

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	➤ The thesis defense for the Fall semester must be completed by January 31. ➤ The thesis defense for the Spring semester must be completed by July 31. ➤ Please submit (and complete) all the following information to the imMBA office 17 working days before the thesis defense. 1. Submit the completed 01 Thesis Defense Agreement along with three supporting documents. 2. Apply and finalize your submission through the university platform: http://140.136.251.56/fujenTS/ If you believe your thesis involves intellectual property, government secrets, or patents, and you wish to restrict public access for a certain period, you must consult your thesis advisor before submitting your application to the university. In such cases, you are required to provide solid supporting documentation—such as verifiable facts, relevant legal references, or specific patent numbers—to justify your request. Otherwise, your thesis will be subject to immediate public disclosure by default.
Step 2	At least 7 days 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	At least 5 days before the thesis defense	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. <u>Students who fail to provide the required information at least 5 days before the defense date will be responsible for any related expenses.</u> ➤ Driving: Car plate number

		➤ High-speed rail: Departure and arrival stations, and whether the seat is reserved or non-reserved
Step 4	At least 1 day before the thesis defense	➤ Print out the thesis cover and score sheet from http://140.136.251.56/fujenTS/ for use on the day of your thesis defense. ➤ The layout of the thesis cover and score sheet must be approved in advance by the imMBA office.
Step 5	On the thesis defense date	➤ Arrive early at the imMBA office to collect fees, receipts, and FJCU certificates for the committee members. ➤ Allocate at least one hour before the thesis defense to set up the classroom, prepare refreshments for the committee members, and clean up the venue afterward. ➤ If the thesis title is changed during the defense, please update the thesis cover and score sheet BEFORE the committee members sign them. ➤ Submit all related documents and return any borrowed equipment to the imMBA office immediately after the thesis defense.
Step 6	Revise the thesis	➤ Revise your thesis based on the committee members' feedback. Once the revisions are complete, obtain approval from your advisor and submit 02 Thesis Acceptance. ➤ 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). ➤ Review the hardcopy template at the imMBA office, which you will need for step 9.

Step 7	Upload the revised thesis to the FJCU library	FJCU Library: http://140.136.208.25/cgi-bin/gs32/gsweb.cgi/ccd=82UNq1/webmge?switchlang=en 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. ➤ Your thesis file must include the thesis cover before uploading. ➤ Remove the watermark before uploading your thesis to the FJCU library; it will be added automatically once approved by FJCU. ➤ Please choose "IMMEDIATE public disclosure" on the authorization form. ➤ After the library approves your upload, print the authorization form and submit it along with your hardcopies during step 9.
Step 8	Upload the thesis approved by the FJCU Library to the National Library.	The National Library upload passwords will be provided only after your thesis has been officially approved by the FJCU Library. National Library: https://cloud.ncl.edu.tw/theme/theme01_tmpl/index_login.php?error_userid= ➤ Please upload the same thesis file with watermark approved by the FJCU Library to the National Library system. ➤ Please select "IMMEDIATE public disclosure" on the authorization form issued by the National Library, which has the barcode centered directly below the title. ➤ Once your upload is approved by the National Library, print the National Library authorization form and submit it along with your hardcopies during step 9.
Step 9	Finish all procedures required by the university's graduation system and book a date to collect your degree	Complete the required steps listed in the graduation system: http://graduation.fju.edu.tw/ For greater efficiency, consider asking a local friend for help, as some sections are in Chinese.

	certificate	
	Print three hard copies of your thesis and one copy of the thesis cover	Print three hard copies of your thesis as well as one copy of the thesis cover, and submit them to the designated offices: ➤ 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> ➤ Registrar's Office: Submit one copy of the thesis cover when you collect your degree certificate.

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