be Applied to English-written 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), Chapters and Conclusion.
13. References
14. Appendix

V. Thesis Printing Format:

1. Thesis copy must be typed and printed in the size of A4 paper.
2. Thesis must be written from left to right.
3. Set line spacing to 1.5 (or at least 24 points of row height).
4. Thesis must be printed single-sided.
5. Thesis margin must be as the followings: Left: 3.5cm (or 1.5 inch) (including the binding margin) Right: 2.5cm (or 1 inch) Top: 3cm (or 1.25 inch) Bottom: 3cm (or 1.25inch)

VI. Font Format: Thesis text could be written from left to right in Chinese or English. Quoted foreign language resources 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 Figures.
2. Use Arabic numerals (1, 2, 3...) to number the pages from first chapter to Appendix in the thesis.

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

IX. Thesis format will be checked by one appointed advisor. After the initial checking, the application for thesis oral defense will be approved. After students pass the oral defense, format of thesis will be examined. As long as the format of thesis is correct and students fulfill all the requirements, the process of graduation 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 should be given to the school library; four copies should be given to the Office of Academic Affairs (two of which should include advisor's signature page and two disks), making sure your thesis is filed and uploaded to National Central Library; one should be given to the Program Office.



Master Program of International Business Administration
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

MBA, College of Management, National Taichung University of Education

Thesis Topic

Abbreviation
of First Name,
Full Last
Name

Year

IV. Regular Documents

1. Basic Information Sheet
2. Interaction Record
3. Scholarships and Grants Application Form
4. Thesis Advisor Consent Form
5. Consent Form for changing Thesis Advisor
6. Thesis Topic Consent Form
7. Application for Master's Degree Thesis Proposal
Verification
8. Thesis (Proposal) Oral Defense Verification Form
9. Letter of Recommendation for Applying for Thesis
Oral Defense
10. Master's Thesis Oral Defense Evaluation Form
11. Master's Thesis Oral Defense Grade Report
12. Master's Degree Thesis Verification Letter
13. Authorization Letter for Master's Thesis
14. Application for Inaccessibility of Thesis
15. Graduation Form
16. Self-check List 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 (Taiwanese) <input type="checkbox"/> 外籍生 (Foreign) <input type="checkbox"/> 在職生 (On-job student) <input type="checkbox"/> 僑生 (Oversea Chinese Student/ Hong Kong/ Macau student)	
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)		護照號碼 (Passport/ARC 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)	_____ (University name) _____ (college name) _____ (Department name) from _____ (year) to _____ (year)			
目前工作地點 (Currently Workplace) (在職生請填列) (On-job student must fill in)		職 稱(Job Title) (在職生請填列) (On-job student must fill in)		
<p>個人資料公開使用聲明 Statement/ Declaration</p> <p>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？</p> <p>I agree to release my name, phone number, address, email, service unit and other related information to Master Program of International Business Administration in National Taichung University of Education for directory use.</p> <p style="text-align: right;">敬請勾選：<input type="checkbox"/>同意 Please select: <input type="checkbox"/>Yes</p>				
<p>碩士論文相關資料 (以下部份由學程辦公室填寫)</p> <p>Information related to Master's Thesis (Information will be filled in by the Program Office)</p>				
論文指導教授 Thesis Instructor		論文計畫書發表時間 Thesis Proposal Oral Defense Date	民國__年__月__日	
修習學分 Credits	Total credit number 共__學分 (本碩士班__學分, 非本碩士班__學分); 其中必修課程 required credits: __學分, 選修課程 elective credits: __學分。			
碩士學位考試委員 Oral Defense Committee Members				
論文題目 Title of the thesis				
碩士學位考試通過 日期 Thesis Oral Defense Date	民國__年__月__日	自本碩士班畢業時 間 Graduation Date	民國__年__月	

國立臺中教育大學
管理學院國際經營管理碩士學位學程(IMBA)
研究生與導師/指導教授互動紀錄表
Master Program of International Business Administration(IMBA)
National Taichung University of Education
Interaction Record between Students and Professors

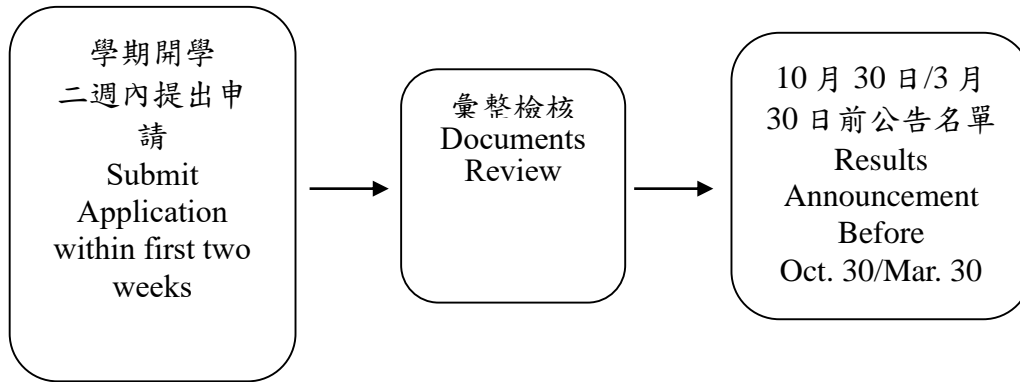
日期 Date		班級 Class		紀錄人 Recorder	
活動 Activity	<input type="checkbox"/> 班會 Class Meeting <input type="checkbox"/> 論文指導 Dissertation guidance <input type="checkbox"/> 其他 Others	學生人 數 Student Number		教師簽名 Teacher's Signature	
討論事項 (可複選) Discussion Items (Multiple Choice)	<input type="checkbox"/> 學習規劃 Study Plan <input type="checkbox"/> 選課諮詢 Course Selection Consultation <input type="checkbox"/> 課程問題 Course Questions <input type="checkbox"/> 生涯輔導 Career Counseling <input type="checkbox"/> 論文指導 Dissertation guidance <input type="checkbox"/> 生活輔導 Life Counseling <input type="checkbox"/> 其他 Others _____				
具體討論內容重點(研究生填寫) Key points of specific discussion content (fill in by graduate students)					
簽到表 Sign-in Sheet					

1. 請研究生填寫完畢再請教授簽名後，繳回辦公室。
Students are required to fill in the form, ask the professor to sign it, and return it to the office.
2. 班會結束一週內請填寫完畢（須附照片電子檔），經導師簽名後繳回專班辦公室。
Please complete the form within one week after the class meeting (photo electronic file must be attached), and return it to the office after being signed by the instructor.

Scholarships and Grants Application Form

申請時程排序 Application Procedure :

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 Master Program of International Business Administration (IMBA) National Taichung University of Education Scholarships and Grants Application Form				
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 or 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 Number
				家電 Home Phone
通訊地址 Address			E-mail	
本學期空堂紀錄 Break Time in Semester	星期 Week	學期空堂時間 Break Time in Academic Year of 20_ _		
	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 (請略加描述 Brief Description)	
導師簽章 Advisor Signature			學程主任簽章 Department Chair Signature	



一、獎助學金支付原則 Principles for awarding Scholarships and Grants：

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 complete and 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.

計畫口試相關表單
Documents for Thesis
Proposal
Oral Defense

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

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

Name: _____ SID: _____
 First Middle Last

Enrolled Academic year: _____ Spring Fall

Proposed advisor: _____

Student's signature:

Please fill 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

Master Program of International Business Administration

(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 students have more than one advisor.
3. Non-college faculty member served as advisor must be approved by the 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。

Department/Program Chair (主任) _____ (Signature 簽章)

Date(日期) _____ (yyyy)/ _____ (mm)/ _____ (dd)

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

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

Name: _____ SID: _____
 First Middle Last

Enrolled Academic year: _____ Spring Fall

Proposed advisor: _____

Student's signature:

Please fill 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)_____ (yyyy)/_____ (mm)/_____ (dd)

Present Advisor(指導教授)_____ (Signature 簽章)

Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

Department/Program Chair (主任)_____ (Signature 簽章)

Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

Note : When changing a thesis advisor, students should inform the former advisor and must receive a written consent from the new advisor and the program 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

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

Name: _____ SID: _____
 First Middle Last

Enrolled Academic year: _____ Spring Fall

Proposed advisor: _____

Student's signature: _____

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

I hereby consent to “_____”

be the thesis topic. Thesis topic and content **conform** to the professional field of the IMBA.

(茲同意以上本學程研究生(含學號)論文題目)

Present Advisor(指導教授)_____ (Signature 簽章)
Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

Department/Program Chair (主任)_____ (Signature 簽章)
Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

Note: Students of the program should submit their thesis topic to the Program office, with the consent of his/her advisor and the program 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
Master Program of International Business Administration(IMBA)
National Taichung University of Education
Application for Master's Degree Thesis Proposal Verification Form

Name: _____ SID: _____
 First Middle Last

Academic year enrolled: _____ Spring Fall

Proposed advisor: _____

Student's signature: _____

Please fill 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 _____.

Thesis topic and content **conform** to the professional field of the IMBA.

(茲同意本學程研究生(學號)舉行學位論文計畫書審查。)

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

Present Advisor(指導教授)_____ (Signature 簽章)

Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

Department/Program Chair (主任)_____ (Signature 簽章)

Date(日期)_____ (yyyy)/_____ (mm)/_____ (dd)

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

Master Program of International Business Administration(IMBA)

National Taichung University of Education

Thesis Proposal Oral Defense Evaluation Comment Form

Verified Professor (Reviewer) (Please sign below)

Student Name(學生姓名)	
Student ID (學 號)	
Thesis Topic(論文題目)	
Verification Time (審查時間)	
Comments (審查意見)	
Professional Field Certification Verification (專業認定審查)	<input type="checkbox"/> Both thesis topic and content conform to the professional field of the IMBA. (論文題目與內容符合本學程專業領域) <input type="checkbox"/> Both thesis topic and content do not conform to the professional field of the IMBA. (論文題目與內容不符合本學程專業領域)
Verification Results (審查結果)	<input type="checkbox"/> Pass, please proceed research according to your research plan. (通過，可依原計畫進行研究) <input type="checkbox"/> Pass, but you need to incorporate above suggestions before proceeding the research 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 major changes. Please apply for another oral defense presentation after revising your proposal . (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**



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: [] 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				
Advisor	Enrollment Year 入學學年度: [] 學年度第 [] 學期 Suspension 曾否休學: <input checked="" type="checkbox"/> 無; <input type="checkbox"/> 有 (學年學期)				
修業期間	Required course 已修畢: 必修 [] 學分, 選修 [] 學分		Elective Course 本學期尚有必修: [] 學分, 選修 [] 學分		
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				
Year of defense	考試年期別: [] 學年度 第一學期		考試地點: Venue of oral defense		
Time of defense	考試時間: [] 年 [] 月 [] 日 [] 時 [] 分至 [] 時 [] 分				
外聘委員 Recommendation list of Committee Members, include Advisor	姓名	職級	服務機關	連絡電話	備註
	*Please ask advisor(s) for the Committee Members list.				
內聘委員 NTCU Employed Committee Member(s)	姓名	職級	服務機關	連絡電話	備註
	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	[] 簽章				
備註	學生聯絡方式	行動電話: []	電話: (公) [] (住) []	Email: []	
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

已審核該生「學術倫理教育」課程通過證明

1. Fill in the information

2. Please click the send button after completing this form.

*If you meet any problem when filling in this form, please press the "Save" button and ask/contact office.

儲存 送出 關閉

**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**

**Master Program of International Business Administration(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/Conference, Date and Venue of Presentation (研討會名稱、發表時間與地點)			
Name of Seminar/Conference (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)			
Program Staff (學程承辦人)		Department Chair (主任)	

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
Master Program of International Business Administration(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 Date)	中華民國 年 月 日 午 時 分		
委員評分 (Evaluation/ Grade)	評分 參考 (Suggestions)	<p>(一) 文字：含文字通順，用詞達意及敘述是否清楚。</p> <p>(二) 組織：含組織系統、章節分量是否妥適。</p> <p>(三) 參考資料：含資料之引用處及處理是否完整可靠得當。</p> <p>(四) 研究方法：方法及推理是否恰當嚴謹。</p> <p>(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。</p> <p>1. Context: whether context is coherent, able to convey idea with clear description.</p> <p>2. Structure: whether structure is systematic with appropriate chapter components.</p> <p>3. Reference: whether the sources of information is complete and reliable.</p> <p>4. Research Methods: whether technique and logic is suitable.</p> <p>5. Theory or Academic Value: whether it contains innovativeness, significance, and is beneficial in value and contribution.</p>	
專業認定 審查 (Professional Certification Verification)	<input type="checkbox"/> 論文題目與內容符合本學程專業領域 (Both thesis topic and content conform to the professional field of the IMBA.) <input type="checkbox"/> 論文題目與內容不符合本學程專業領域 (Both thesis topic and content do not conform to the professional field of the IMBA.)		
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 IMBA 辦公室留存。
 (After your evaluation, please gather all forms and fill in the Form. This Evaluation Form will be retained and sent to the Office of IMBA.)

國立臺中教育大學

碩士學位考試審定書

最新版本請至本校教
務處表單下載處下載



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 管理學院國際經營管理 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 管理學院國際經營管理 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。」

國立臺中教育大學 博士班 碩士班 碩士在職專班 暑期碩士在職專班

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)	國際經營管理碩士學位學程	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)	總學分數 (F=A+B+C+D)
	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	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	<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	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
學位考試日期	_____年__月__日	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 個工作日)；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
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系、所 (學位學程) 審核人簽章	_____年__月__日	系、所 (學位學程) 主管簽章	_____年__月__日
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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末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。
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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。 審核人簽章：_____年__月__日
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【附件三】

國家圖書館學位論文延後公開申請書

Application for Embargo of Thesis/Dissertation

109.08.24 版

編號：



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：

Applicant Signature: _____

指導教授簽名：

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檔，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_知照組：_____ 日期：_____ 移送並註記，原上架日期：_____

論文系統：_____ 日期：_____



國立臺中教育大學研究生辦理畢業離校手續程序單

院、系所 (學位學程)	管理學院國際經營管理 碩士學位學程(IMBA)	學號		姓名	
身分別	<input type="checkbox"/> 公費生 <input type="checkbox"/> 自費生 <input type="checkbox"/> 僑生_____ <input type="checkbox"/> 外籍生_____			學校住宿	<input type="checkbox"/> 是 <input type="checkbox"/> 否
離校後 通訊地址	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			電話	
				手機	
系所單位	指導教授	<input type="checkbox"/> 已審閱學生之論文原創性比對系統檢測結果。 <input type="checkbox"/> 該生之學位論文已完成修正定稿。 <p style="text-align: center;">註：若為2人(含)以上共同指導，每位指導教授姓名皆須簽名。</p>			
	系所辦公室	1.歸還各項借用物品及其他。 2.至校務行正系統更新通訊資料。 3.收存論文原創性比對系統檢測結果。			
	系主任				
圖書館	1.繳交精裝本畢業論文一冊及論文電子檔上傳。 2.本校書籍之歸還及逾期罰款之繳清。 3.館際合作書籍之歸還及費用之繳清。			單位 核章	
學生事務處	1.結束或移交所分發之公物。 2.歸還借用之物品或圖書資料。 3.歸還學位服(日期再行通知)。 4.其他(公費生及住宿費事宜)。				
	單位 核章	生活輔導組	課外活動指導組	健生保健組	體育室
教務處 註冊組	1.繳回學生證註記(領取畢業證書時)。 2.平裝本畢業論文一本(送交國家圖書館之用)			單位 核章	

備註：

- 一、院、系(所、學位學程)將成績報告單，送教務處註冊組辦理學位成績登錄並告知學生離校月份後，始製作學位證書。
- 二、論文最後定稿繳交期限及離校期限，第1學期為1月31日，第2學期為7月31日，在職進修暑期班為1月31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。
- 三、研究生學位證書授予日期(不含暑期班)，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。
- 三、程序單上如有未蓋章者(如:借書尚未歸還、尚未清宿等)請先洽該單位確認及用印。
- 四、畢業生請攜離校手續程序單，並完成離校手續後始得至教務處註冊組領取學位證書。
- 五、學位證書因屬重要文件，請同學親自領取；倘因故委託他人代領，請撰寫**委託書**(請逕至教務處註冊組網頁-表單下載區，下載使用)，並由被委託人攜帶**學生證、離校程序單、委託人及被委託人之身分證件**，向註冊組申領。
- 五、如需通訊辦理，請依本校「學位證書郵寄申請須知」辦理。(網址：
<https://oaars.ntcu.edu.tw/front/rules/10/archive.php?ID=bnRjdV9ycyYxMA==&no=10>)

111.05 修正

IMBA, NTCU Self-check List of Graduation Requirements

Name:

Student ID:

Item	Basic Requirements	Self-Check	Complete Date
Transcript for all semesters	A minimum of 35 credits, including 11 required credits and 24 elective credits.	<input type="checkbox"/>	
Graduation Requirement	At least one paper or journal paper presented in conference(s) with anonymous review system	<input type="checkbox"/>	
Application for Thesis Proposal	<ol style="list-style-type: none"> 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	<ol style="list-style-type: none"> 1. Apply before Dec. 20th for First (Fall) semester or Jun. 20th for Second (Spring) Semester 2. Complete 35 credits 3. Please attach thesis draft, application form, and transcript 	<input type="checkbox"/>	
Master's Thesis Oral Defense	<ol style="list-style-type: none"> 1. Thesis Proposal Oral Defense and Thesis Oral Defense should not be held in the same semester and should be two months apart from. 2. Thesis Oral Defense should be held before Jan. 10th for Fall semester or July 10th for Spring Semester 3. If students cannot participate in the Thesis Oral Defense within the semester, please submit the Thesis Revocation Consent Form before the end of semester. 	<input type="checkbox"/>	
Graduation Procedure	<ol style="list-style-type: none"> 1. Follow the procedures on the School Graduation Form. 2. Apply before Jan. 31st for First (Fall) semester or July 31st for Second (Spring) Semester 	<input type="checkbox"/>	

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