

# **Regulations Governing Academic Studies in the Double Degree Program for International Master of Business Administration, National Taiwan Normal University**

Approved in the 1st College Affairs Council meeting of the 2016/2017 1st semester on September 19<sup>th</sup>, 2016  
Amended in the 1st College Affairs Council meeting of the 2016/2017 2nd semester on March 6<sup>th</sup>, 2017

- Article 1. The regulations herein (hereinafter referred to as "these Regulations") have been formulated in accordance with the NTNU Regulations to govern matters of academic studies in the Double Degree Program for International Master of Business Administration (hereinafter referred to as "the Program").
- Article 2. These Regulations shall apply to students of the Program who enroll in the 2016/2017 academic year and onward. During their time of study in the Program, students shall comply with all relevant regulations of NTNU and the University of South Carolina (USC).
- Article 3. Admission requirements:  
Students admitted through the Program's admission channels shall be entitled to pursue a master's degree in the Program.
- Article 4. Duration of study:  
The duration of study in the Program shall be one year in principle and four years at most.
- Article 5. Conferral of degrees:  
I. The Program includes independent degrees of the NTNU and USC. The two universities shall respectively confer its degree to students who fulfill the graduation requirements of that university. If a master's student of the Program fails to meet the degree conferral requirements of one university, the other university shall still retain the right to confer a degree to the said student.  
II. After students of the Program complete all required courses and credits, and meet all graduation requirements of the NTNU or USC within the prescribed duration of study, they shall be awarded a Master of Business Administration (MBA) from NTNU and an Executive International Master of Business Administration (MBA) from the USC respectively.
- Article 6. Course requirements:  
I. Students of the Program shall complete 48 required credits and a master's thesis before graduation.  
II. Program students who do not meet the required English proficiency standards upon enrollment shall attend and pass the NTNU English Advancement Course—Level 4+ETS Criterion writing test before they are qualified to graduate.

Article 7. Advisor:

- I. Students of the Program shall select a thesis advisor from among the full-time faculty of the College or USC faculty members who have offered courses in the Program.
- II. No spouse of a student or relative within the third degree, by blood or by marriage, shall serve as thesis advisor to that student.

Article 8. Master's thesis

- I. Students of the Program may submit a technical report in lieu of a master's thesis.
- II. Upon completing 30 credits or more and obtaining approval from the advisor, students may apply for a Graduate Degree Examination according to Paragraph 3 of this Article.
- III. Application procedures for Graduate Degree Examination:
  - (I) Fill out an application form for a thesis oral defense;
  - (II) Organize a Graduate Degree Examination Committee in accordance with the following provisions:
    1. The oral examination committee shall consist of three to five members (including the advisor), who shall be scholars or specialists of relevant subject fields within or outside the University. At least one-third (inclusive) of the committee members shall be external members (including adjunct professors of NTNU). The advisor shall be an *ex officio* member of the committee. Other committee members may be selected by the advisor. No spouse of a student or relative within the third degree, by blood or by marriage, shall serve as committee members in the student's Graduate Degree Examination.
    2. In addition to possessing specialized knowledge on the topic of the thesis, creative work, exhibition or performance, or technical report submitted by the master's student, members of the Graduate Degree Examination Committee shall meet one of the following qualifications:
      - (1) Has been employed as a full professor or associate professor.
      - (2) Has been elected as Academician of Academia Sinica, or has been employed as research fellow or associate research fellow of Academia Sinica.
      - (3) Holds a doctoral degree and has had significant academic accomplishments.
      - (4) Specializes in a rare or distinctive subject field and has had significant academic or professional accomplishments.
      - (5) Criteria for the above qualifications (3) and (4) shall be determined by the College Affairs Council.

- (III) Submit one copy of transcript.
- (IV) Submit one copy of preliminary thesis draft.
- (V) Submit recommended list of oral examination committee members.
- (VI) Send out preliminary thesis draft and invitations.
- (VII) Submit Certificate of Completion of Online Research Ethics Courses.
- (VIII) Submit Declaration of Originality.
- (IX) Submit one copy of a Turnitin Originality Report.
- (X) Submit one copy of an Affidavit for Graduate Degree Examination Application

- IV. The passing mark for the Graduate Degree Examination is 70 and the maximum mark is 100. The assessment shall be conducted only once and determined by the average of the marks from each committee member in attendance. If one-half of the committee members in attendance issue a failing mark, the final marks shall be a fail.
- V. The Graduate Degree Examination may be conducted by way of written review and oral defense.
- VI. Results of the Graduate Degree Examination shall be submitted to the Program Office for recordation.

Article 9 Matters not addressed in these Regulations shall be governed by other relevant regulations.

Article 10 These Regulations shall be implemented after approval of the College Affairs Council and submission to the NTNU Office of Academic Affairs for recordation. The same shall apply to future amendments of these Regulations.

**國立臺灣師範大學國際企業管理雙碩士學位學程**  
**Double Degree Program for International Master of Business Administration**  
**National Taiwan Normal University**

研究生學位論文指導教授同意書

**Thesis Advisor Consent Form**

I, (advisor's name) \_\_\_\_\_ hereby consented  
to be the thesis advisor of NTNU-USC DIMBA student (student's  
name) \_\_\_\_\_.

Student Signature : \_\_\_\_\_

Advisor Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Notes:

1. Please decide your thesis topic by the end of March.
2. Please talk to your most preferred thesis advisors before making your decision.
3. Please return the form to the office by the end of April.

## Notes for Thesis Defense

### 1. Eligibility

Students who fulfill all of the following conditions are qualified to apply for defense of thesis.

- (1) Have taken 30 credits of required, elective, exempted or waived courses.
- (2) Have achieved the language proficiency test score as required by the admission policies.
- (3) Have fulfilled NTNU's research ethics requirements (completion of research ethics online courses, Turnitin originality report, and signed declaration of originality.).  
Guide to Online Research Ethics Courses: <http://ethics.nctu.edu.tw/newuser/2/>

### 2. Application Procedures

- (1) The deadline for application will be posted by the institute office.
- (2) Applicants are required to fill out Thesis Defense Request Form with all necessary attachments, and submit them to the office.
- (3) An approval from the thesis advisor on the Thesis Defense Request Form is needed before it is handed in.

### 3. The Organization of Committee for Defense of Thesis

- (1) The committee should be composed of 3-5 committee members, including at least one from institutes outside of the school. The advisor is responsible for recommending the committee members. No spouse of a student or relative within the third degree, by blood or by marriage, shall serve as committee members.
- (2) One of the committee members should serve as the chair for the committee. The chair has to be the member from another school.
- (3) The committee members should have either one of the following qualifications:
  - a. Holding a position as an assistant professor or above at a college or university.
  - b. Holding a position as an assistant research fellow or above at Academia Sinica.

- (4) The advisor should hold the position of an assistant professor (or above) and serve as a full-time or part-time teacher for the College of Management or USC faculty members who have offered courses in the DIMBA program.
- (5) The thesis defense will be conducted in the form of an oral defense. All committee members present at the defense are responsible for the grading. It is counted as passed if the average grade is equal to or higher than 70 points (out of 100).
- (6) After the defense, the student should finalize the thesis according to the committee members' suggestions and format thesis style according to APA guide. The director of DIMBA will sign the Thesis Approval Page upon completion of the APA review. Once APA review is completed, the thesis should be uploaded to NTNU library database.
- (7) After finishing uploading the thesis, the student should hand in five bound copies of the thesis to the DIMBA office at least one week before August 31, 2017. Each bound copy should include the Thesis Approval Page with signatures from the committee members.

#### 4. Cancel the Defense of Thesis

- (1) If students are not able to conduct the thesis defense within the semester which they have applied, they should ask the school to withdraw their applications before the last day of the semester (according to the DIMBA's calendar). If a student does not complete the defense nor applies for withdrawal before the deadline, they are considered to have failed the thesis defense once.
- (3) To withdraw the application of the thesis defense, students have to fill out the Thesis Defense Cancellation Request Form and hand it in to the DIMBA office.

Note: Students are suggested to decide their thesis topic by the end of March.

## **DIMBA Defense and Graduation Procedure**

Deadline	Procedure	Note
Before July 31	Apply for the oral Defense	Check List: <input type="checkbox"/> Course credits _____ credits <input type="checkbox"/> Pass English Test (85 or above of TOEFL-iBT, or, or D 6.5 or above of IELTS, or pass the NTNU English Advancement Course–Level 4+ETS Criterion writing test.) <input type="checkbox"/> <b>Certificate of Completion of Online Research Ethics Courses</b> <input type="checkbox"/> <b>Turnitin Originality Report</b> <input type="checkbox"/> <b>Declaration of Originality</b> <input type="checkbox"/> Thesis Draft (Advisor will check it before signing your application form)
Before August 18	Conduct Oral Defense	➤ Two of committee members sign on the approval page when students pass the oral defense. The advisors do not sign until students submit the final revised thesis.
Before August 31	Revise thesis content & confirm the format ↓ Submit a “Turnitin” originality report which is approved & signed by advisor ↓ Advisor approval on the revised thesis ↓ Graduation Procedure ↓ Diploma	➤ Please follow the APA style (6 <sup>th</sup> edition) and NTNU thesis requirement. Next, submit the originality report and final thesis to the DIMBA office.

## DIMBA Format Approval (APA Review) Process

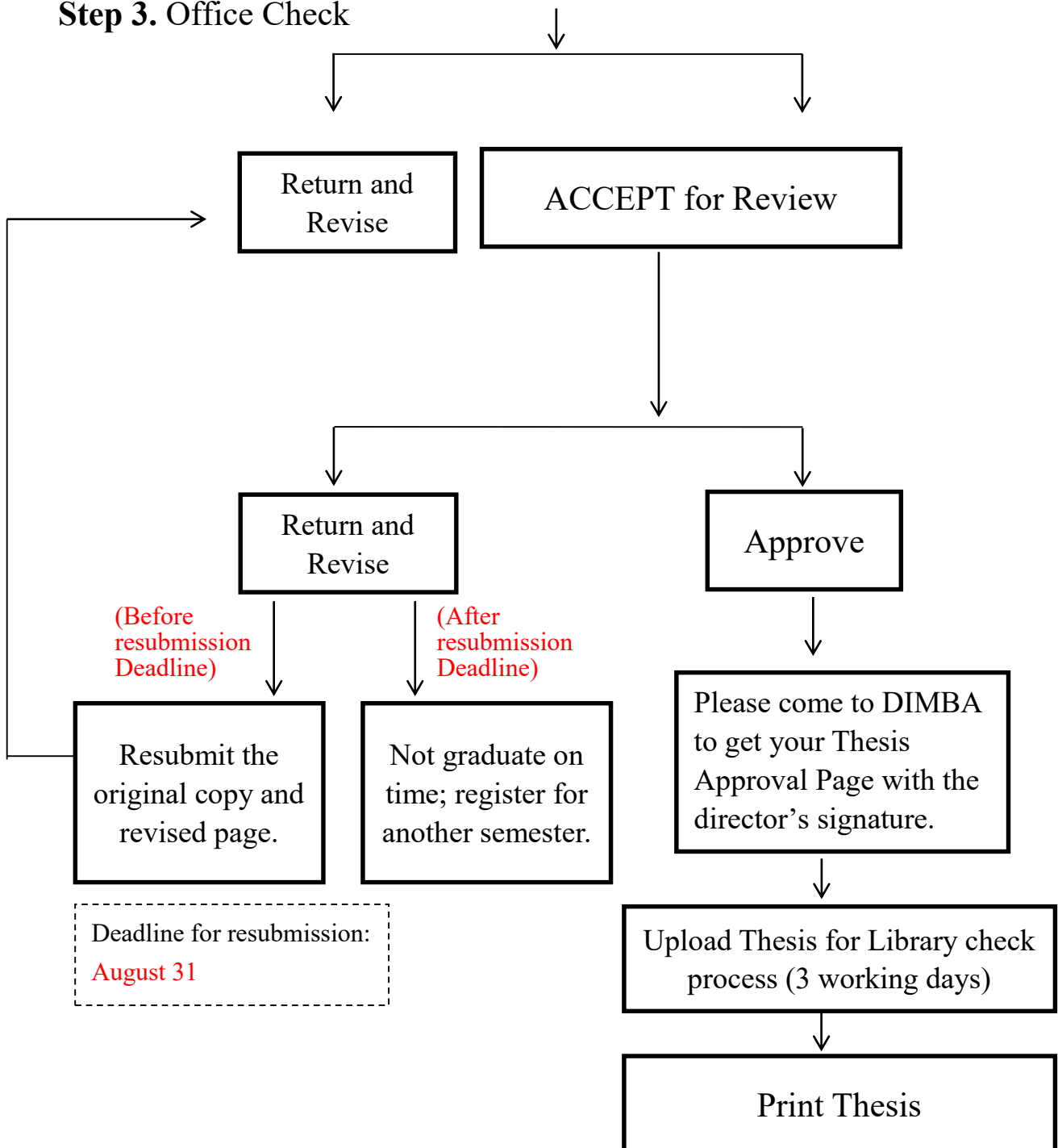
**Step 1. Self-Review and Peer Review**



**Step 2. Submit: Thesis (a hard copy no binding) + “Turnitin” Originality Report signed by advisor**

First submission

**Step 3. Office Check**





## **Before Defense Check List :**

**B1. Thesis Defense Request Form**

**B2. Credentials for Thesis Defense**

(B2-1). Transcript Record

(B2-2). English Proficiency Test Result

(B2-3). Certificate of Completion of Online Research  
Ethics Courses

(B2-4). Turnitin Originality Report

(B2-5). Declaration of Originality

**B3. Thesis Defense Cancellation Request**

### **Reference:**

DIMBA Defense and Graduation Procedure

**國立臺灣師範大學國際企業管理雙碩士學位學程**  
**Double Degree Program for International Master of Business Administration**  
**National Taiwan Normal University**

**B1 Thesis Defense Request Form**

\_\_\_\_\_ (academic year)                      \_\_\_\_\_ (semester)

Applicant : \_\_\_\_\_ Student ID Number : \_\_\_\_\_

Title of Thesis :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time for Thesis Defense: \_\_\_\_\_

Committee for Thesis Defense:

Name	Title	Address	Phone/Fax

Signature of advisor: \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks:**

- A. Please fill in the form completely. Incomplete form will not be processed.**
- B. Please submit to the office with your “Credentials for Thesis Defense” form by the required date.**
- C. All information should be in English.**

# 國立臺灣師範大學碩（博）士學位論文 切結書

## Declaration of Originality

本人已完全瞭解學術倫理之定義與行為規範及本校「博、碩士學位論文違反學術倫理案件處理要點」，謹此嚴正聲明，本人所呈繳之畢業論文/創作展演連同書面報告/技術報告：\_\_\_\_\_

\_\_\_\_\_（題目）確實為本人所研究及撰寫，如有抄襲、違反著作權法或相關實驗、問卷假他人之手等違反學術誠信與倫理之行為時，願自行擔負所有的法律責任，以及概括承受一切後果，與本人之指導教授及口試委員無關。

I am fully aware of and understand the University's regulations on plagiarism. And, I declare herewith, that the thesis/technical report entitled “\_\_\_\_\_” is a presentation of my original work. In addition, I understand that any false claim or plagiarism in respect of this work will result in disciplinary action in accordance with University regulations. I am solely responsible for any and all legal consequences for inappropriate or unethical academic conduct in regard to this work.

立切結書人 Student Name :

(請親筆書寫簽名 Signature)

學號 Student I.D. no. :

日期 Date:                    /                    /

(YYYY/MM/DD)

**國立臺灣師範大學國際企業管理雙碩士學位學程**  
**Double Degree Program for International Master of Business Administration**  
**National Taiwan Normal University**

**Thesis Defense Cancellation Request**

The student, \_\_\_\_\_ (student's name), will not attend the thesis defense designated in \_\_\_\_\_ semester of the academic year \_\_\_\_\_ due to \_\_\_\_\_.

This document consequently is used to request the approval upon the cancellation of the thesis defense and will be submitted to:

Thesis advisor:

\_\_\_\_\_

Director of the Institute:

\_\_\_\_\_

Student: \_\_\_\_\_

Division: \_\_\_\_\_

Student's ID: \_\_\_\_\_

Remarks: This form is used only when you want to cancel your thesis defense after **you have** requested it.

## **D7 Defense Forms Check List :**

- D1. Approval Page
- D2. Record of Doctoral/Master Defense Result (博、碩士學位考試成績記錄表)
- D3. Thesis Defense Grading Sheet
- D4. Check list



# Grading Form of Thesis Defense

**Double Degree Program for International Business Administration**

**National Taiwan Normal University**

Academic Year :

Thesis Title :

Department/Program: Double Degree Program for International Business Administration

Author Name:

Student ID:

Grade	Signatures of the Committee Members	Note
		NTNU
Stamp of the Institute		
		Non-NTNU

Time :

Date :

Thesis Defense Venue:

Note: Please submit this form to the Office of Academic Affair/the correspondent graduate institute

**國立臺灣師範大學國際企業管理雙碩士學位學程**  
**Double Degree Program for International Master of Business Administration**  
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**D3 Thesis Defense Grading Sheet**

Student		Date	
Thesis Advisor			
Thesis Title			
Procedures for Thesis Defense	<ol style="list-style-type: none"> <li>1. The Chairman announces the start of the defense.</li> <li>2. The Student presents the thesis.</li> <li>3. Reviewers ask questions and the student makes an impromptu answer.</li> <li>4. The advisor asks questions and the student makes an impromptu answer.</li> <li>5. The student leaves the room.</li> <li>6. Committee members make the grading and decide the result.</li> <li>7. The student enters the room again.</li> <li>8. The chairman announces the result.</li> <li>9. The chairman announces the end of the meeting.</li> </ol>		
Notes for Evaluation	<ol style="list-style-type: none"> <li>1. The minimum standard for passing is 70 points. The total point is 100.</li> <li>2. The final point is decided based on the average scores of all committee members.</li> </ol>		
General Comments			
Total score (100%)			

Committee Member Signature : \_\_\_\_\_

Date : \_\_\_\_\_



**國立臺灣師範大學國際企業管理雙碩士學位學程**  
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**D4 Thesis Defense Meeting Attendance Record**

Date	
Student	
Thesis Title	
Locale	
Chairman	
Recorder	
Committee Members Signatures	
<p>_____</p> <p>Thesis Advisor</p> <p>_____</p> <p>Committee Member</p> <p>_____</p> <p>Committee Member</p>	

\*\* Students should prepare this form before the meeting, and hand the completed form in to the office after the meeting.

國立臺灣師範大學研究生博、碩士學位論文考試（口試）記錄表

**D6 Oral Defense Recorder Form**

姓名(Student Name)：

學號(St. ID No.)：

考試日期(Date & Time)：

考試地點(Location)：

記錄(Recorder)：

記錄(Record)：

## Notes before Getting Master's Degree

Congratulations! You've passed your oral thesis defense. After the defense, you still have something important to do to get your Master's Degree.

1. It is required to revise your thesis according to the guidance of thesis defense committee members. And send the finished thesis to each member.
2. A "Turnitin" originality report approved and signed by your advisor is required before you request for the final format check by DIMBA Office.
3. In your final thesis, you have to include Preliminary pages, which include approval page, acknowledgement page, letter of authorization, and abstract.
4. You are required to upload your thesis to NTNU library database (this is a must) and NCL database (this is optional). NTNU library database website link: <http://140.122.127.247/gs/ntnulin.htm>. Use your student number to login the website.
5. For the process of uploading your thesis to NTNU library, please refer to [Flowchart for Uploading the Thesis to NTNU Library Database](#).
6. The thesis has to be converted into PDF format before uploading to the NTNU library. Do not include the approval page, the letter of authorization, or any watermark in the PDF file.
7. Letter of authorization can be downloaded when you complete the process of uploading your thesis to NTNU Library.
8. Before leaving the school, you are required to hand in 1 deluxe binding copy to DIMBA office; 1 deluxe binding copy to NTNU Library; 1 deluxe binding copy to Academic Affairs Office. As a courtesy, you should ask your advisor and committee members whether they would like to keep a printed copy of your thesis and also how they would like it to be bound.

If you still have questions, please feel free to contact the office.

## Flowchart for Uploading the Thesis to NTNU Library Database

