GLOBAL MBA
NATIONAL CHIAO TUNG UNIVERSIT

The Way to the DIPLOMA

Step by Step

2022

國立交通大學
National Chiao Tung University

50 credits – to be completed

15 credits for fundamental courses(+6 prerequisites)

15 credits for core courses

2 credits for the thesis

18 credits for electives

Master Thesis Step 1 → Find an Advisor

1

An advisor should be confirmed at least 7 months before graduation (Form 1)

One of the advisors must be in the College of Management at NYCU
If advisor is outside of College of Management – getting the approval by the GMBA Director is required

If the advisor needs to be changed due to some reasons, this change must be mutually agreed by the previous and new advisor, and reported to GMBA office **4 months before graduation**

2

Hand in thesis advisor application form(Form 1)

To finish in **Spring 2022**, advisor application form should be handed before **Oct 30, 2021.**

3

Hand in thesis proposal application form(Form 2)

To finish in **Spring 2022**, thesis proposal application form should be handed before **Dec 15, 2021.**

In case of change of thesis title it should be reported immediately to GMBA office

National Chiao Tung University
Master Degree Program of Global Business Administration

Thesis Advisor Application Form
Academic Year: _____

A. Personal Data

Name: _____ Student ID No.: _____

Undergraduate/Graduate Study: University/Institute: _____

Major/Minor: _____ Year of graduation: _____

B. Thesis Research Area

Please describe the intended areas/topics of your thesis (e.g., strategy, finance, marketing, technology, business plan and/or case study on ABC Company, etc.)

1. _____

2. _____

3. _____

1

Please describe your level of knowled[illegible]trial experience, educational background, and related courses taken [illegible]ubject area.

_____

_____

_____

C. Signature of applicant: _____ Date: _____

----------Advisor's Part----------

☐ I agree to be his / her thesis advisor.

Advisor signature: _____ Date: _____

*Approval from GMBA Director is required if the thesis supervisor is not from NCTU Management School

National Chiao Tung University
Master Degree Program of Global Business Administration

Thesis Proposal Approval Form

Student Name		Student ID	
Thesis Title			
Thesis Advisor			

☐ Approve the thesis proposal
通過論文計畫書審查

☐ Others (Please com[illegible])
其他，請說明

2

Signature of Advisor : _____

Date : _____

Master Thesis Step 1 → Write it

Master Thesis Step 3 → Oral Defense-Preparation

1 **Hand in Request for oral defense with advisor's approval (Form 3)**

To finish in **Spring 2022**, should be handed before **May 31st, 2022**

2 **Schedule time and place for oral defense with advisor**

If advisors would like the GMBA office to help reserve a classroom for your oral defense – ask GMBA office in advance at least **3 weeks** before the Oral defense.

3 **Committee members to be assigned by advisor**

One from NYCU and one outside of NYCU. Both must have PhD degree.

Email "Thesis Info" at least **TWO weeks earlier to GMBA office** before Oral defense. **(Form 4)**

3

National Chiao Tung University
Master Degree Program of Global Business Administration

Request for Oral Defense

Student Name		Student ID	
Thesis Title			
Thesis Advisor			

☐ Postpone the oral defense because the student falls behind the schedule.
該生論文進度落後，暫不予推薦參加本學期畢業口試

☐ Agree to recommend the student to attend the oral defense this semester.
本人同意推薦該生參加本[illegible]畢業口試

3

Signature of Advisor: _____

Date: _____

Signature of Student: _____

Date: _____

4 Thesis Info

example

esis Title(Eng)	Family load – Work load, Work-family conflict & Family-work conflict, and Well-being indicators: The Moderating Influence of Family/Spo Support and Family Supportive Supervisor Behavior: A study of banking industry Employees in Bolivia		
esis Title(Chi)	以家庭/配偶支持和主管支持行為為干擾變數探討家庭負荷、工作負荷、工作與家庭衝突和幸福感指標的關係：以玻利維 的某銀行為例		
dent Name	Ramiro Mayorga Antezana	Student I	97885XX
mmittee	Pei-Hwa Chen	交通大學 授-XXX	XX大學工管系兼任助理教授-黃永
al Defense Date/Time	10:00-11:00, Jun 10	Oral Def	MB201
esis Title(Eng)			
esis Title(Chi)			
dent Name(Chi/Eng)	**(correct order in formal documents)**	Student ID #	
mmittee	(Advisor)	(**Internal** committee member/**title included**)	(**External** committee member/**title incl** d)
al Defense **Date/Time**		Oral Defense Place	

4

Master Thesis Step 4 → Oral Defense-Preparation

1

Oral defense period

To finish in **Spring 2022**, oral defense period is **June 15 – July 31, 2022**
(if held before June 15, you need to submit the thesis info at least 10 work days earlier)

2

Send hard copies of completed thesis to your committee members(check with them if soft copies is sufficient)

At least **1 week** before Oral defense

3

Pick up the Oral Defense documents(Thesis Approval Form審定書/comment form/grade sheet...etc)

Two days before the Oral Defense at the GMBA office if held on site

Master Thesis Step 5 →
Oral Defense – Present your Master Thesis

Master Thesis Step 6 → Revise Your Master Thesis

1

Revision period – if committee members require revision

Must be done before **October 20th**.

If your did not apply for thesis defense by July 29th, you need to finish all the leave school procedures by September 8th. Otherwise, you should pay for the enrollment fee.

審定書

2

Submit the (advisor)signed Thesis Approval Form (verification for the revised thesis)

Must be done **by Oct 20th. You may forward your advisor's approval email to Vanessa.**

After **2 days** of submitting the thesis approval form, you can log into the graduation procedures from portal.

3

Upload revised thesis to thesis upload system(once you get advisor's approval on the revision and let Vanessa know, you may upload right away.)

After uploading your thesis successfully, you will get 1 Authorization paper. Please put it(1) together with the "thesis approval form(2)" and "your thesis(3)", and then make them into a book. Also, please wait for the library to send you an e-Thesis/Dissertation letter of Verification, and then you can start to print two copies.

*Please follow the watermark procedure requested by the library.

Must be done before October 26th

Master Thesis Step 7 → Chapters and Page Numbering Rules

		Page
Chinese Abstract		i
English Abstract		ii
Acknowledgement		iii
Table of Contents		iv
List of Tables		v
List of Figures		vi
Symbols		vii
I.	Introduction	1
II.	Research Methods	7
2.1	××××	10
2.1.1	×××	11
2.1.2	××××××	12
III.	Theories	16
3.1	×××××	17
3.2	×× ..	19
IV.	Experiments	23
V.	Conclusion	28
VI.	×××	30
Reference		35
Appendix 1		36
Appendix 2		37
Autobiography (or CV)		40

Before the introduction, it should be i.ii.iii.....

1, 2 3... starts from the introduction

Master Thesis Step 8 →
Run the “Leave-school” Procedure

1

Hand in 1 copy of the completed version to the library)

For hard-copy, no need the watermark. The color of cover should be in **light gray**.

1. Please make sure the page order is correct(Cover→Inside Cover→Authorization Form →Verification Form→Abstract…).
2. Book spine is needed. Please check the NYCU thesis format.

Send hard copies to your advisor and committee members(you may check with them if they need hard copies or not)

Must be done by October 26th

2

Start to run the “**School-leaving system**”.

https://reg-grad.nycu.edu.tw/main.asp

You need to let your advisor know it's ready to sign after you activate the system.

After collecting stamps from all required divisions online, DIPLOMA is right there for you.

Chinese Language →
For international students

to acquire the **TOCFL Level-2**certificate

OR

to pass at least **10 credits** of Chinese language courses offered by NCTU or a certified Chinese Language Center before graduation

Say Goodbye to GMBA Lab

1

Remove all your stuffs from your locker

After cleaning the locker, you may take a photo and send it to the GMBA office.

Must be done before October 26th

2

Copy Machine

GMBA office will check your print/copy record. If you print/copy over 600 pieces for black and white, you will be charged $0.5 per copy/print; if you print/copy over 100 pieces for color, you will be charged $5 per copy/print.

Must be done before October 26th

Check List

- Complete 50 credits(+6 prerequisites)
- Complete Chinese language requirement(for foreign students)
- Find an advisor
- Hand in **Thesis Advisor Application Form** by Oct 31st 2021
- Hand in **Thesis Proposal Application Form** by Dec 15th 2021
- Hand in **Request for Oral Defense Form** by May 31st 2022
- Schedule the time and venue for your oral defense
- Contact committee members
- Hand in **Thesis Info** 2 weeks before your oral defense day
- Send your completed thesis to your committee members
- Pick up Oral Defense documents 2 days before your oral defense(if held on site)
- Revise your Master Thesis
- Forward the revision approval email to Vanessa, and she will send the signed Thesis Approval Form to you.
- Upload revised thesis to the Thesis Upload System
- Send hard copies to your advisor and committee members(**depends**)
- Start to run the “Graduation Procedures ”(from the portal)
- Let your advisor know when to sign on the on-line process
- Locker / Printer
- Hand in one copy to the library, and one to the Registrar Division

GLOBAL MBA NYCU