

# Department of Industrial Management

## Notice about Master's Degree Thesis Defense Examination (International Students)

✂Starting from 2023 Spring, the graduate students will be required to propose the “[Postgraduate Thesis and Professional Field Conformity Verification](#)” (with the signature from advisor) to the office. The application should be submitted before the deadline mentioned in official announcement from IM office.

### I. Application Procedures:

Please make sure all the graduation requirements have been fulfilled; **late applications will not be accepted.**

1. The time for Degree Thesis Defense Examination is based on the School Academic Calendar.
2. Application period for Degree Thesis Defense Examination:  
Fall Semester: two months from the starting date of the degree examination period indicated on the Academic Calendar.  
Spring Semester: one month from the starting date of the degree examination period indicated on the Academic Calendar.
3. International Students should hand in the “**Application Documents**” to the IMISA, who will then hand in all the documents to the department office before the application deadline.

#### **Application Documents:**

- (1) List of Completed Courses for Master Program([download](#)): advisor should sign on it.
  - (2) [Master's Degree Thesis Defense Examination Committee 【Appendix 1】](#) : should be completed with the help of the advisor, and exam committees should be formed according to “NTUST Master's and Doctoral Degree Thesis Defense Examination Regulations”. Please find Appendix 3 “[Degree Examination Fee Payment Standard](#)” for more details.
  - (3) Original Transcript.
  - (4) Copy of undergraduate transcript (not required for those who have taken the course “Production Management System” in Taiwan Tech)
4. Please borrow the classroom in the department office in advance once the exam date is confirmed.

## II. Documents for Degree Thesis Defense Examination:

【[Student Information System](#)】 → 【[Thesis/Dissertation and Advisor Information System](#)】 → 【Download】 Print out Recommendation Form, Qualification Form, Evaluation Form, and Graduate Student Thesis Academic Ethics and Authentication of Originality Statement; fill out the date on the forms.

1. Qualification Form by Master's Degree Examination Committee
2. Master's Thesis Recommendation Form
3. Thesis Defense Examination Evaluation Form.
4. Remittance Receipt 【[Appendix 2](#)】 ◦
5. Graduate Student Thesis Academic Ethics and Authentication of Originality Statement: Please use the “Turnitin Similarity | Plagiarism Checker” to get the Similarity Reports. the similarity score should be under 20% in content, excluding the references, appendixes, and surveys.  
User manual: <https://reurl.cc/zW0M36>

After the examination, the documents above, which have been signed by the advisor and the committee members, must be submitted to the department office by the advisor or the student. The student can come to the department office to pick up the Qualification Form with the approval of advisor (proof needed).

## III. School Leaving Procedures:

**Please finish the procedures before the deadline announced by the school.**

1. Upload the electronic Thesis on the Library Website: please refer to the [user manual](#).
2. If students need to delay public access of thesis, please download the Application Form on the website of Section of Graduate Studies, Office of Academic Affairs, finish the form in order, bind the signed form as the first page of the thesis copies which will be submitted to the department office and the library.  
【[Regulations for Delaying Public Access of Thesis, Application Form](#)】
3. School Leaving Procedures Form: should be printed from Student Information System, stamped by different offices. One copy of the thesis in paperback should be submitted to the department office.
4. Thesis Format: The color for the Thesis Cover is water blue. The color code for the thesis cover is 280. 【[Master Thesis cover Sample](#), [Book Spine Sample](#)】
5. Return the laboratory key and other borrowed devices.

【Appendix 1】

National Taiwan University of Science and Technology Department of Industrial Management							
Master's Degree Thesis Defense Examination Committee							
Student ID							
Name							
Advisor		(Please have the advisor sign here)					
Exam Date							
Thesis Title							
Exam Committee	On/off Campus (1)	Name (2)	School/Company Name (3)	Faculty Title (4)	Exam Fee (5)	Transportation Fee (6)	Total (7)

【Note 1】 Relevant Regulations about the Department Master's Degree Exam

1. Each master's degree graduate student must fill out a copy of this form.
2. For (3), please fill in the complete name for the school and department, e.g. National Taiwan University of Science and Technology Department of Industrial Management. For (5), (6), and (7), please refer to the "Thesis Oral Exam Fee and Transportation Cost Guidelines" (see Appendix 3)

【Note 2】 Relevant Regulations from "NTUST Master's and Doctoral Degree Thesis Defense Examination Regulations"

1. The master's thesis defense examination committee shall consist of three to five members.  
The spouse or third-degree relatives by blood or marriage of the master's student cannot serve on the master's degree examination committee.
2. The members of a thesis defense examination committee must have research expertise in the field of the master's student's research topic and possess at least one of the following qualifications:
  - A. Be a current or former professor, associate professor, or assistant professor;
  - B. Be a current academician or a current or former researcher, associate researcher, or assistant researcher at the Academia Sinica;
  - C. Hold a Ph.D. degree with a distinguished record of achievement in his or her field;
  - D. Have a distinguished record of achievement or practical experience in an unusual or highly specialized academic discipline or profession.
3. Adjunct (part-time) faculty at NTUST can serve as "outside" committee members.
4. Committee members are to be appointed by the chair of each department (graduate institute or degree program), under authority delegated by the president

【Appendix 2】 Degree Exam Fee Remittance Receipt

Student	校外考試委員帳戶資訊	
ID:	<input type="checkbox"/> 銀行	銀行/分行:
		銀行帳號:
Name:	<input type="checkbox"/> 郵局	郵局局號:
		郵局帳號:

**National Taiwan University of Science and Technology**  
**Remittance Receipt**

Date(yyyy/mm/dd):

領款人姓名				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	代扣繳金額	實發金額	
碩士口試費	人	1	元	元		元	
交通費	日	1					
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) E-mail: _____ (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 (校外委員)	郵遞區號	市	區	里	鄰	路	巷
		縣	鄉	村	莊	街	弄
			鎮			段	號
							樓

**填寫說明**

- 領款收據「右上方」：註明學生姓名、學號。如指導教授代墊請打勾，並請教授簽名。
- 「日期」：請填寫學位考試日期。
- 「領款人姓名」：請填寫考試委員姓名。
- 「所屬年度月份」：請填寫學位考試之年度月份
- 「費別」、「摘要」：若有交通費，請勾選交通費，並計算摘要金額。  
 ※本校委員不得支領交通費，校外委員依服務單位所在地區核給交通費。  
 ※同一委員當天只支付一次交通費，如為線上口試則不支付交通費。

☆委員請填：

- 「姓名欄」、「身分證統一編號」。
- 校外委員加填「銀行帳戶資訊」、「服務單位及職稱」、「聯絡電話」、「戶籍地址」、「E-mail」。

【Appendix 3】 Degree Examination Fee Payment Standard

**Degree Examination Fee Payment Standard**

Fee Type	Native Student	International Student
Degree Examination Fee (on-campus)	1,000	1,200
Degree Examination Fee (off-campus)	1,000+ Transportation/Food/Miscellaneous Fees	1,200+ Transportation/Food/Miscellaneous Fees

Notes: Degree Thesis Defense Examination Fee is NT\$1,000/student.

**Payment Standards of Transportation, Food, and Miscellaneous Fees for Off-campus Degree Examination Committee Member**

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

Notes:

1. The transportation fee will be counted only once per day.
2. The transportation fee is calculated based on the School/Company location.
3. Full-time Faculty in Taiwan Tech are not applicable.

# IM Department Degree Examination Q&A

## ( 2022/03/23 )

I. How to apply for “Degree Examination Fee” and “Transportation Fee”?

A: Please refer to [Degree Examination Fee Payment Standard](#)

- (1) Degree Examination Fee is NT\$1,000/student.
- (2) Full-time Faculty in Taiwan Tech are not eligible for Transportation fee.
- (3) Off-campus exam committee member could apply for “Degree Examination Fee” and “Transportation Fee”: NT\$1,000 + Transportation Fee. (The transportation fee is calculated based on the School/Company location of the exam committee member.)
- (4) The transportation fee will be counted only once per day. Example:
  - i. Professor Kang of the Department of Industrial Engineering and Management at the National Yang Ming Chiao Tung University was the exam committee member for Chen Hsiao-Hua and Lin Ta-Chung on June 1st, the Degree Examination Fee and Transportation Fee payment would be NT\$1,000x2 student (Degree Examination Fee) + NT\$800 (Transportation fee) = NT\$2,800.
  - ii. 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 would be ((6/5: NT\$1,000 + NT\$800) + (6/6: NT\$1,000 + NT\$800)) = NT\$3,600.

II. How would the degree exam committee member receive “Degree Examination Fee” and “Transportation Fee”?

A: (1) The Degree Examination Fee of on-campus faculty member will be deposited in one of the following methods:

- i. The advisor pays first, and once the fee is approved, the school will reimburse the fee to the advisor via direct deposit.
- ii. On-campus degree exam committee members fill out the “Remittance Receipt” in advance, the school will reimburse the fee to them via direct deposit.

(2) The “Degree Examination Fee” and “Transportation Fee” of off-campus will be deposited in one of the following methods:

- i. The advisor pays first, and once the fee is approved, the school will reimburse the fee to the advisor via direct deposit.
- ii. Off-campus degree exam committee members fill out the “Remittance Receipt” in advance(including the account information) and attach the copy of bank book, the school will reimburse the fee to them via direct deposit.

III. How to bind the thesis?

A : The color for the Thesis Cover is water blue. The color code for the thesis cover is [280 \(water blue\)](#).  
[Master Thesis cover Sample](#), [Book Spine Sample](#)