



Global MBA Graduation Procedure

step by step

2026 edition

Prior to requesting an oral defense exam

47 credits—to be completed

Fundamental courses: 18 credits

Core courses: 15 credits

Thesis: 2 credits

electives: 12 credits

Internship

To satisfy the internship requirement

1. Required period : at least 4 weeks
2. To submit the "Proposal of Internship" **prior to** the internship at least 4 weeks
3. To submit the "Certificate of Internship Participation" after completing your internship



To COMPLETE

“Gender Equity Education”



“Academic Ethics and Research Integrity Training”
online course



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 NYCU or a certified Chinese Language Center

Thesis Step

–Find an Advisor

APRIL 30th



- An advisor should be confirmed at least 7 months before graduation

One of the advisors must be from the faculty of COM at NYCU

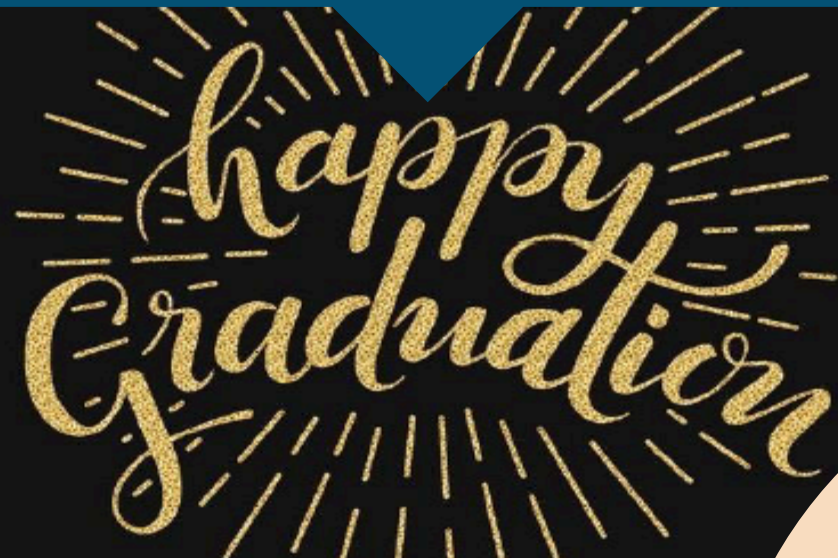
If the advisor is outside of COM, getting the approval from the GMBA Director is required

- 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 the GMBA office **4 months** before graduation

Hand in thesis advisor application form

Graduation time

2026/7/31



National Yang Ming 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

Thesis advisor
application form
2025/4/30

STEP 1

Thesis Step 2

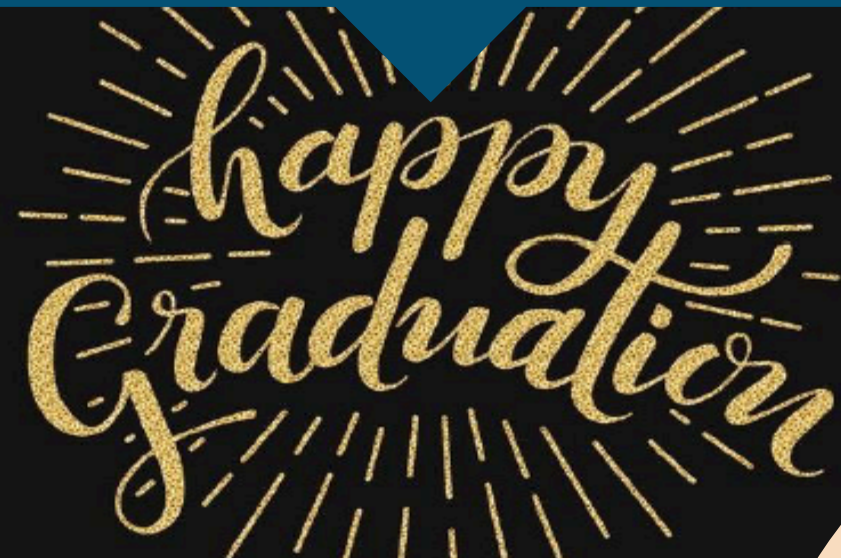
Write it: THESIS FORMAT



Hand in
thesis
proposal
application
form

Graduation Time

2026/7/31



Thesis Title	
Thesis Advisor	
☐ Approve the thesis proposal 通過論文計畫書審查	
☐ Others (Please comment) 其他：請說明	

thesis proposal
application form
2025/6/15

STEP 2

Thesis Step 3

hand in

Request for Oral Defense

Due: 2026/5/29

National Yang Ming 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學期畢業口試			
Signature of Advisor: _____			
Date: _____			
Signature of Student: _____			
Date: _____			

Schedule time and place for oral defense with advisor



to book MB201?

- it is owned by COM
- please ask GMBA office to check the availability at least 3 weeks prior to your exam

Committee members

-to be assigned by advisor

1. internal*1, external*1
2. a PhD degree is required
3. a CV is required if inviting a non-professor

① THESIS INFO

② <20% of Turnitin Result

EMAIL to GMBA at least 2 weeks in advance

Thesis Step 4

Thesis hard copy

send it to the committee 1 week in advance

(sending a soft copy is sufficient only when the committee accepts)

Forms on the exam

- download from our website
- fill out and bring them to the exam
- after collecting signatures, submit them to the GMBA Office

Thesis Step 5

Refreshment

- coffee/juice/tea/snacks
- meals are required, if held during mealtime

outfit

formal

exam time duration

- about one hour, including presentation and assessment
- after the presentation, students should leave the room, and wait for the assessment.

after the exam

submit all related forms to the GMBA Office

Thesis Step 6–8

1. Revise

refer to the suggestions given on the exam

Due: July 20th, 2026

NEXT ➡

2. Upload (for the details, check step 7)

1. After you finalize the revisions, send the advisor's approval email/message to Vanessa, and then you can proceed to upload it.
2. Before uploading, please double-check the thesis format.

Must Upload: 2 forms
(refer to GMBA website: [G/P](#))

watermark downloaded from
[NYCU Library](#).

After approved by the library, you can proceed to print it out.
Due: 7/24

NEXT ➡

3. pick up "Thesis Approval Form"

If you did not submit it after your oral defense, please hand it to the GMBA Office to obtain the GMBA director's stamp.

If it has already been submitted after the exam, please come to the office to pick it up.

bind the completed form into the printed thesis

NEXT ➡

4. to activate the graduation procedure (check step 8)

Log into [the system](#) to activate it **after** submitting E-Thesis successfully
path:
NYCU Portal → System Links → NYCU Campus → Graduation → Graduation Procedures

1. After activating, the system will notify your advisor. You may also inform them if needed.
2. After you start the graduation process in the portal, please make sure that your professor and gmba office approve your graduation procedure before submitting your thesis to the library and the registrar division.

Due: 7/31*

1. Completing the payment for the new semester is required if you failed to complete the G/P on time.
2. If finished within 6 weeks of new semester, students can get 2/3 refund.



Must Upload: 2 forms
(refer to GMBA website: [Graduation Procedure](#))

Thesis Step 7

Rule of page numbering

Before introduction
i, ii, iii, iv, vi...

Roman Numerals

After introduction
1, 2, 3, 4, 5...

Arabic Numerals

CHECK
THESIS FORMAT

upload E-thesis

- Checkpoints are as follows: GMBA Office→advisors
- Please check if you use the correct format of cover and title page (check your email to find the file)
- Two forms from the GMBA website

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Before
intro

After
intro

COVER

國立陽明交通大學
管理學院企業管理碩士學位學程
碩士論文

Degree Program of Global Business Administration

College of Management

National Yang Ming Chiao Tung University

Master Thesis

探討男性線上購買護膚產品的行為：以越南為研究
Exploring men's online purchasing behavior of skin care
products: A study in Vietnam

研究生：梅秋賢 (Hien Thu Mai)
指導教授：林士平 (Dr. Sirirat Sae Lim)

中華民國 113 年 07 月
July 2024

Exploring men's online purchasing behavior of skin care
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國立陽明交通大學
管理學院企業管理碩士學位學程
碩士論文

A Thesis

Submitted to the Degree Program of Global Business Administration

College of Management

National Yang Ming Chiao Tung University

in partial Fulfilment of the Requirements

For the Degree of

Master in

Business Administration

July 2024
Taiwan, Republic of China
中華民國 113 年 07 月

TITLE
PAGE

Thesis Step 8

printed thesis

- After approved by the library, you are able to print it out
- Check the book spine policy from the library (thesis format)
- While binding, the THESIS APPROVAL FORM(審定書) is also required.
- Thesis Cover: light gray.
- Check with committee members if a hard copy is needed for delivery (otherwise, sending an e-version is sufficient)
- hardcopy: library*1, registrar division*1
- Due: 7/31, 2026

LOCKER

Take a photo and send it to GMBA after cleaning

photocopy settlement

GMBA provides 1,000 copies/printing for free to our students and will charge \$0.5 per page over the quota.

Say goodbye to GMBA Lab

locker/copy machine

✓ CHECK LIST

- 47 credits (prerequisites to be added)
- Chinese requirement (for intl' students)

- advisor form-due 2025/4/30
- proposal-due 2025/6/15
- defense request-due 2026/5/29
- confirm a date and place
- contact committee members
- email THESIS INFO- 2 weeks ahead
- sending thesis to committee
-1 week ahead
- make forms for the exam day

- revise thesis
- send an approval email/record to Vanessa
- email "Thesis Format Form" to Vanessa
- pick up the signed Thesis Approval Form
- submit the final version to committee
- upload e-thesis (from NYCU portal)
- activate the Graduation Procedure 離校程序 (from portal)
- inform your advisor to sign G/P online
- lab checking
- hardcopy thesis: library*1 / registrar division*1



Due: the last working day BEFORE the next new semester starts



Farewell !

Happy graduation!
Come back often to share your
experience with NYCU GMBA!

