



Master's of Finance Timeline for the Master's Thesis Degree Oral Exam ("Defense")

I. Two weeks Before the Defense

1. Please go to the GIF secretariat (IB1005) at least two weeks before the defense to submit the following forms and documents:

1. Your complete transcripts to prove that you have completed all credit requirements of the Master's in Finance program. Information on the courses you took/ credits gained has to be entered into the *GIF Credit Requirement Form* which has to be signed by your advisor.
2. *Recommendation for Master's of Finance Oral Exam Committee Members Form* where you suggest the members of the committee of your defense
3. *Declaration of Academic Integrity Form* where you declare that you respected the code of academic ethics in your thesis
4. *Vehicle Entrance Application Form* If the Oral Exam Committee includes members who are not NTUST faculty and wish travel to NTUST by car. After gaining permission by the Office of General Affairs, you will have to send the form to the committee member so that he/she will be allowed to enter Taiwan Tech campus by car.

The forms can be downloaded from the [School of Management Website](#). They have to be printed out, filled in, and submitted to the GIF secretariat.

II. On the Day of the Oral Exam

1. Please log into the [NTUST Student Information System](#) → "Thesis/ Dissertation and Advisor Information System". On the day of your defense you have to bring the following filled-out forms.

- a. *Master's Thesis Recommendation Form* (confirming who is your advisor; Advisor's signature required);
- b. *Qualification Form by Master's Degree Examination Committee* (1 for each committee member)
- c. *Forms for Final Oral Defense* (1 for each committee member)

2. The members of the Defense Committees will receive a remuneration for their service, and non-NTUST members will be reimbursed for travel their expenses. The payments will be administered by the GIF-secretariat.



You have to pick up the *Receipts for the Remuneration of Committee Members* at the GIF secretariat before the defense and have them signed by the committee members. Please bring the signed receipts back to the GIF secretariat after the defense.

3. You have to submit a positive *Similarity Report* (less than 20%) of the Plagiarism Detection Checker software *Turnitin* which is provided by the [NTUST library](#). Please prepare one report for each committee member. Please take into account that applications for a Turnitin comparison class with the NTUST Library may take **two days** for processing and are only valid for one semester.

III. After the Defense

1 Immediately after the Defense

Please bring the following documents back to the GIF-secretariat.

- a. *Signed Receipts for the Remuneration and Travel expenses of Committee Members* (1x Committee member)
- b. *Qualification Form by Master's Degree Examination Committee* (signed by each committee member)
- c. *Forms for Final Oral Defense* (signed by each Committee member)

The *Qualification Form by Master's Degree Examination Committee* needs to be signed by Chairperson of the GIF which may take 2-3 working days. It will be handed back to you so that you can scan it and include it in the print-version and e-version of your thesis.

2 Revising and Submitting the Thesis

Please revise your thesis according to committee members' suggestions. The final version of the thesis has to be submitted (both paper and digital copies) in the first month of the next semester/ academic year. The deadline is marked in the [NTUST academic calendar](#).

- a. Submitting the thesis as an e-file: You have to upload the e-file of your thesis to the [NTUST Library platform](#). Please read through the [Theses/Dissertation Submission and Graduation Procedures](#) (by the NTUST Library System Information) where the process explained in detail.
- b. Submitting the thesis as paper-copies: Please print two copies of your thesis. One copy has to be submitted to the NTUST library, and one copy to the GIF-secretariat (to be submitted to National Central Library subsequently).



There are strict regulations for the binding of the thesis and for the wording, format and layout of the cover page. It is recommended to get the printing and binding done at the on-campus Digital Printing and Copy Shop which is informed about the format regulations for the GIF-thesis.

A sample of the cover of a Master's in Finance thesis can be downloaded from the [School of Management Website](#).

IV. School Leaving Procedures

The "School Leaving Procedures" are part of the graduation process. They have to be completed to obtain your degree certificate, i.e. even if you decide to continue your studies at Taiwan Tech, you need to complete the school leaving procedures before the deadline indicated on the NTUST Academic Calendar. The respective form can be downloaded from the [NTUST Student Information System](#) → Personal Information → Leaving processes for Graduate Students