

NCHU Department of Business Administration

Precautions of Thesis Examination Application

I. The thesis should be written according to the “[Thesis/Dissertation Format](#).” Additionally, the specific regulations for the master's thesis of this department are as follows:

- A Chinese abstract should be attached.
- English font: Times New Roman
- Size: 14
- References in American Psychological Association (APA) format

II. Precautions of the Thesis Examination Application:

- Login [Academic Affairs system](#) and read [Thesis Examination Application System Student Operation Handbook](#) carefully.
- Printing of “Application of Defense for Master Thesis” (**Size: A4, Orientation: portrait**): **The service city of the committee** should be filled in (**using the work location as the basis for paying transportation expenses**), and the department office will fill in the “Compliance with the requirements” column. The oral examination location must be registered with the department office in advance. The signature of the applicant and the advisor should be submitted to the department’s office at least 30 days before the planned thesis examination date.

III. After the Division of Registration logs in the oral test results, students cannot change the title.

IV. After the department and the Division of Registration have approved the graduation qualifications and the oral examination committee, they will issue (1) Appointment of the Dissertation Committee, and (2) the notification of the oral examination fee, and students are requested to submit the above two issued documents along with the first draft of their thesis to the oral examination committee.

Committee members are entitled to free access to the campus with their appointment letters, which should be presented upon entry and exit.

If license plate recognition is required, please notify the department office one week before to the oral examination and attach the following information: (1) License plate number of the oral examination committee (2) Scanned copies of the front and back pages of the committee members' appointment letters. (3) The entry and exit times of the committee members on campus.

V. Number of committee members:

The Examination Committee consists of three members; at least one third of the members shall be from universities other than NCHU.

- ※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.