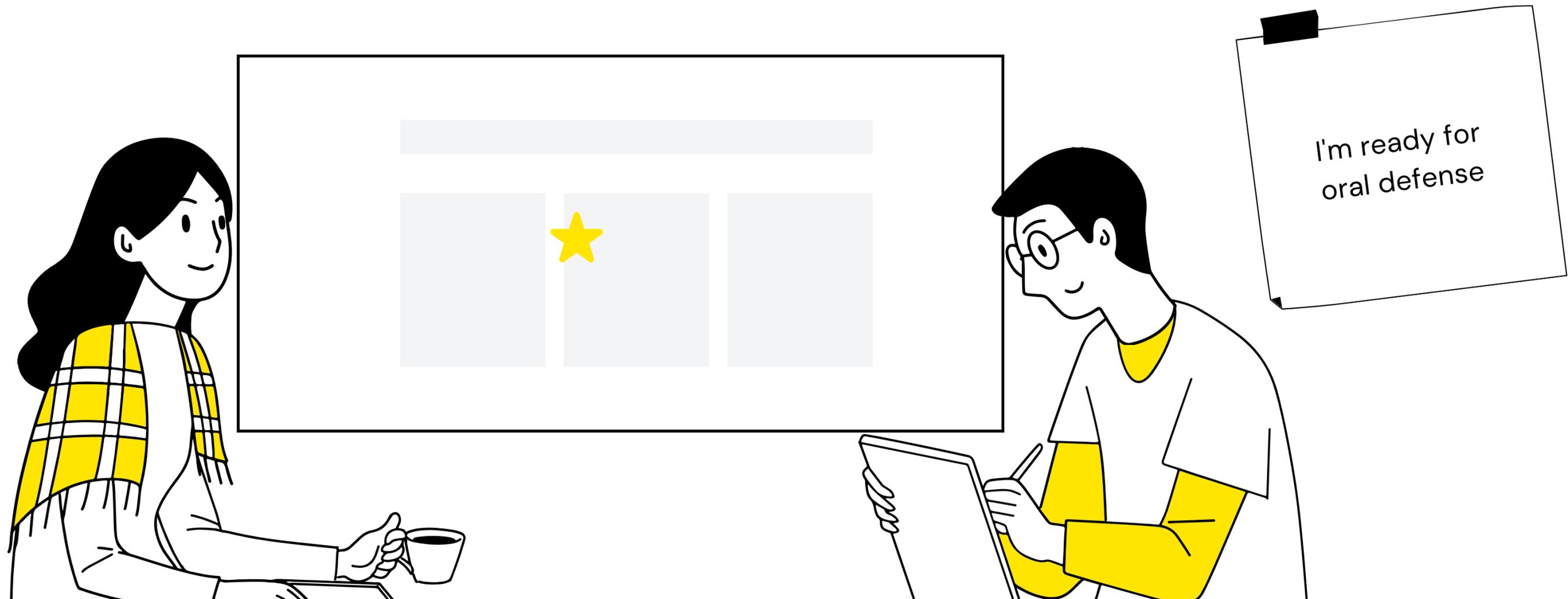


Graduation Milestone



Theme

1

Oral defense procedure

3

Documents

2

Oral defense application

4

Sign-out Procedure

Oral Defense Procedure

2 WEEKS BEFORE

(a) Run Turnitin
Submit **IMBA Paper Originality Check Form**
(A-1)

(b) Submit/ Send **NTHU Thesis Affidavit**
(A-2)

2 WEEKS BEFORE

Send your thesis draft to all committee members

ON THE DAY

Online oral defense

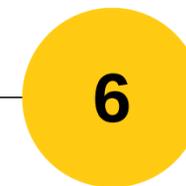
Send required documents by yourself to committee members.

Physical oral defense

Print out required documents by yourself

AFTER

Upload thesis to library system.
(A-4)



Confirm the Venue
Ask your thesis advisor's preference, or you can **borrow a classroom/meeting room online.**
(CTM Venue Borrow)

2 WEEKS BEFORE

Apply oral defense on AIS
(A-3)

ON THE DAY

BEFORE
Come to IMBA office to collect fee reimbursement for committee members
AFTER

Submit all documents back to IMBA

AFTER ORAL DEFENSE

Amend your thesis & Get your advisor's approval

FINAL
Print out hard copies of thesis & Activate Sign-out Procedure
(A-5)

2 weeks before

1

Turnitin

- Create an account via NTHU Computer Center
- Run Turnitin, and get the similarity report
- Fill in IMBA Paper Originality Check Form (A-1)
- Submit/ Send the the form to IMBA **while you're applying for oral defense**

Your oral defense application will be passed after IMBA receives this form.

How to use Turnitin? [\(A-6\)](#)

*E-file to imba@my.nthu.edu.tw is acceptable.

The file name: **"SS ID no._Turnitin"**



2

NTHU Thesis Affidavit

- Sign on NTHU Thesis Affidavit (A-2) to be responsible for your thesis (no fabricated, altered, plagiarized materials)
- Submit/ Send the NTHU Thesis Affidavit to IMBA while you're applying for oral defense

*E-file to imba@my.nthu.edu.tw is acceptable

The file name: **"SS ID no._NTHU Affidavit"**

Oral defense application

Refer to **SOP_Oral defense application (A-3)**

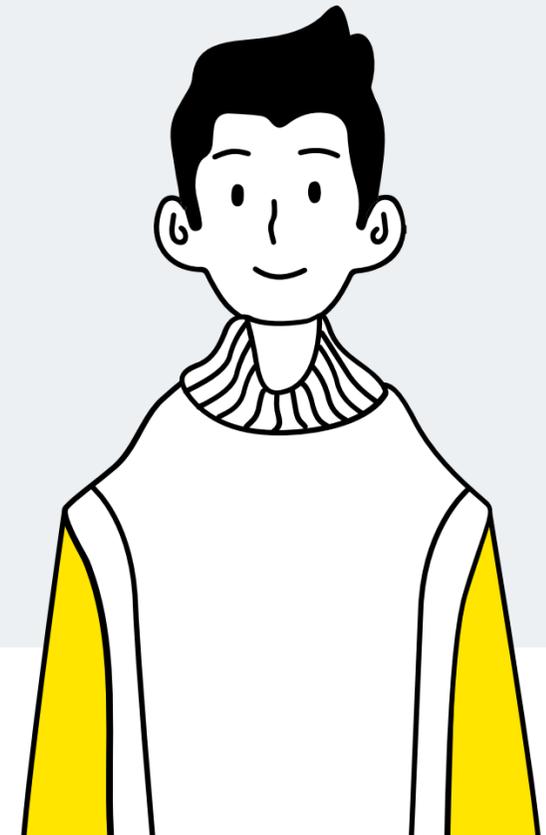
1. Make sure the defense location (**meeting room no.**)
2. Have your thesis title both in Chinese & English
3. Have your names of committee members
(at least **THREE** committee members, One is your thesis advisor and **ONE** should be off-campus professor)



Oral Defense should be completed **by July 31st** for Fall semester/ **by January 31st** for Spring semester



Submitted
IMBA Paper Originality Check Form
&
NTHU Thesis Affidavit



Documents

for your oral defense...

PRINT OUT BY **STUDENT**

PRINT OUT BY **IMBA OFFICE**

Download from Academic Information System

Download from IMBA website

[HERE](#)

1

Advisor Approval Form*1
指導教授推薦書

AACSB 1-1

Advisory Fee

2

Oral Defense Form*1
考試委員審定書

AACSB 3-1

Oral Defense Committee
Members Fee
(including your thesis
advisor)

3

Graduate Student Oral Defense Grade*3
研究生碩士論文口試評分單
(prepare for all committee members)

AACSB 3-2

Above documents should be printed out in A4 ONE page, individually. Please adjust the boundary while printing

After Oral Denfense



Upload your thesis

Based on comments and suggestions by oral defense committee members, then get an approval from your thesis advisor.

Upload your thesis to library system
(A-4)

Reminders for PDF setting
(A-7)

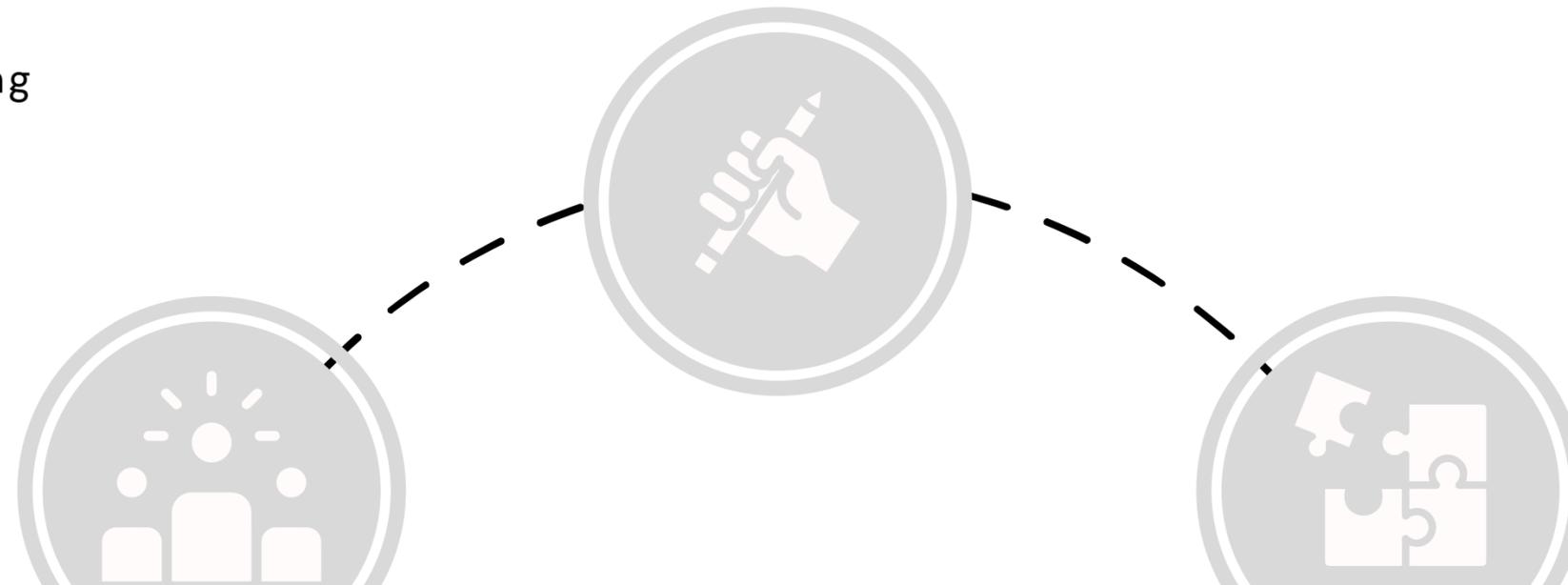


Printing & Submission

Print out at least 2 hard copies. One is for library; and one is for IMBA office.

Thesis format
(A-8)

Spine and Cover of thesis
(A-9)



Sign-out prodecure

Acativate sign-out procedure on AIS. Go to Registration Office and get your diploma **before next semester begins!**

Nortarize and Authenticate your degree (optional)
(A-10)