

imMBA Thesis Defense Process and Graduation Guideline

After the thesis defense, usually, you need around 2 weeks for thesis revision, and extra 1-2 weeks for the rest of the process to obtain the degree diploma. Please make sure you have enough time to finish all before leaving FJCU.

Step 1	Discuss with the advisor and confirm the date/ time for thesis defense	<ul style="list-style-type: none"> ➤ The date of thesis defense undertaken in the Fall semester must be before Jan. 31 ➤ The date of thesis defense undertaken in the Spring semester must be before July 31 ➤ Please submit (and complete) all the following information to the imMBA office 17 working days before the thesis defense. <ol style="list-style-type: none"> 1. Submit completed 01 Thesis Defense Agreement (including three proofs) 2. Apply online: http://140.136.251.56/fujenTS/
Step 2	7 days before the thesis defense	Post mail thesis hardcopies to all committee members, including your advisor, to their designated addresses. Be sure to let the hardcopies be received at least 7 days before the thesis defense day.
Step 3	5 days before the thesis defense	If the external committee member would drive to FJCU, please provide the car plate number to the imMBA office 5 days before the thesis defense day.
Step 4	1 day before the thesis defense	<ul style="list-style-type: none"> ➤ Print out the thesis cover and the score sheet for use on the thesis defense day at http://140.136.251.56/fujenTS/ ➤ The content of the thesis cover should be confirmed by the imMBA office in advance.
Step 5	On the thesis defense day	<ul style="list-style-type: none"> ➤ Come early to the imMBA office to pick up: fees, receipts, and FJCU certificate for committee members ➤ Allocate at least one hour before the thesis defense to set up the classroom, prepare drinks for committee members, etc. Clean up the venue after the thesis defense. ➤ If the thesis title modifies during the defense, please revise the thesis cover and the score sheet BEFORE committee members sign on them. ➤ Submit and return related documents and equipment to the imMBA office right after the thesis defense.

Step 6	Revise the thesis	<ul style="list-style-type: none"> ➤ Revise the thesis content according to comments of committee members. When the revision is ready, please get approval from your advisor and submit the completed 02 Thesis Acceptance ➤ Pick up the thesis cover signed by the imMBA director, and attach it to your finalized thesis when you are ready to print it out (see step 8).
Step 7	Upload the approved thesis to two libraries	<ul style="list-style-type: none"> ➤ Upload to the FJCU library first. When it is approved, upload to the National library. ➤ FJCU Library: http://140.136.208.25/cgi-bin/g32/g3web.cgi/ccd=82UNq1/webmge?switchlang=en Use the library password (not LDAP) to log in. Any questions about the library password, please visit the library reception desk or call 2905-2673, 2905-2313. ➤ National Library: https://cloud.ncl.edu.tw/theme/theme01_tmpl/index_login.php?error_userid= Ask the imMBA office for its password. Please tick <u>“IMMEDIATE public disclosure”</u> if your thesis does not relate to intellectual property, government secrets, and patents. Otherwise, please contact the imMBA office ASAP as the additional application procedure is required. ➤ When two uploads are approved, please print out authorization forms from both libraries and submit the forms with your hardcopies when you are in step 8.
Step 8	Print out three finalized hardcopies	<ul style="list-style-type: none"> ➤ Come to the imMBA office to learn the hardcopy template. ➤ Attach thesis cover to the finalized version and print out THREE hard copies. Submit them to designated offices on the day you plan to pick up the diploma: <ol style="list-style-type: none"> 1. Three hardcopies to FJCU library with authorizations from both libraries (see step 7). 2. One copy of thesis cover to the Registrar's Office.
Step 9	Complete the final process to issue the diploma	<p>Complete steps required by graduation system: http://graduation.fju.edu.tw/ It will be more efficient to ask your local friend for help as some parts are in Chinese.</p>

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