Before the Oral Defense



Complete the thesis



Apply for the oral defense

I / apply on Academic Information System

II / come to IMBA office to collect forms for oral defense



Oral defense

deadline for taking oral defense: 31st, July

I / collect signatures from the committee members

II / prepare 3 copies of the thesis draft

III / confirm the presentation facilities/ tools are ready

After the Oral Defense



Submit the forms to IMBA office

I / oral defense form

II / advisor approval form

III / grading sheet



Revise thesis



Upload thesis

JIC submission

I / refer to the JIC submission guideline

a / format sample

b / JIC upload guidelines

II / submit forms to PM

a / author's agreement b / copyright permission



After uploading the thesis



Print out the thesis 2 copies and e-file

I / 1 copy & e-file for IMBA office

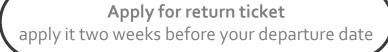
II / 1 copy for library



Collect your diploma at Registration Division

Date of completing the oral defense	Diploma collect date
May	After May 18 th
June 1 st - 24 th	June 24 th , after 2:00pm
June 24 th - 30 th	After June 30 th
July 1st- 31st	After July 31st

After collecting the diploma





Requirements:

I / NTHU diploma II / JIC submission notification

III / valid passport (with valid USA VISA)

*** The departure deadline is next August 31st ***

NTHU sign out

deadline: before next semester starts

I / check Academic Information System (step by step)

II / notarize diploma (optional)

III / receive dorm deposit (depends on when will you leave)

IV / close Taiwan bank account (optional)

