企業管理學系 E 組(國際商管)論文口試須知

壹、申請口試

一、 申請要件
碩士班研究生符合下列各款規定者，得申請參加碩士學位考試：

(一) 碩士班修業滿一年。

(二) 修畢各該碩士班規定之必、選修課程、學分且成績及格。未符合本項規定，但預定於該學期結束時，能完成必選修學分者，經指導教授同意，得申請學位考試。

(三) 論文初稿及其提要已撰寫完畢，經指導教授審閱、並通過資格考核(Proposal Evaluation)。

(四) 論文線上原創性偵測系統(Turnitin)比對報告，需經指導教授確認，全文查重率由指導教授規定。

(五) 須透過「台灣學術倫理教育推廣資源中心」網路教學平台，研究生自行修習學術倫理教育課程，課程測驗及格。

　　*申請口試前，學生必須已完成臺灣學術倫理教育資源中心平台的測驗 https://ethics.moe.edu.tw/ (帳號：學號、密碼：學號後五碼)。

二、 申請時間：

(一) 經指導教授許可後，於口試日前一個月向秘書提出申請。

(二) 第一學期申請期限為 **12 月 31 日**，第二學期申請期限為 **06 月 30 日**。

(三) 如已申請學位考試，但因故無法於該學期內完成學位考試者，應於學位考試舉行日 7 天前書面報請教務處課務組撤銷其申請，逾期未撤銷且未到場舉行考試者，以一次不及格論。

三、 繳交申請文件：

(一) 繳交「Thesis Defense Application Form」、「碩士學位考試委員名單」給秘書。(可至國際商管學程網站下載：https://www.gbp.scu.edu.tw/downloads/Thesis)

(二) 口試委員由指導教授推薦，研究生自己連絡口試委員確定口試日期與送交論文等相關事宜，口試地點必須在本校區內，由秘書安排。口試時間請避開學校休假時間(例如寒暑假週五全校不上班)。

四、 口試申請其他注意事項：

(一) 口試每學期舉辦一次，第一學期至遲應於 01 月 31 日前，第二學期至遲應於 07 月 31 日前舉行完畢。

(二) 碩士班口試委員至多 3 人，兩位指導教授者至多 5 人。

(三) 基於維護考試之公平性，凡學位（資格）考試委員具配偶關係或二等親以內親屬關係者，不應同時擔任本校同一學位（資格）考試委員會之委員。

(四) 學位考試委員或指導教授與研究生具有配偶、三親等以內之血親或姻親關係之一者，應自行迴避。

(五) 將論文初稿裝訂成冊(封面註明「初稿」或「口試版」及口試日期、地點)，**至少於口試日前一週或 10 天親交指導教授及口試委員**。

(六) 本校城中校區停車不易，請外校口試委員儘量使用大眾交通工具。若需要辦理停車事宜，請於口試日 3 天前告知秘書車號，停車費須由口試學生自付。

(七) 口試日前一天與口試委員再次提醒考試日期與地點(時間與地點可於論文初稿封面上註明)。

貳、口試日

一、 自行準備給口試委員的點心與飲料，並提早至口試教室準備設備、桌椅安排。

二、 注意口試委員是否了解本校的位置與口試教室。

三、 秘書會準備論文指導費(指導教授)、審查費(口試委員)及交通費(校外委員)之領據簽收、學位考試試卷(成績紀錄單)與考試委員簽名同意頁等文件於口試前交給口試委員。

四、 口試結束後，請復原教室桌椅、清理教室及歸還設備。

參、口試後程序

一、裝訂於紙本論文的「東吳大學博碩士論文紙本著作權授權書」：
可於圖書館網頁 http://cloud.ncl.edu.tw/scu/ 「東吳大學博碩士論文紙本著作權授權書」，下載，請授權人簽名並裝釘於紙本論文的書名頁次頁。辦理離校時請一併攜帶紙本 2 張繳交給圖書館。

二、印刷論文：

(一) 封面及書背格式如本系規定。(可向秘書索取)

(二) 論文內頁須加上浮水印，並附**考試委員簽字同意頁(Verification from Oral Examination Committee)**、**論文全文**及**東吳大學博碩士論文紙本著作權授權書**(裝訂於書名頁後)。(請注意：口試成績單、考試委員簽名同意頁、論文封面與上傳圖書館的論文題目皆要相同。)

三、進入東吳大學圖書館繳交學位論文系統：
依據東吳大學博碩士班研究生學位考試規章第 17 條規定：研究生通過學位考試後，應於次學期註冊開始前(確定日期由教務處規定)，進入「東吳大學圖書館/繳交學位論文」 http://www.library.scu.edu.tw/， 先申請建檔帳號，進行論文提要建檔，全文製作浮水印，上傳電子檔案(先轉成一個 PDF 檔)(有問題聯絡東吳大學城中分館)。

四、辦理離校手續，領取學位證書：

檢具論文 3 冊(含國際商管學程 1 冊、圖書館 1 冊、註冊課務組 1 冊)、學生證、借書與研討室鑰匙等，依離校手續程序至各單位辦理離校。逾期而未達修業最高年限者，次學期仍應註冊、選課至修業年限屆滿，仍未繳交者，該學位考試以不及格論，並依規定退學。

可至**校務行政系統(https://web.sys.scu.edu.tw/default.asp) -> 學生服務 -> 畢業離校查詢及列印**查詢各項檢核流程並洽各單位完成離校手續。

1. 國際商管學程辦公室：繳交 1 本論文、歸還借閱書本及研究室鑰匙。
2. 圖書館：繳交 1 本論文、1 份審查核可通知單(由圖書館 e-mail 發送)、2 份電子檔案授權書 (此授權書為圖書館印製，不同於前述的紙本授權書，請辦離校時於圖書館流通櫃檯領取並親自簽名)。
3. 註冊課務組：繳交 1 本論文、學生證，並簽領學位證書。

Oral Defense Guidelines – Global Business Program, Department of Business Administration

I. Application for Thesis Oral Defense

Eligibility Requirements
Master's students who meet the following conditions may apply for the oral defense:

(1) Completion of **at least one academic year** in the Master's program.

(2) Completion and passing of all required and elective courses and credits as stipulated by the program. Students who have not yet met this requirement but are expected to complete the necessary credits by the end of the semester may apply for the defense with approval from their advisor.

(3) The thesis draft and its abstract have been completed, reviewed by the advisor, and approved through the **Proposal Evaluation**.

(4) **The thesis originality check report (Turnitin)** must be reviewed and confirmed by the advisor.

(5) Completion and passing of the academic ethics course via the online learning platform of the "Taiwan Academic Ethics Education Resource Center".
Before applying for the oral defense, students must **pass the test on the Ethics Education Platform: https://ethics.moe.edu.tw/**.
(Account: student ID; Password: last five digits of student ID).

Application Timeline

(1) With the advisor's approval, submit the application to the department secretary **at least one month before the defense date**.

(2) Deadline for applying in the first semester: **December 31**.
Deadline for the second semester: **June 30**.

(3) If a student has applied for the oral defense but cannot complete it within the semester, they must submit a written request to the Office of Academic Affairs at least 7 days before the scheduled defense to cancel the application. Failure to cancel in time

or failure to appear for the defense will result in a failing grade for that attempt.

Required Application Documents

(1) Submit the **Thesis Defense Application Form** and the **List of Thesis Committee Members** to the department secretary for oral defense application. (The files can be download from the GBP website: https://www.gbp.scu.edu.tw/downloads/Thesis)

(2) Committee members are recommended by the advisor. The student is responsible for contacting the committee members, confirming the defense date, and distributing the thesis. The defense must be held on campus and arranged by the secretary.

Other Important Notes

(1) Oral defenses are held once per semester. The defense must be completed by **January 31** for the first semester and **July 31** for the second semester.

(2) A maximum of 3 committee members is allowed. If there are two advisors, up to 5 committee members are allowed.

(3) To maintain fairness, committee members with a spousal or second-degree blood relationship should not serve on the same defense committee.

(4) Advisors or committee members with a spousal, blood, or marital relationship up to the third degree with the student must recuse themselves.

(5) Bind the draft thesis (clearly marked "Draft" or "Oral Defense Version" with the defense date and location) and deliver it in person to the advisor and committee members **at least 7–10 days before the oral defense**.

(6) Since parking is limited on the Downtown campus, external committee members are encouraged to use public transportation. If parking is required, inform the secretary of the vehicle number at least 3 days in advance. **The parking fee will be on the student.**

(7) One day before the defense, remind committee members of the date, time, and location (this information can be included on the thesis draft cover).

II. Date of the Oral Defense

(1) Prepare snacks and drinks for the committee members, and arrive early to arrange equipment and seating in the defense room.
(2) Ensure that the committee members know how to get to the campus and the defense room.
(3) The secretary will prepare payment receipts for the thesis advisor (advisory fee), committee members (review fee), and external members (transportation reimbursement), as well as the grade record sheet and the consent signature form for committee members. These will be handed to the committee before the defense.
(4) After the defense, reset the classroom and clean up the room and equipment.

III. Post-Defense Procedures

Copyright Authorization Form (Printed Thesis)

Download the "Soochow University Master's and Doctoral Thesis Printed Copyright Authorization Form" from the library website: http://cloud.ncl.edu.tw/scu/.
Have the author sign the form and bind it after the title page of the printed thesis.

Thesis Printing

(1) The cover and spine format must follow department regulations.

(2) The thesis must include a **watermark** on each page and contain the following:
The signed Verification from Oral Examination Committee, ***the full thesis***, and ***the printed copyright authorization form*** (bound after the title page).
(Note: **The title on the oral defense grade sheet, committee consent form, thesis cover, and the uploaded version must match.**)

Submit Thesis to Soochow University Library System

According to Article 17 of the Regulations for Master's and Doctoral Degree Examinations, students must submit their thesis **before the start of the next semester's registration**.

Visit the library's degree submission page: http://www.library.scu.edu.tw/.
Create an account, enter the thesis abstract, add watermarks to the PDF version, and upload the final electronic file.
For assistance, contact the Downtown Branch of Soochow University Library.

Procedures for Graduation and Diploma Collection

Prepare **three printed copies of the thesis** (one each for the International Business Management Program, the library, and the Office of Academic Affairs), along with your **student ID card**, **borrowed books**, **seminar room keys**, etc. Follow the school departure procedures and complete the required steps at each relevant office.
(**Note**: If you miss the deadline and have not yet reached the maximum study period, you must still register and enroll in courses for the following semester until your study period ends. Failure to submit the required documents by the deadline will result in your degree examination being considered a failure, and you will be withdrawn from the program according to university regulations.)

You may check and print the required clearance process via the University Administrative System:
[https://web.sys.scu.edu.tw/default.asp] → 學生服務 **Student Services** → 畢業離校查詢及列印 **Graduation Clearance Process Inquiry and Printing**.

Office-specific instructions:

(1) The Global Business Program Office:
Submit one hard copy of your thesis, return any borrowed books, and return the seminar room key.

(2) Library:
Submit one hard copy of your thesis, one copy of the Thesis Approval Notice (sent by email from the library), and two copies of the Electronic File Authorization Form. (This authorization form is printed by the library and is different from the earlier paper authorization form. Please collect it at the library circulation desk during the school departure process and sign it in person.)

(3) Registration and Curriculum Division (Office of Academic Affairs):
Submit one hard copy of your thesis and your student ID card, and sign to receive your diploma.