

A Note on Master's Degree Thesis Oral Exam in the Department of Industrial Management

- I. Application Procedure: (Please ensure only those who are able to graduate should apply)
 1. Application period for thesis oral examination: Applications should be submitted to the department office within two months from the start of the oral examination period indicated on the academic calendar for the first semester. Applications should be submitted to the department office within one month from the start of the oral examination period indicated on the academic calendar for the second semester.
 2. Thesis oral examination period: The oral examination may take place during the oral examination period indicated on the academic calendar. Note that the procedure for leaving school must be completed no later than the deadline indicated on the academic calendar. If the procedure for leaving school is not completed on or before the deadline, the oral examination scores will be disregarded.
 3. Please be sure all required classes have been completed when applying for the oral exam, and the following information must be submitted.
 - (1) Transcripts.
 - (2) Please fill out the Certification for Regular Master Courses (can be downloaded from the department website form download area), and include advisor's signature.

<Regular Master's Degree Graduates>

Please provide transcripts and graduate student's Course Selection Proof Form to the advisor to confirm the course names of the 8 required courses and 4 elective courses (including those within the major), totaling 36 credits, that were taken during graduate study period.

<EMBA Part-Time Students>

Please provide transcripts and EMBA Course Selection Proof Form to the advisor to confirm the courses that were taken during the graduate study period (based on the admission requirements of 5 or 6 courses), and the relevant industrial management graduate school study guidelines (please confirm these with the graduate school administration office).

- (3) Please fill out the Graduate Student Master's Degree Examiner List (Appendix 1). This list should be completed with the help of the advising professor, and

exam committees should be retained according to the school's "Master's Degree Exam Guidelines".

4. After completing the application forms for the oral exam mentioned in (1)(2)(3) of item # 3, Regular Master's Degree Graduate Students should hand in their forms to the class representative, who will then hand in all the forms to the department office within the designated time frame as mentioned in item #1 above, to complete the oral exam application process; EMBA Part-Time Students may hand in their forms, in the evenings, to the part-time student worker on duty, located in room 215 and 216 on the second floor of the management school building. The forms will then be submitted to the department office.
 5. Please refer to [Appendix 3 and Q&A #3 and #6] for information on the thesis oral exam fees and transportation cost guidelines.
 6. Off-campus exam committees who will be driving to the school must download and complete the Off-Campus Vehicle Entrance Application Form from the school's General Affairs Office website, and submit it to the department office. Please select the basement parking lot in the international building or the parking lot near the side entrance to the stadium (choose one of two). Once the General Affairs Office approves the application, a parking permit will be issued; the permit may be obtained on the date of the oral exam at the department office.
 7. If an examination committee member is unable to attend the oral examination, please inform the department office in advance so that a substitute examination committee member can be assigned.
- II. Information needed on the date of the oral exam (also refer to Q&A #4):
1. A copy of the Master's Thesis Written Approval (each oral exam committee's signature is required)
 2. A copy of the Master's Thesis Advisor Recommendation Letter (advisor's signature is required)
 3. Master's/Doctoral Thesis Oral Exam Score Card (a copy for each oral exam committee)
 4. Remittance Receipt (a copy for each oral exam committee), please see [Appendix 2]
 5. For forms mentioned in 1, 2, 3, and 4 above, all must fill in the oral exam date.
- For forms mentioned in 1, 2, and 3 above, please first go to the "Student Information System" and key in the thesis topic and the advisor's name, then download and print the forms.

(1) Enter the student information system

http://e-service.ntust.edu.tw/student_system_en/stu_login.aspx

TAIWAN TECH Student Information System

Home > Login

Login Time : 2015/1/22 PM 02:06:49 Login IPAddress : 140.118.1.86

Student Information System

Student Login

Student ID : e.g. A9702001

Password :

Login

Ver 2.01.04.1030710

News

(2) Fill your data in Theses/Dissertations Information

TAIWAN TECH Student Information System

Home > Student Information System > Theses/Dissertations Information (Logout)

Login Time : 2011/11/24 AM 09:28:00 Login IPAddress : 140.118.201.209

Theses/Dissertations Information

Department: 3D1IM1000F School of Management Department of Industrial Management

Student ID: D9901808

Student Name: FERANI EVA ZULVIA

Dissertation Title

Dissertation Title (Chinese): maximum 150 Chinese Characters

Dissertation Title (English): maximum 300 letters

[If you input only one column for the name of thesis in Chinese or English, the same title will be shown on another column by system.]

Laboratory Information

Laboratory Room No.: (e.g. E2-203)

Laboratory Tel.: (e.g. 6209)

Dissertation Advisor (maximum 5, please input their names)

Dissertation Advisor: Please input NTUST full-time faculty member.

Co-advisor

Advisor1:

Advisor2:

Advisor3:

Advisor4:

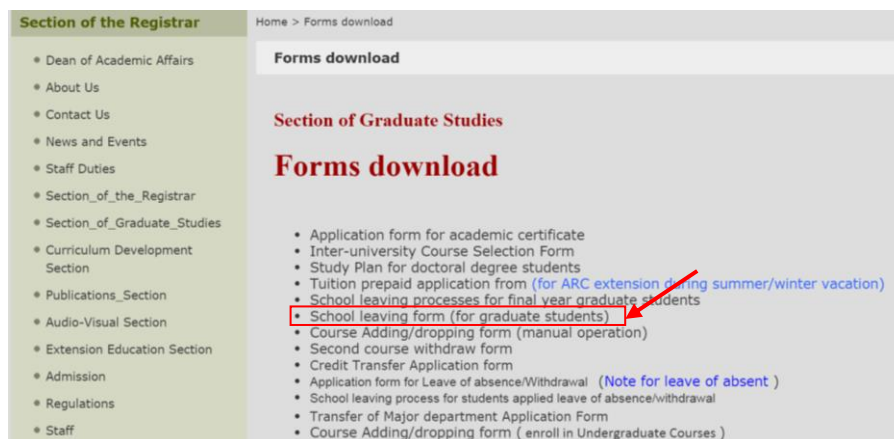
List of Committee Members (5-9 persons)

Member	*Name (maximum 20 letters)	Educational Background (maximum 100 letters)	Experiences (maximum 100 letters)	Note (maximum 20 letters)
NTUST Member	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(3) After submitting your data in student information system, you can download three documents: (There is a “barcode” on each of the printed forms.)

- ◆ Master's/Doctor's Thesis Recommendation form
- ◆ Qualification form by Master's Degree Examination Committee
- ◆ Scoring form

- III. © Documents to be submitted to the department office after the oral exam (also refer to Q&A #7):
1. Master's Degree Oral Exam Fee Remittance Receipt (each oral exam committee must fill one out, please see **Appendix 2**)
 2. Master's Degree Oral Exam Score Card (each oral exam committee must fill one out)
 3. Master Thesis Written Approval (one copy), the student will be notified to pick it up once the department head has signed it.
- IV. © Prior to completing the procedures for leaving school, please first upload your thesis file to the school library: <http://pc01.lib.ntust.edu.tw/ETD-db/index.html> (also refer to Q&A #8 & #9)
- V. © The color for the Department of Industrial Management Graduate School Master's Degree Thesis Cover is water blue. The color code for the thesis cover is 280.
- VI. Procedure for leaving school and information to be submitted to the department office (also refer to Q&A #10).
1. A copy of the thesis in paperback, and approval by a school stamp is required
 2. Please go to the Academic Affairs Office (Graduate Students Branch) website to download the School Departure Procedure Form.
<http://www.academic.ntust.edu.tw/files/11-1001-836.php>



- VII. Schedule for diploma issuance (please first complete the school departure procedure)
- ◆ First semester: from the beginning of January to the deadline for leaving school indicated on the academic calendar.
 - ◆ Second semester: From graduation date to the deadline for leaving school indicated on the academic calendar.

Appendix 1

National Taiwan University of Science and Technology		Exam Committee List for Department of Industrial Management Master's Degree					
Student ID							
Name							
Advisor	(Please have the advisor sign in this field)						
Exam Date							
Thesis Title							
Exam Committee	On and Off-Campus Exam Committees (1)	Name (2)	Employer (3)	Faculty Position /Title (4)	Oral Exam Fee (5)	Transportation Fee (6)	Total (7)

*Note 1 (Relevant guidelines pertaining to the Department's Master's Degree Exam)

- Each master's degree graduate student must fill out a copy of this form.
- Please fill in the complete name for the school and department in the third field, ex: National Taiwan University of Science and Technology Department of Industrial Management. For fields 5, 6, and 7, please refer to the "Thesis Oral Exam Fee and Transportation Cost Guidelines" (see Appendix 3).
- The degree exam takes place once a semester. The oral examination may take place during the oral examination period indicated on the academic calendar. The list of examiners must be filled out within the designated exam application deadline to be handed in to the class representative for submission to the department office for approval.

*Note 2 (Relevant guidelines for the school's Master's Degree Exam)

- There should be 3-5 examiners, consisting of at least 2 from within the school (on-campus).
- Examiners must possess one of the following qualifications:
Served as a professor or an associate professor.
Served as an academician, a researcher or an associate researcher at Academia Sinica.
Received a Ph.D, and obtained academic achievement; academic achievement standards will be determined based on each department's internal meeting.
- Adjust faculty members of this school may be off-campus examiners.
- Examiners must attend the committee meetings in person and may not use a substitute. Degree exam must be attended by at least 3 examiners or the exam will not be held; otherwise the grades for those who have already completed their exams will not be considered.
- In the event that plagiarism or fraud has been committed by the thesis owner and it has been confirmed by the degree exam committee, a failing grade will be assigned to the individual.
- Those who received a failing grade for their degree exam and has not yet completed their years of study at the school may retake the exam during the following semester or the following school year. Retaking the exam is limited to one time only. Those who receive a failing grade for their re-examination will be asked to withdraw from the school.
- The thesis must be written in English. Theses that have been used to obtain other degrees previously may not be used again.

Student ID: _____ Name: _____
 Transfer to off-campus oral examiner account
 Bank _____ Branch Number _____
 Account Number _____
 Advisor paid in advance _____ (Advisor signature)

National Taiwan University of Science and Technology Remittance Receipt

日期： 年 月 日

領款人姓名 (口試委員姓名)		所屬年度月份	中華民國	年	月份		
費別	<input type="checkbox"/> 演講費 <input type="checkbox"/> 撰稿費 <input type="checkbox"/> 審稿費 <input type="checkbox"/> 出席費 <input type="checkbox"/> 鐘點費 <input type="checkbox"/> 命題費 <input type="checkbox"/> 顧問費 <input type="checkbox"/> 工作津貼 <input type="checkbox"/> 臨時工資 <input checked="" type="checkbox"/> 碩士口試費 <input type="checkbox"/> 交通費						
摘要	單位	單位數	單位金額	合計金額	代扣稅款	代扣補充保費	實發金額
碩士口試費	人	1	1000 元	1000 元			1000 元
交通費	日						
以上實發金額新臺幣 (國字大寫) 拾 萬 仟 佰 拾 元整 業已如數領到無訛 此致 姓名： _____ (簽章) 身分證統一編號： _____ 服務單位及職稱： _____ (校外委員) 聯絡電話： _____ (校外委員) (外籍人士須附護照影本，並填妥護照號碼： _____ 國別： _____ 出生年月日： _____)							
戶籍地址	郵遞區號		市 區 里 鄰 路	段 巷 弄 號 樓			
			縣 鄉鎮 村 莊 街				
E-mail 帳號							

經手人

單位主管

會計室

校長

Instructions

1. Oral exam students must fill out:

① "Date": Please fill in the oral exam date.

② "Recipient's Name": Please fill in the name of examiner for the oral exam.

③ "Year and Month": Please fill in the year and month for the oral exam.

④ "Fee Type" & "Summary": If there was transportation cost of NT\$, please check Transportation Fee, and calculate the summary amount.

- ⑤ On the “Upper right hand corner” of the remittance receipt: please indicate oral exam student name and ID#.
2. Examiners please fill out: ①”Name”, and ②”National ID#”.
- ③ External examiners must fill out detailed “Permanent Address”, including township (鄉鎮), district (區), village (村(里)), and neighborhood (鄰) information.
- ④ Employer (xyz University abc Department) and position (professor, associate professor, assistant professor) (off-campus examiners must fill this out).
- ⑤ Contact Number (must be filled out by off-campus examiners).
3. Internal examiners will not be reimbursed for travel expenses. External examiners will be reimbursed for travel expenses based on the approved Travel Reimbursement Rates and the location of his or her employer.
4. After the oral exam, this form must be filled out completely and the “Remittance Receipt” should be submitted to the Department Office.

Payment Standards of Transportation, Food, and Miscellaneous Fees for Off-campus Examiners

(Based on the school or employer area location)

Area Location	Payment Standard (NT\$)
Taipei	200
Keelung	400
Taoyuang	500
Yilian, Hsinchu, Miaoli	800
Taichung, Changhua, Nantou	1500
Yunlin, Jiayi	2300
Tainan	2900
Kaohsiung, Pingtung	3200
Hualien	3000
Taitung Area and outer islands	3700

Thesis Oral Exam Payment Standard

Fee Type	Payment Standard (Please refer to the above schedule for Transportation/Food/Miscellaneous Fees Standard)
Master's Thesis Oral Exam (on-campus)	1,000
Master's Thesis Oral Exam (off-campus)	1,000+ Transportation/Food/Miscellaneous Fees

Notes:

- ① Master's thesis oral exam fee is NT\$1,000 for each examinee.
- ② An external examiner shall be paid only one travel reimbursement for all the oral examinations given on the same day, including oral examinations of EMBA students, master's students, and doctoral students. The travel expenses are reimbursed based on the approved Travel Reimbursement Rates and the location of the school or employer of the examiner.
- ③ Faculty examiners of this school may only be paid for the oral exam fee, and

may not be reimbursed for the transportation fee.

Department of Industrial Management Master's Degree Exam Application Q&A (amended May 19, 2008)

1. What are the application and exam dates for the Master's Degree Examination?

A : (1) Application dates: Applications should be submitted to the department office within two months from the start of the oral examination period indicated on the academic calendar for the first semester. Applications should be submitted to the department office within one month from the start of the oral examination period indicated on the academic calendar for the second semester.

(2) Examination dates: The oral examination may take place during the oral examination period indicated on the academic calendar.

2. How to apply for the Master's Degree exam?

A : Submit the following documents to the department office: Transcripts, Certification for Regular Master Courses, and Graduate Student Master's Degree Examiner List.

Note: Please completely fill out the "Graduate Student Master's Degree Examiner List", "Employer" for the examiners should include their full position/title, such as: National Tsing Hua University, Department of Industrial Engineering and Engineering Management". Advisors must sign in the "Advisor" field before submitting to the Department Office.

3. How should examiners fill out the form and claim for "oral exam fee" and "transportation fee"?

A : For the payment standards on the "oral exam fee" and "transportation fee" for the examiners, please refer to the school's "Thesis Oral Exam Payment Standard".

(1) "Master's Degree Thesis Oral Exam Fee" is calculated using student as a unit, each student represents NT\$1,000.

(2) Examiners from the faculty of this school can only be paid the oral exam fee, and may not be reimbursed for transportation costs. Therefore, each student represents NT\$1,000.

(3) Off-campus examiners may be paid oral exam fee and transportation fee, therefore, NT\$1,000 + transportation fee (based on the examiner's employment location.)

(4) Off-campus examiner's transportation fee is calculated using exam date as a unit, exams given on the same date will be given a one-time transportation fee. For instance:

a. Professor Kang of the Department of Industrial Engineering and Management at the National Transportation University was the oral examiner for Chen Hsiao-Hua and Lin Ta-Chung on June 1st, the oral exam fee and transportation fee payment standard is: NT\$1,000x2 people (oral exam fee) + NT\$800 (transportation fee) = NT\$2,800.

- b. Professor Hsu of the Department of Industrial Engineering and Engineering Management at National Tsing Hua University was the Master's Degree examiner for Wu Hsiao-Mei on June 5th, and for Kao Ta-Ming on June 6th, the oral exam fee and transportation fee payment standard is: ((6/5: NT\$1,000 + NT\$800) + (6/6: NT\$1,000 + NT\$800)) = NT\$3,600.

4. What do I need to prepare in advance of the Master's Degree Examination?

A : The following is a list of items to prepare prior to the Master's Degree Exam:

- a. "Remittance Receipt" for the oral exam fee and transportation fee (one per examiner; if there are three examiners, three remittance receipts will be required.)
- b. A copy of the "Master's Thesis Advisor's Recommendation Letter".
- c. A copy of the "Master's Degree Exam Committee's Written Approval".
- d. "Master's Degree Exam Score Card": one per examiner; if there are three examiners, three score cards will be required.
- e. Schedule an oral examination classroom: please sign up with the Department Office.
- f. Please sign up with the Department Office to borrow any NOTEBOOK, projector, or laser pens that will be required for the oral exam.

5. If an off-campus examiner is driving to the school, how can a parking permit be obtained?

A : Please go to the school's General Affairs Office website, download and complete the Off-Campus Vehicle Entrance Application Form, and submit it to the Department Office, one week prior to the oral exam. Please check off either the parking lot in the basement of the international building or the parking lot next to the side entrance to the stadium (choose only one.) Once the General Affairs Office has approved the application, the parking permit can be obtained on the date of the oral exam.

6. How to remit for the Master's Degree Exam "Oral Exam Fee" and "Transportation Fee"?

A : (1) The oral exam fee for the school's examiner can be remitted using one of the following methods:

- a. The advising professor may make the payment in advance, and once the account has been reconciled, the school will reimburse the professor via direct deposit.
- b. Consult with the on-campus oral examiners to fill out the "Remittance Receipt" in advance, once the payment has been reimbursed, the school will direct deposit the payments into the account for each examiner.

(2) Off-campus examiners' oral exam and transportation fees can be paid using one of the following:

- a. The advising professor may make the payment in advance, and once the account has been reconciled, the school will reimburse the professor via direct deposit.
- b. Consult with the off-campus oral examiners to fill out the "Remittance Receipt" in

advance, once the payment has been reimbursed, the school will direct deposit the payments into the account for each examiner. Please have the off-campus oral examiner clearly fill out the bank account information on the upper right hand corner of the remittance receipt.

7. What information needs to be submitted to the Department Office once the Master's Degree Exam is completed?

A : (1) Remittance Receipt: One per examiner, if there are three examiners, then three receipts are required. Please indicate, on the upper right hand corner, the student ID and name. In addition, please indicate how the payment will be remitted, to help with the system processing (advising professor paying in advance or direct deposit into the oral examiner's account.)

(2) Master's Degree Exam Score Card: one per examiner, if there are three examiners, three score cards need to be submitted, and be sure the advising professor's signature is included.

(3) Master's Degree Examiners' Written Approval, one copy: the student may pick it up once it has been signed off by the Department Head. It will be bound with the thesis paper.

8. How to write and put together the master thesis?

A : The cover color code for the Department of Industrial Management Master's Thesis is #280, Light Blue Leatherette. Please go to the Department of Industrial Management website to download the Master's Thesis Cover Format: Department of Industrial Management → Documents Download → Graduate Program → <Master Thesis cover Sample>, <Format of binding thesis paper>

9. How to upload the Master's Thesis?

A : Please come to the "Master's Thesis System Upload Information Session" being held by the library to set up the online electronic file for the thesis summary and the entire thesis. (<http://pc01.lib.ntust.edu.tw/ETD-db/index.html>)

10. How to process for school departure?

A : (1) Please download from the Academic Affairs Office website: Academic Affairs Office → Research and Education Group → Forms Download → Graduating Student School Departure Procedure Form.

(2) Submit the following to the Department Office:

1. One copy of the thesis in paperback.

2. School leaving form

(3) Diploma issuance dates:

1. First semester: from the beginning of January to the deadline for leaving school indicated on the academic calendar.
2. Second semester: From graduation date to the deadline for leaving school indicated on the academic calendar.