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## Thesis Schedule (For postgraduates of Global Business)

**Office Hours**    Weekdays 08:30 – 12:00 / 13:00 – 16:00

- ★ Office hours during summer and winter breaks are from 8:30 to 16:00, Monday to Thursday.
- ★ Last visiting hour is suggested to be 30 minutes before the office is closed.
- ★ Any change in office hours will be updated on the website.

### General Information

1. It is suggested that you follow this thesis schedule to complete your thesis oral exams and to receive degree certificates. Please be noted that if you do not follow the schedule, you would have to postpone your oral exam to the next semester.
2. Length of study in the Master Program of Global Business: 2 to 4 years.  
The 8<sup>th</sup> semester would be the last semester for all master students. Students who fail to complete all graduation requirements within 8 semesters will not receive any certificates.
3. If you are currently in your 7<sup>th</sup> or 8<sup>th</sup> semester, please report to the office as soon as possible.
4. All students are permitted with 2 oral exams, i.e., students who fail the first oral exam are allowed to retake the exam ONCE.
5. Please report to the office as soon as possible regarding any change in thesis, including thesis topics and advisors.
6. Please do NOT rush to book any plane tickets BEFORE receiving graduation certificates.

### Advisor

1. Please hold meetings with your advisor regularly and take notes to keep track of all discussions and suggestions from your advisor in a blue record book.
2. For any purposes of presenting your thesis in a conference or publishing it in a journal, please ask for approval from your advisor in advance, for it is related to personal academic evaluation.
3. For any reasons that you decide to take academic leave or to postpone your oral exam to the next semester, please discuss with your advisor and report to the office.

4. If you wish to change advisors, please be noted that you might have to extend your thesis schedule, for more time will be required to work on a new topic with your new advisor.

#### Conferences

1. It is your own reasonability to find an international conference to attend as one of the graduation requirements.
2. Occasionally, we would forward conference information on the program website. Based on the topic fields on which the conference focuses, you can decide whether to attend or not.
3. Please visit the following websites to search for conferences in which you are interested:

<http://www.conferencealerts.com/country-listing?country=Taiwan>

<http://web1.most.gov.tw/>

<http://10times.com/taipei-tw/conferences>

#### Others

All information will be updated on our Facebook page or sent through emails. Please make sure that you join our Facebook page and update your email address at the office.

Thesis Timeline of Academic Year 2018 (107)
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	Steps 項目	Details 細節	Semester 1 第 1 學期	Semester 2 第 2 學期	Procedures / Forms 應繳交資料	Remarks 備註
	Find yourself an advisor	<ol style="list-style-type: none"> <li>1. Find a teacher to be your advisor as soon as possible.</li> <li>2. Ask your advisor to sign on the <u>Advisory Agreement Form</u>.</li> <li>3. Submit it to the office.</li> </ol>	Before the end of your 1st semester	Before the end of your 1st semester	<a href="#">Form A. Advisory Agreement Form</a>	When you submit the form, you will receive a blue book, "Thesis Meeting Record". Use it to keep track of all discussion with your advisor.
1	Submit Thesis Proposal Outline + Complete Ethics courses online  申報指導教授及論文題目+倫理課程	<ol style="list-style-type: none"> <li>1. Log on to your student account to fill in proposal outline and print it out.</li> <li>2. Visit your advisor and program director for their signature on the proposal.</li> <li>3. Submit it to office.</li> </ol>	17-20 Sep, 2018	18-21, Feb, 2019	<a href="#">Procedure A. Submission of Thesis Proposal Outline</a>  指導教授同意書暨論文研撰計劃表	<b>**New regulations:</b>  All postgraduate students are required to take Ethics courses online. Complete the online course and pass the test (receiving a score of 80 or above). Print out a copy of Certificate of Completion and <u>submit it along with your proposal outline.</u>  Course website: <a href="http://ethics.nctu.edu.tw/">http://ethics.nctu.edu.tw/</a>

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2	Application for Master Thesis Exam  申請學位論文考試	<p><b><u>Students who plan to graduate this semester:</u></b></p> <p>Log on to your student account to apply for thesis examination and submit <u>oral examination committee appointment form</u> to the office, or you will not be able to take the thesis oral exam this semester.</p> <p><b><u>Qualifications to attend thesis oral exams:</u></b></p> <ol style="list-style-type: none"> <li>1. Basic courses: having waived or taken basic courses, <b>statistics and management.</b></li> <li>2. Graduation credits: having acquired a total of <b>36/ 48</b> credits. Please refer to the student handbook for details.</li> <li>3. Having presented or published a paper in a conference or a journal.</li> <li>4. Having passed an English proficiency test (TOEIC score of <b>700</b> or equivalent).</li> </ol>	1-3 Oct, 2018	11-13 March, 2019	<p><a href="#">Procedure B. Application for Thesis Examination</a></p> <p><a href="#">Form B. Oral Examination Committee Appointment Form</a></p>	<p>*Please find your year of entry below for the minimum scores of TOEIC to meet the graduation requirements:</p> <p><b>2013 Spring semester (Feb)</b> TOEIC 640</p> <p><b>2013 Fall semester (Sep) and after</b> TOEIC 700</p> <p>or equivalent score of TOEFL and IELTS.</p> <p>*Graduation credits: <b>2016 Fall semester and after</b> <b>105學年度入學</b> 48 credits (42 course credits + 6 thesis credits)</p> <p><b>2016 Spring semester and before</b> <b>104 學年度入學</b> 36 credits</p>

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3	Report the <u>date and time of Thesis Preliminary Examination</u>	<ol style="list-style-type: none"> <li>Find 1 internal professor as your preliminary examiner (not your advisor).</li> <li>Book a room for your preliminary exam and hand in <u>Postgraduate Degree Thesis Preliminary Exam Application Form</u> to the office.</li> </ol>	3 weeks prior to your oral exam day	3 weeks prior to your oral exam day	<a href="#">Form C. Application for Thesis Preliminary Exam</a>	
	Prepare for Preliminary Examination	<ol style="list-style-type: none"> <li>Present the first 3 chapters of your thesis to your advisor.</li> <li>After getting approval from your advisor, you can start contacting your examiner.</li> <li>Submit the following items to your examiner at least 1 week prior to your exam day:               <ol style="list-style-type: none"> <li>First 3 chapters of your thesis</li> <li>A criteria sheet</li> </ol> </li> </ol> <p>*Please be noted that the examiners hold the right to cancel your preliminary exam if you fail to deliver your thesis in time.</p>	At least 1 week prior to your exam day	At least 1 week prior to your exam day	<a href="#">Form D. Criteria Sheet for Thesis Preliminary Exam</a>	<p><u>Confirm the following things with your examiner:</u></p> <ol style="list-style-type: none"> <li>Date and time of your preliminary exam.</li> <li>Email your examiner an electronic file of the first 3 chapters of your thesis.</li> <li>Whether you need to prepare an extra hard copy on exam day?</li> </ol>

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	On Preliminary Examination Day	<ol style="list-style-type: none"> <li>1. Print out a criteria sheet again to attend your exam.</li> <li>2. The examiner should hand in the criteria sheet to the office.</li> </ol>	Deadline to finish your preliminary exam is 29 Nov, 2018	Deadline to finish your preliminary exam is 24 May, 2019	<a href="#">Form D. Criteria Sheet for Thesis Preliminary Exam</a>	
4	Confirm Thesis Oral Examination  登記論文口試時間	<ol style="list-style-type: none"> <li>1. Ask your advisor whether your thesis is ready for oral exam.</li> <li>2. Report the date and time of your oral exam to the office.</li> </ol>	Before 14 Dec, 2018	Before 14 June, 2019		*You have to meet ALL graduation requirements to be entitled to attend thesis oral exams.

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	Prepare for Oral Exam	<ol style="list-style-type: none"> <li>1. Present the whole thesis to your advisor.</li> <li>2. After getting approval from your advisor, you can start contacting your examiners.</li> <li>3. Submit the following items to your examiner at least 1 week prior to your exam day:               <ol style="list-style-type: none"> <li>(1) Your thesis</li> <li>(2) An invitation letter to the oral exam</li> </ol> </li> </ol> <p>*Please be noted that the examiners hold the right to cancel your oral exam if you fail to deliver your thesis in time.</p>	At least 1 week prior to your exam day	At least 1 week prior to your exam day	<p><a href="#">Procedure C. Before and After Thesis Oral Examination</a></p> <p>If you need an invitation letter, please come to the office.</p>	<p><u>Confirm the following things with your examiner:</u></p> <ol style="list-style-type: none"> <li>1. Date and time of your oral exam.</li> <li>2. Email your examiners an electronic file of your thesis.</li> <li>3. Whether you need to prepare an extra hard copy on exam day?</li> </ol>
	Thesis Oral Exam  舉行論文口試	*Formal attire requested	17-28 Dec, 2018	10-28 June, 2019	<p>Please fill in the following documents. Print them out and bring them on exam day:</p> <p><a href="#">Form E. Oral Exam Signature Page</a> *3 copies (print out the Global Business page only)</p> <p><a href="#">Form F. Topic Changed Letter</a> *1 copy</p>	<p>Please make sure that the following items are prepared on exam day:</p> <ol style="list-style-type: none"> <li>1. Snacks/ meals</li> <li>2. More hard copies of thesis</li> <li>3. A laptop and projector</li> </ol> <p>*Please make sure your laptop and be connected to the projector. The student office is not obligated to borrow you laptops.</p>

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5	After Oral Exam:  Revise Thesis Format	<ol style="list-style-type: none"> <li>1. Please follow the <b>APA format</b> for your thesis.</li> <li>2. It is suggested that your advisor informs the office whether your thesis is ready.</li> <li>3. Submit your thesis to the office for format check.</li> </ol>	Before uploading your thesis to the library system	Before uploading your thesis to the library system		<p>*Office hours during summer and winter breaks are from 8:30 to 16:00, Monday to Thursday.</p> <p>*<u>Campus Shutdown:</u> 28 Jan-11 Feb, 2018 01-07 July, 2019</p>
6	Upload thesis to the library system	**For uploading your thesis, the library would send you an email informing your account number and passcode. Please check your email in advance (your personal email account or CCU student email account: <u>student ID@ulive.pccu.edu.tw</u> )			Follow the <a href="#">user manual</a> to upload your thesis on the library system.	**If there's no emails from the library, please go to the information center at the library to change your email address.
<b>Please check your student account and complete all graduation steps or you will not receive graduation certificates.</b>						
7	After the library check	1. it takes 3-5 working days for the library to check thesis format. An approval letter would be sent to your email account afterwards. Print out the approval sheet on the library uploading system.			<ol style="list-style-type: none"> <li>1. Take your Signature Page and ask your program director to sign on the forms.</li> <li>2. Download <a href="#">Form G. Copyright Authorization for Dissertation Thesis</a></li> </ol>	When you submit a copy of your



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		<p>2. Print out 3 hard copies of your thesis and submit to the following places along with the approval sheet:</p> <p>A. The library            B. Student office (Da En 951)            C. The Academic Office (10<sup>th</sup> floor in Da En building)</p>			<p>on the program website. Fill it in and print out <u>3</u> copies.</p> <p>3. Insert both Signature Page and Copyright Authorization for Dissertation Thesis in the hard copies of your thesis.</p> <p>*If you cannot get the certificate in person, please use this form:  <a href="#">Form H. Attorney Letter for School</a></p>	<p>thesis to the student office, please bring along your blue book, "Thesis Meeting Record".</p>