

A Note on Master's Degree Thesis Oral Examination

Regulations

1. **【Degree Examination Period】** According to Article 9 of the "National Taiwan University of Science and Technology (NTUST) General Regulations for Graduate Degree Examinations": Fall Semester: Oral examinations must be held between October 1st and January 31st. Spring Semester: Oral examinations must be held between April 1st and July 31st. Graduation Procedures: The deadline for completing the school-leaving process is subject to the Office of Academic Affairs Calendar.

2. **【Thesis and Academic field review】** Starting from the 112 academic year (Aug. 2023), students have to submit their thesis topic and an outline of their research objectives to the department to confirm whether the thesis aligns with the department's academic field of expertise. This has to be done before the end of the semester prior to the degree exam, or, at the latest, before the deadline of the university-wide course add-and-drop period of the semester of the degree exam.

3. **【Department Regulations】** For detailed study regulations, please visit the Department of Information Management (MI) website: Programs /Master's Program

4. **【Thesis Formatting and Writing Guidelines】** Please follow the guidelines provided by the Office of Academic Affairs regarding the writing, formatting, and layout of your thesis. Office of Academic Affairs website : Regulations/Degree & Graduation/ Rules and Precautions for Writing and Formatting Theses.

5. **【Plagiarism Check and Embargo】** (Library Resources) : For information regarding the " Requesting an Embargo on Printed Theses and Dissertations Please refer to the NTUST Library website.

Before the Oral Defense

1. Please submit your application documents to the Department Office **at least 8 working days** before your oral defense date.

	Item	Remarks
1	Certification for Master Courses of Department of Information Management	See Attachment 1 of this file.
2	List for Master's Degree Examination Committee Members	Examination Committee Members Log in to the [Student Information System] → [Thesis and Advisor Information] to fill out and print.
3	Transcript	

- Parking Permits: If your committee members require parking, please fill out Attachment 2: "NTUST Parking Discount Voucher (Free) Application Form."
- Room Reservation: When submitting your application to the Department Office, please reserve your oral defense classroom at the same time.

On the Day of the Oral Defense

1. Please prepare the following documents (Items 1–4) by printing them from the [Student Information System] / [Thesis and Advisor Information]. Collect the Payment Receipts (Item 5) from the Department Office beforehand.

	Item	Quantity	Remarks
1	Qualification Form by Master's Degree Examination Committee	1	1. Return to the Dept. Office after the defense for the Chair's signature. Pick it up 2 days later. 2. Scan and upload this to the Library system yourself.
2	Master's Thesis Recommendation Form	1	Scan and upload to the Library system; keep the original for your records.
3	Master's Thesis Oral Exam Grade Form	Based on members	Return to the Dept. Office after the defense.
4	National Taiwan University of Science and Technology – Graduate Students Thesis Academic Ethics and Authentication of Originality Statement	1	1. Return to the Dept. Office, along with the Grade Sheets. The standard of the paper similarity index should be less than 20%. If the similarity index exceeds this standard, the application will be rejected. If you use the Filters and Settings, please explain the reason in the statement. Only these two tools can be used in this system : "1.Exclude Quotes" and "2. Exclude Bibliography". 【see Attachment 3】
5	Committee's Receipt	Based on members	Return to the Dept. Office after the defense.
<ul style="list-style-type: none"> ● Applications for an embargo on printed theses/dissertations must be submitted before the degree examination, and the application must be reviewed and confirmed by the degree examination committee during the defense. (Please refer to the Library website). 			

2. Library Upload: Once your advisor approves the final version of your thesis, please upload it to the Library system.

3. The Department does not have a specific thesis format. Please follow the official formatting guidelines provided by the **Office of Academic Affairs**.

Graduation and School Leaving Procedures

1. Office Hours: It is recommended to visit the Department Office before 15:00 on any working day to complete these procedures.

	Item	Remarks
1	School Leaving Procedure Form	<ol style="list-style-type: none"> 1. You must meet all graduation requirements before starting this process. 2. Fill out the form in the [Student Information System] before printing. 3. Important: Obtain your Advisor's signature/stamp before bringing it to the Dept. Office.
2	Softcover Thesis in yellow color (Pantone No. 255) : 2 copies)	<ol style="list-style-type: none"> 1. Spine: You must include the Academic Year in Arabic numerals at the top of the spine (based on your actual graduation year). 2. Distribution: One copy for the Department Office and one for the Library.
3	Final Thesis similarity Report (from Library System)	<ol style="list-style-type: none"> 1. Provide proof that the similarity score is under 20%. 2. You only need to print the two pages showing the "Total Similarity %" and the "Filters Used." 3. Please sign your name and write your student ID on the first page.
<ul style="list-style-type: none"> ● Important Notice: According to the Graduate Studies Division (Office of Academic Affairs) regulations, after you submit your School Leaving Procedure Form to them, it takes three working days to process. You may then collect your diploma by presenting your Student ID card. 		

Certification for Master Courses of Department of Information Management (International student only)

Attachment 1

☉ Please fill in 8 courses offered by the teachers in the department of information management, and check other requirements.

		Course No	Course Name	Teacher	Score
MI Course	1	MI			
	2	MI			
	3	MI			
	4	MI			
	5	MI			
	6	MI			
	7	MI			
	8	MI			
<input type="checkbox"/> Pass Academic Research Ethics Course					
<input type="checkbox"/> Total 36 credits ; <input type="checkbox"/> Less than 36 credits, currently studying					

*Following the department meeting on September 14, 2023, starting from this semester(Fall 2023),international students are not required to take 2 seminar courses.

Oral Date: D_____/M_____/Y_____

Applicant's signature: _____ Date: ____/M_____/Y_____

Student I.D. No.: _____

【城市車旅】臺科大停車優惠卷(免費)申請單			
申請單位	資管系	申請人	
校內分機		申請停車日期	
申請緣由	碩士學位考試口委停車		
申請類別	當日停車免費優待卷 免費卷適用對象：受邀貴賓、演講者、評鑑委員及面試委員等。		
申請張數			
申請人簽章	單位主管簽章	事務組	核發(序號)

※ 優惠券使用說明事項：

- 一、優惠卷不得轉讓或私售，如有發現則立即取消使用及申請權利。
- 二、停車優惠券申請單務請填寫有關申請緣由或附佐證資料經單位主管簽章後，送至總務處事務組(鄧先生 02-27376161)辦理核發優惠券(QR code)。
- 三、免費券因廠商提供數量有限(以 108 年度使用統計為參考值)核發完後將不受理申請。
- 四、領取優惠券(QR code)請確實清點數量，如有遺失或破損則不另補發。
- 五、停車優惠券(QR code)於車輛離場前至地下停車場智慧自動繳費機處依車辨繳費說明方式依序操作。

MI Sample

National Taiwan University of Science and Technology
Graduate Student Thesis Academic Ethics and Authentication of
Originality Statement

1111226 修訂

Department/ Graduate Institute: _____

Name: _____ Student I.D. No. : _____

Thesis Title: _____

- As the author of this thesis, I confirm that I adhered to the principles of academic ethics. I will be responsible for any falsification, alteration, plagiarism, writing by others, or any other violation of copyright and academic ethics, as well as any related civil or criminal liability.
- I confirm that my thesis has been verified by the originality comparison system of the university. The similarity index of my thesis is _____% (please fill in the results of the report), which is in accordance with the standard set by the respective department, graduate institute, and degree program. I submitted the originality comparison reports to the supervising professor and the members of the defense committee for reference on the day of the defense.

Choose one

- I confirm that my similarity report did not use Filters and Settings, just download.
 I confirm that my similarity report use Filters and Settings (Funnel Icon)

Please explain the reason: _____

Use Item : 1. Exclude Quotes 2. Exclude Bibliography 3. Exclude source that are less than : _____ words , _____ % 4. Other _____

Only these two tools can be used.

Signature of Student: _____

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

Signature of Thesis Advisor: _____

Signature of Thesis Co-advisor (if any): _____

Department/Graduate Institute (Degree Program) Chair (Director) Signature: _____

Notes:

- Starting from the 2022 academic year, as stated in Article 7, Paragraph 2 of the *Master's and Doctoral Degree Thesis Defense Examination Regulations*: "Before their thesis defense examination, students shall have first completed all steps regarding the authentication of the originality of their thesis, with an accompanying report to be submitted to the students' thesis advisor and members of their thesis defense committee on the day of their thesis defense examination."
- This statement has to be completed by the student, and signed by the thesis advisor, and the director of the respective department/graduate institute/ degree program. The original copy of this statement, along with the thesis defense examination result, and the evaluation sheets, have to be submitted to the Office of Academic Affairs, Graduate Studies Division for filing. The originality comparison report will be kept by the of the respective department/graduate institute/ degree program.