



**中信金融管理學院**  
**CTBC BUSINESS SCHOOL**

## **Information About Degree Examination, Thesis, and Graduation**

Prepared by Office of International Affairs

Academic Year 110-2 (Spring 2022)

**All the forms have been uploaded to OIA Google Drive.**

**Please ask a coordinator to share the link with you.**

## I. Advisor and Degree Examination

### (I) Confirmation of Thesis Advisor

- Regular graduate students shall confirm thesis advisor in your second semester by April 30.
- Double degree students (only study at CTBC for one year) should confirm thesis advisor in your first semester (ask OIA coordinator to help you)
- Your advisor should be a CTBC full-time faculty member of the school and rank as assistant professor or above.
- Complete **Thesis Advisor Consent Form (Form 1)** and submit the signed copy to Office of Academic Affairs.
- If your advisor is CTBC part-time faculty then you must find a full-time faculty from the school's postgraduate program to serve as co-advisor.
- If you need to find a co-advisor in consideration of research specialty or scope, you shall ask your advisor to recommend a CTBC faculty member (rank as assistant professor or above) and inform Office of Academic Affairs.

### (II) Completion of Academic Ethics Virtual Class

- Visit [Center for Taiwan Academic Research Ethics Education](#) (AREE) for instructions
- In order to [Log-in](#) as AREE Mandatory Student, please ask OIA coordinator to contact Office of Academic Affairs to activate your account.
- **As a requirement of the Ministry of Education, you are not eligible to apply for degree examination without completing the online course and exam.**

### (III) Verbal Presentation

- This does **NOT** equal to oral defense for degree examination.
- You are required to present your thesis in an academic seminar/symposium at least once during your study at CTBC.
- You need approval from your thesis advisor on the attendance and result of the seminar to be eligible for degree examination application.
- Double degree students who have already presented at home institution will need to provide proof such as certificate or program agenda with your name and thesis title. If your supplement documents are not in English, you must ask your advisor at home institution to email OIA as confirmation so we can help you to waive this requirement by Office of Academic Affairs.

#### (IV) Application to Degree Examination

- You can read [CTBC Business School Enforcement Rules for Postgraduate Degree Examinations](#) for more details
- Paying the advisor fee at the CTBC Bank ATM on the first floor of the Main Building or use CTBC HomeBank App in your phone.
  - Amount to pay: NT\$ 6,000
  - Account Information: Bank code (822), Bank Account 222-540-582-688
  - Deadline might vary in each semester. Check with OIA in advance
    - First Semester – by December 15
    - Second Semester – by **May 15 (deadline for 110-2 – might vary next year)**
- Application
  - Deadline
    - First Semester – first day of class until December 15
    - Second Semester – first day of class until June 15
  - Actions
    - (1) Get approval from your thesis advisor.
    - (2) Complete the following documents and bring them to your affiliated academic program for initial review then send to Office of Academic Affairs for final review and get signature from Provost
      - Thesis Draft
      - Transcript (includes credits to be completed of the semester)<sup>1</sup>
      - AREE certificate (**See Academic Ethics Virtual Class on page 2**).
      - [Master's Degree Examination Application \(Form 2\)](#)
      - [Thesis Declaration of Originality \(Form 3\)](#)
      - [Recommendation Letter from Thesis Advisor \(Form 4\)](#)
      - [Thesis Brief \(Form 5\)](#)
      - Proof of Verbal Presentation
- In case you wish to withdraw your application afterwards
  - Deadline
    - First Semester – by the end of semester
    - Second Semester – by the end of semester
  - Actions

Complete [Degree Examination Withdraw Form \(Form 6\)](#) and send to affiliated academic program for signature then send hardcopy to Office of Academic Affairs
  - If you fail to complete degree examination by deadline and did not submit withdraw request, then you will receive “Fail” on the record

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<sup>1</sup> You should apply your transcript in advance at Office of Academic Affairs

- Students who fail the examination may retake the examination in the next semester or next year prior to the expiration of their study periods, no more than once, and shall be expelled from the program upon failing the second degree examination.

#### **(V) Completion of Examination**

- Deadline
  - First Semester – by January 31
  - Second Semester – by July 31
- Actions
  - (1) Before your oral defense
    - Present your research in an academic seminar at least once.
    - Make sure the invitation of oral defense committee has been provided to Office of Academic Affairs by your affiliated academic program.
    - Complete registration of date, time and location to your affiliated academic program.
    - If there will be changes with the committee members after issued, you must complete **Alternation of Examination Committee Application (Form 7)** with the original Master's Thesis Defense Application Form to Office of Academic Affairs in advance.
  - (2) During your oral defense
 

On the day, you must prepare the following documents

    - **Oral Defense Test Score Sheet (Form 8)**  
Prepare one copy for each committee member, and it should be stamped by your affiliated academic program before hand
    - **Verification Letter from the Oral Examination Committee (Form 9)**  
After the examination, this should be signed by all committee members on-site, then send to the head of you affiliated academic program for review. You must make additional copies for the hardback copy.
    - Get payment receipt from the secretary of your affiliated academic program and ask committee members to sign.

#### **(VI) Submission of Examination Result**

- Bring the following documents to your affiliated academic program
  - All the **Oral Defense Test Score Sheet (Form 8)** signed by committee members.
  - The finalized paper in hardback copy. See **II. Thesis Format and Requirement** for more details.
- Once your affiliated academic program complete initial review, Office of Academic Affairs will be notified and register the result.

## (VII) Submission of Thesis

- You need to complete the following forms and they should be signed by designated person.
  - One copy of **CTBC Thesis Authorization (Form 10)**.
  - Two copies of **Authorization for Public Access of Thesis/Dissertation (Form 11)**.
  - One copy of **Consent for Thesis Management (Form 12)**.
- You are not allowed to request setting your degree paper as “prohibited from public access”. CTBC Business School degree papers are required to be authorized for public access.
- Digital Copy
  - (1) Ask your secretary of affiliated academic program to upload your information to school library
  - (2) You will receive email from [National Digital Library of Theses and Dissertations in Taiwan](#) with account name and password
  - (3) Upload your finalized thesis in digital format to [National Digital Library of Theses and Dissertations in Taiwan](#)



- (4) Once you complete the upload, make sure you print out the authorization form
  - (5) Bring the form to the secretary of your affiliated academic program for review
  - (6) Once receive approval from the secretary, submit three hardback copies to the secretary who will send all three copies to library
- Hardback Copies
    - See **II. Thesis Format and Requirement** for more details.
    - You must print three identical copies of finalized thesis. You can ask OIA coordinator to contact printer for you (ask for quote in advance and pay in cash).

## II. Thesis Format and Requirement

### (I) Watermark

- Download **school logo (Form 13)** and **sample (Form 14)**.
- Insert the logo in every page without any change of size and color.

### (II) Components and Order

- 1 、 Front Cover (Might be updated annually)
- 2 、 Book Spine (Might be updated annually)
- 3 、 A blank page
- 4 、 Title Page (Content should be same as Front Cover)
- 5 、 Thesis Advisor Recommendation (Might be updated annually)
- 6 、 Verification Letter from Oral Examination Committee (Might be updated annually)
- 7 、 Chinese Abstract (Including 3-5 key words)
- 8 、 English Abstract (Including 3-5 key words)
- 9 、 Preface or Acknowledgments
- 10 、 Table of Contents
- 11 、 List of Figures
- 12 、 List of Tables
- 13 、 Main Text
- 14 、 Reference
- 15 、 Appendices
- 16 、 Blank Page
- 17 、 Back Cover

### (III) Format Guidelines

- Front Cover and Back Cover: Thesis Should be bound in hardback - master's degree thesis should be print on blue paper with bronzing characters.

封面封底用紙：碩、博士論文報告均應裝訂成冊。

- 精裝本：碩士班藍底燙金字。

- Inside Pages

Use white paper weighting 80gsm in A4 size (21 mm in width and 29.7 mm in length), one sided print.

論文內文用紙：請以 A4(210mm \* 297mm 規格)80 磅白紙製作。論文內文以單面印刷。

- Margins and Spacing

All the pages in the manuscript should have 25 mm on the top edge, 30 mm margin on the left edges, 2.5 mm margin on the right edges, 27.5 mm on the bottom edge; add another 15 mm margins to the top and bottom edges, respectively, for headers and footers; page number in size 10pt placed in the center of footer.

版面邊界規格：紙張上邊界留 2.5 公分，左邊界留 3 公分，右邊界留 2.5 公分，下邊界留 2.75 公分，版面底端 1.5 公分處中央繕打頁碼(頁碼字體大小為 10pt)。

- Font Style

Chinese words should be typed in Buncai style, and typed horizontally from left to right; title should be Buncai style in bold. English and numbers should be typed in Times New Roman.

文字規格：文章主體以中文標楷體為主，橫式打字繕排自左至右，而標題則採用標楷體粗體。英文和阿拉伯數字使用 Times New Roman 字型。

Main text should set at 12 pt in justified alignment; thesis title should set at 22 p, title for each chapter should set at 20 pt, sub-title and further in the chapter should set in 18 pt.

正文內文字體大小為 12，論文之正文一律左右對齊。論文題目使用 22 點字型，章標題使用 20 點字型，節標題使用 18 點字型，其他標題依此類推，整份論文全部一致。

- **Page Numbering**

For Chinese and English abstracts, preface or acknowledgement, content, list of figure, list of tables, page number should be set in small Roman numerals (i, ii, iii...); for the main text, reference, and appendices, the number should be set in Arabic numerals (1, 2, 3...).

頁碼：中、英文摘要、誌謝、目錄、表目錄、圖目錄等頁面，以 i，ii，iii，... 等小寫羅馬數字連續編頁；論文本文第一章以至附錄，均以 1，2，3，... 等阿拉伯數字連續編頁。

- **Chapters and Paragraphs**

Main chapters always begin on a new page while levels for subheadings cannot be skipped as no need to begin on new page.

章節段落編排：論文逢“章”則於新一頁開始撰寫，而“節”之內容則接續撰寫，不需隔頁。

- **Paragraph Layout**

Indent the first line of each paragraph of 2 Chinese characters in fullwidth or 4 character in halfwidth

內文段落編排：論文每段開頭的第一行應縮排兩個中文字(兩個全型字元；四個半型字元)。



- Spacing

The line spacing of main text should be set in 1.5- (including titles, notes, citations, number of figures, and number of tables). The line below title of figure should be single-spaced; reference should be in single-spaced but double space between two references.

行高：整份論文的行距以 1.5 倍行高編排(包括標題、註譯、引文、表編號以及圖名稱)。表標題和內容以單行距編排。參考文獻以單行距編排，但兩筆文獻間應空一行。

#### (IV) Format Structure

- Front Cover

Include name of the university, the name of the academic program, level of degree, thesis title (in both Chinese and English), name of advisor(s), name of author, submission time. See [sample \(Form 15\)](#).

封面：請填大學校名、系所名稱、學位別、論文名稱(中、英文均要)、指導教授姓名、研究生姓名、論文提送時間等。見附件 A。

- Book Spine

It has to be in Chinese characters. Ask OIA coordinator to create for you.

書背：書背各項目，按範例規格，複印於有色書背紙，裁切為紙邊，包貼於書背。書背各項目之間距、字型大小以不超過論文長度為原則，寬度則視論文厚度而定。由上至下編列校、系所名、學位論文別、論文名稱、畢業學年度、研究生姓名。

- Abstract

Both Chinese and English abstracts are limited to 2 pages, and provide 3-5 keywords. See [sample \(Form 16\)](#). If thesis is written in English, a Chinese translation for the title and abstract are required. You can ask Taiwanese friends or OIA coordinator to assign a Taiwanese student to help you. See [sample \(Form 17\)](#).

中文摘要、ABSTRACT：中文摘要內容以二頁為限，摘要後應提供三至五個中文關鍵字。ABSTRACT 內容以二頁為限，摘要後應提供三至五個 keywords。

英文撰寫論文：若以英文撰寫，則必須有中文題目及摘要。

- Table of content  
Follow the most updated APA Publication Manual for format guidelines.
- Levels for Mine Text  
Follow the most updated APA Publication Manual for format guidelines.
- Citation  
Follow the most updated APA Publication Manual for format guidelines.

### **III. Application for Graduation**

#### **(I) Rental of Cap and Gown**

The Office of Student Affairs handles the rental package. Please consult with OIA coordinator in the first semester of your last year of the program.

#### **(II) Graduating Class Photo Shoot**

The Office of Student Affairs handles the arrangement of group photos with President, Provost and faculty member. Please consult with OIA coordinator in the second semester (usually around April) to get more details on the date and time.

#### **(III) Complete the Leave School Procedures**

- Deadline
  - First Semester – by February 28
  - Second Semester – by August 31
- Action
  - Print out the [Graduate Students Leaving School Form \(Form 18\)](#).
  - Follow and complete all the assigned tasks and get signatures from designed academic and administrative units

#### **(IV) Getting Your Certificate of Degree**

- Getting the diploma in person
  - Bring the fully signed Graduate Students Leaving School Form to Office of Academic Affairs
  - Return your student ID card
- Ask someone else to get the diploma for you
  - You advocate brings the fully signed Graduate Students Leaving School Form to Office of Academic Affairs with [Proxy Authorization Letter \(Form 19\)](#).
  - Return your student ID card