Thesis Related Procedures for IMBA Student

Name：　　Student ID：

1. Thesis Proposal Defense

Submit the IMBA Thesis Proposal Defense Application Form to the department office a month before the defense.		
Required Documents	IMBA Proposal Defense Scoring Sheet	
	IMBA Proposal Defense Sign Sheet	
	*IMBA Proposal Defense Commentary Sheet	
	*IMBA Proposal Defense Professional Matched Evaluation Form	

2. Thesis Final Defense

Submit 2 form which are IMBA Thesis Proposal Defense Application Form and Application for Degree Examination of Doctoral (Master's) Program to the department office before November 19th, 2021.		
Required Documents	IMBA Final Defense Scoring Sheet-For Department	
	IMBA Final Defense Scoring Sheet-For Registration Section	
	IMBA Final Defense Sign Sheet	
	*IMBA Final Defense Summary Score Sheet (AACSB)	
	*IMBA Final Defense Professional Matched Evaluation Form	
	Signature Page	
	Receipt of Fee for Final Defense	
ISU Copyright Authorization for Dissertation/Thesis for your advisor's signature.		

* Documents should be prepared for each final defense committee member.

3. Thesis Submission Process

A. The thesis should be uploaded to Turnitin Plagiarism System and required a similarity index of less than 20%. Turnitin report should be printed and signed by the advisor before submitting to the department office.

B. Submit the thesis with watermark and the signature page by using the platform 'Electronic Theses & Dissertation Service'.

C. After the uploaded thesis has passed the review, ISU Theses & Dissertation Copyright License Agreement and abstract form should be printed and signed by the student and the advisor.

D. For further information about thesis uploading, please refer to the website of Office of Library and Information Service, ISU.

Official website of ISU⟶ Administration (Office of Library and Information Service) ⟶ Library Service⟶ ISU Dissertation and Thesis ⟶ Electronic Theses & Dissertation Service (http://etd.lib.isu.edu.tw)

4. Thesis Printing Description

A. Documents required for printing: The PDF file of thesis without watermark, a signature page, and ISU Copyright Authorization for Dissertation/Thesis with advisor's signature.

B. At least 2 hardcopies and a softcopy are required

C. Processing and post-production process in ISU Print Shop required 7 working days. Please pay attention to the time to avoid late submission.

5. Check-out Procedures

A. Career Development Center: Complete **2** of the graduate questionnaires by using the ISU Information System

B. Cashier Section: To check whether there is a refund or arrear of fees.

C. Advisor: To check the regulation completion of the check-out process.

D. Office of Library and Information Service:

a) To check the status of well returning all the library materials and have paid off the overdue fine.

b) Submit a hardcopy thesis

c) Submit the Abstract Form with signatures of the student and the advisor and the ISU Theses & Dissertation Copyright License Agreement signed by the student.

E. Office of your department: Complete the College of Management's graduate questionnaire on the website (https://www2.isu.edu.tw/interface/surveynew.php?id=7317) and submit a thesis in hardcopy and Turnitin report.

F. ISU Registration Section, Office of Academic Affairs: Submit a thesis in softcopy and receive your diploma.

✓Note: Please inform Wendy three days in advance before collect your diploma.

☑ **How to check the status of your check-out application on information system :**

Information System→ Log in with your student No. and password→ Enter the system→ For graduating→ Status of My Check-out Procedure