

## imMBA Thesis Defense Process and Graduation Guideline

**After your thesis defense, you typically need about two weeks for revisions, plus an additional one to two weeks to complete the remaining steps required to obtain your degree certificate. Please ensure you allow enough time to finish everything before leaving FJCU.**

Step 1	Discuss with the advisor and confirm the date/ time for thesis defense	<ul style="list-style-type: none"> <li>➤ The thesis defense for the Fall semester must be completed by January 31.</li> <li>➤ The thesis defense for the Spring semester must be completed by July 31.</li> <li>➤ Please submit (and complete) all the following information to the imMBA office <b>17 working days</b> before the thesis defense.               <ol style="list-style-type: none"> <li>1. Submit the completed <b>01 Thesis Defense Agreement</b> along with three supporting documents.</li> <li>2. Complete the online application at: <a href="http://140.136.251.56/fujenTS/">http://140.136.251.56/fujenTS/</a></li> </ol> </li> </ul>
Step 2	<b>7 days</b> before the thesis defense (Check with your thesis advisor to confirm whether this step is necessary.)	Send hard copies of your thesis by post to all committee members, including your advisor, at their designated addresses. Make sure they receive the hard copies at least 7 days before your thesis defense date.
Step 3	<b>5 days</b> before the thesis defense	<p>If the external committee member will be driving or taking the high-speed rail to FJCU, please provide the following information to the imMBA office at least 5 days before the thesis defense date.</p> <ul style="list-style-type: none"> <li>➤ Driving: Car plate number</li> <li>➤ High-speed rail: Departure and arrival stations, and whether the seat is reserved or non-reserved</li> </ul>
Step 4	<b>1 day</b> before the thesis defense	<ul style="list-style-type: none"> <li>➤ Print out the <b>thesis cover</b> and <b>score sheet</b> from <a href="http://140.136.251.56/fujenTS/">http://140.136.251.56/fujenTS/</a> for use on the day of your thesis defense.</li> <li>➤ The layout of the thesis cover must be approved by the imMBA office in advance.</li> </ul>

Step 5	On the thesis defense date	<ul style="list-style-type: none"> <li>➤ Arrive early at the imMBA office to collect fees, receipts, and FJCU certificates for the committee members.</li> <li>➤ Allocate at least one hour before the thesis defense to set up the classroom, prepare refreshments for the committee members, and <b>clean up the venue afterward.</b></li> <li>➤ <b>If the thesis title is changed during the defense, please update the thesis cover and score sheet BEFORE the committee members sign them.</b></li> <li>➤ Submit all related documents and return any borrowed equipment to the imMBA office immediately after the thesis defense.</li> </ul>
Step 6	Revise the thesis	<ul style="list-style-type: none"> <li>➤ Revise your thesis based on the committee members' feedback. Once the revisions are complete, obtain approval from your advisor and submit 02 Thesis Acceptance.</li> <li>➤ Collect the thesis cover signed by the imMBA chair and attach it to your final thesis before uploading it to the two libraries (see steps 7 and 8).</li> <li>➤ Review the hardcopy template at the imMBA office, which you will need for step 9.</li> </ul>
Step 7	Upload the revised thesis to the FJCU library	<p><b>FJCU Library:</b>  <a href="http://140.136.208.25/cgi-bin/gs32/gswweb.cgi/ccd=82UNq1/webmge?switchlang=en">http://140.136.208.25/cgi-bin/gs32/gswweb.cgi/ccd=82UNq1/webmge?switchlang=en</a></p> <p>Please use the library password (not your LDAP credentials) to log in. For any questions regarding the library password, visit the library reception desk or call 2905-2673 or 2905-2313.</p> <ul style="list-style-type: none"> <li>➤ Remove the watermark before uploading your thesis to the FJCU library; it will be added automatically once approved by FJCU.</li> <li>➤ To expedite the approval process, please select <b>"IMMEDIATE public disclosure"</b>. If you consider that your thesis involves intellectual property, government secrets, or patents and wish to restrict public access for a certain period, additional and lengthier application procedures are required. In this case, your graduation process will be put on hold until the outcome of the additional application is confirmed.</li> <li>➤ After the library approves your upload, print the authorization form and submit it along with your hardcopies during step 9.</li> </ul>

Step 8	Upload the thesis approved by the FJCU Library to the National Library.	<p>The National Library upload passwords will be provided <b>only after</b> your thesis has been officially approved by the FJCU Library.</p> <p><b>National Library:</b>  <a href="https://cloud.ncl.edu.tw/theme/theme01_tmpl/index_login.php?error_userid=">https://cloud.ncl.edu.tw/theme/theme01_tmpl/index_login.php?error_userid=</a></p> <ul style="list-style-type: none"> <li>➤ Please upload <b>the same thesis file approved by the FJCU Library</b> to the National Library system.</li> <li>➤ To expedite the approval process, please select "<b>IMMEDIATE public disclosure</b>".</li> <li>➤ Once your upload is approved by the National Library, print the authorization form and submit it along with your hardcopies during step 9.</li> </ul>
Step 9	Finish all procedures required by the university's graduation system and book a date to collect your degree certificate	<p>Complete the required steps listed in the graduation system: <a href="http://graduation.fju.edu.tw/">http://graduation.fju.edu.tw/</a>  For greater efficiency, consider asking a local friend for help, as some sections are in Chinese.</p>
	Print three hard copies of your thesis and one copy of the thesis cover	<p>Print three hard copies of your thesis as well as one copy of the thesis cover, and submit them to the designated offices:</p> <ul style="list-style-type: none"> <li>➤ FJCU Library: Submit three hard copies of your thesis along with the authorization forms from both the FJCU and National Libraries (see Steps 7 and 8). <u>The authorization forms do not need to be included with the bound hard copies.</u></li> <li>➤ Registrar's Office: Submit one copy of the thesis cover when you collect your degree certificate.</li> </ul>

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