Thesis submission procedures and documents

※ Forms Download(Link)※

Before Oral Defense	Please submit the following forms to TM office for applying oral defense exam. • Completing "**Graduate Institute's Field of Expertise Form**" in the **semester** you plan to apply for oral exam. (Starting from the 2023 academic year) • Please submit the following documents at least one week before oral defense day: ①. **Master's Degree Oral Defense Examination Form** ②. Master **thesis plagiarism check report** (via NTUST originality comparison system) ③. **Certification for Regular Master Courses** (with transcripts)
Oral Defense Day	Please prepare and print documents ready. • Download the first three forms from Student Information System ①. **Qualification Form** by Master's Degree Examination Committee ②. Master 's Thesis **Recommendation Form** ③. Thesis Defense Examination **Evaluation Form** (One per Committee member) ④. Others: Receipt of Payment (One per Committee member) • Provide "**Thesis plagiarism check report**" for the advisor and thesis defense committees. • **Delay public access**：(If necessary) ① Printed thesis delay: You must before the degree examination, log in to the Application Form and attach supporting documents (**2 original documents**. Do not bind.) Submitted at the thesis defense for review and confirmation by all examination committee members. ②. Electronic full-text delay: a declaration or supporting document (one copy) (see sample template). Submit the document to the department office for review.
After Oral Defense Examination	Please complete the administrative procedure and fill in relevant documents. • Please update the master thesis plagiarism check report based on the final version of thesis, and **send both the final version of thesis (PDF) and thesis plagiarism check report (PDF) to tmoffice@mail.ntust.edu.tw** • Please **upload the thesis to the library system** and sign the authorization forms. • Documents for signing: **Graduate Student Thesis Academic Ethics and Authentication of Originality Statement** (from Division of Graduate studies-Downloads). Obtained your advisor's signature, then submit to TM office. • Fill in the Graduate contact form for TM office.
Final Administrative Procedure	• School Leaving Procedures Form (Download from Student Information System) 　• Stamped by the relevant administrative offices (*TM office、OIA、Library、Division of Graduate Studies*) 　• Signed Graduate Student Thesis Academic Ethics and Authentication of Originality Statement (*For TM office*) 　• Signed authorization forms (*For Library*) 　• 2 hardcopies of thesis (*For Library & TM office*)

Collecting your diploma *(Division of Graduate studies)*

Graduate Institute Technology Management Thesis submission procedures

Before oral defense			
Time	Subject	Procedures and Documents	Notes
Within the specified time	Field of expertise	Completed and submitted「**Graduate Institute's field of expertise Form**」**(Starting from the 2023 academic year)**	**Download Forms (link)**
Apply for oral defense	Thesis plagiarism check	Before the oral exam, students must Completed "**Master thesis plagiarism check**". Those who do not meet the requirements will not be allowed to apply for the oral exam. ※Management group the similarity score should be under 15% in content (Technology law group the similarity score should be under 20% in content), tools can either be disabled or only set to exclude references, appendixes, and surveys.	
At least one week before oral defense	Apply for Oral Defense Examination	Please submit the following documents to the office: 1. Master's Degree Oral Defense Examination Form 2. Master thesis plagiarism check result of NTUST originality comparison system 3. Certification for Regular Master Courses (with transcripts)	

Oral defense Day			
Time	Subject	Procedures and Documents	Notes
The day of thesis defense examination	Thesis plagiarism check	Submitted Thesis plagiarism check to the thesis advisor and members of thesis defense committee.	
	Forms	Download three forms from Student Information System (After you input your thesis information in it) and give to the committee to sign. 1. Qualification Form by Master's Degree Examination Committee 2. Master 's Theiss Recommendation Form 3. Thesis Defense Examination Evaluation Form (One per Committee member) And download Receipt of Payment (One per Committee member)。	※Return the filled receipt to the Office. ※Oral Fees are paid by transfer.
	Delay public access	1. If you need Delay public access： ①. Printed thesis delay: You must <mark>before the degree examination</mark>, log in to the Application	(Effective Spring Semester 2026)

2023.04

Graduate Institute Technology Management Thesis submission procedures

		[Form](#), **and print two original copies of the application form. The application form, together with the relevant certification documents, must be submitted at the thesis defense for review and confirmation by all examination committee members.** (Do not bind.) ②. **Electronic full-text delay:** Based on the reason for the delay, **fill out a declaration or supporting document (one copy)** in accordance with the school's printed version delay requirements ([see sample template](#)). Submit the document to the department office for review.	

<table>
<tr><td colspan="4" align="center" style="background-color:#b3c6e7">Before Graduate</td></tr>
<tr><td align="center">Time</td><td align="center">Subject</td><td align="center">Procedures and Documents</td><td align="center">Notes</td></tr>
<tr>
<td rowspan="2">Complete revision of the thesis and ask for the permission from advisor.</td>
<td>Thesis plagiarism check</td>
<td>Complete Master thesis plagiarism check of the final version thesis.
Download Graduate Student Thesis Academic Ethics and Authentication of Originality Statement from <u>Division of Graduate Studies-Downloads</u> and obtained your advisor's signature, then submit to TM office.</td>
<td></td>
</tr>
<tr>
<td>Procedures</td>
<td>2.   Upload the thesis to the <u>library system</u> (after approved, sign the authorization forms)
3.   Please E-mail the final electronic thesis file (PDF) and thesis plagiarism check report to <u>tmoffice@mail.ntust.edu.tw</u>
4.   Fill in the <u>Graduate contact form</u></td>
<td>★If the advisor(s) or graduate have the reason for Delaying Public Access, please reach a consensus in advance.</td>
</tr>
</table>

Graduate Institute Technology Management Thesis submission procedures

Subject	Procedures and Documents	Notes
Leaving school Day		
Documents for leaving school	Please prepare the following documents: 1. School Leaving Procedures Form (Download from [Student Information System](#)) 2. 2 hardcopies of thesis (and signed authorization forms) *Delay public Application Form and supporting documents must be submitted together with the paper thesis/dissertation to the Department and NTUST Library.	Please leaving before the specified date.

Congratulations on your graduation! ☺