

NTUST MBA Program
Graduate Study and Thesis Guidelines

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I. Regulations for Graduate Study

Program	Master of Business Administration, MBA
Program Duration	2 to 4 years
Credit requirements	45 Credits towards graduation: 24 credits must be earned from required courses, i.e. core courses offered by MBA Program. 21 credits must be earned from electives of which 12 credits must be earned from subject-related electives, i.e. from courses offered by departments and institutes of the School of Management not more than 9 credits can be earned from free electives, i.e. from courses offered by any Taiwan Tech department/institute (including School of Management courses) or from courses offered by the NTU system universities.
Minimum Passing Requirements	B-
Academic Research Ethics	A seminar (3 hours) on Academic Research Ethics has to be completed before the end of the first year.
Thesis Topic and Research Objective Approval	Submit the “ Recognition Form for Academic Field of Expertise” in the semester prior to the degree examination, or no later than the course add/drop deadline of the semester in which the degree examination is taken.

II. Recommended Timeline and Oral Examination Schedule

2.1 Recommended Timeline

Semester	Key Tasks	Description	Additional information
1st Fall	Course Exploration & Academic Networking	Students are encouraged to take a variety of elective courses to explore different research areas, network with professors, and identify potential research interests.	
1st Spring	Selection of Thesis Advisor	Submit the “Thesis Supervision Approval Form”.	
	Academic Research Ethics	Complete the Academic Research Ethics course.	Graduate students are required to complete the Academic Research Ethics course before the end of their first academic year. Those who fail to complete the course will not be eligible to apply for the degree examination.
2nd Fall	Thesis Topic Confirmation	Discuss and finalize the thesis topic with the advisor, ensuring that it aligns with the student’s field of specialization.	
2nd Spring	Thesis Oral Defense Application	<ol style="list-style-type: none"> 1. Submit the “Recognition Form for Academic Field of Expertise”. 2. Completion of Thesis. 	

2.2 Oral Examination Schedule

Oral Examination Period:

- **Fall Semester:** October 1st to January 31st (following year).
- **Spring Semester:** April 1st to July 31st (following year).

Composition of the Oral Examination Committee:

- **Members:** 3 to 5 committee members. Students can make suggestions on the members of the Defense Committee which has to consist of three to five members. They must have research expertise in the field of the student's research topic and hold at least a Ph.D. degree as academic qualification. At least two members of the committee have to be from Taiwan Tech. Committee members from outside academia have to hold "a distinguished record of achievement or practical experience in an unusual or highly specialized academic discipline or profession". Please refer to the [NTUST Master's Degree Thesis Defense Examination Regulations](#) for more details.
- **Special requirement for dual degree programs:** One of the committee members may be required to be a faculty member from the partner institution, in accordance with the partner university's regulations.

Before oral defense

1. Master's Thesis Examination Application Form.
2. List for Master's Degree Examination Committee Members
3. Official Transcript of Academic Record for Master's Program.
4. Thesis Embargo Application (Optional):

Please consult your advisor to confirm if an application is required. All applications must comply with the **"NTUST Thesis/Dissertation Access Settings for PDF & Printed Copy Embargo"** guidelines.

On the day of the defense

1. Master's Thesis Recommendation Form (Advisor's signature required)
2. Qualification Form by Master's Degree Examination Committee
3. Form for Final Oral Defense (1 for each committee member)

Note: Please download above three forms from the [Student Information System](#)>[Thesis/Dissertation and Advisor Information System](#).

4. Receipt of Oral Defense One receipt is required per committee member. The MBA Office will email the template before the defense. Students should print the receipts in advance and obtain signatures from all committee members.
5. Thesis Originality Report (Turnitin): A similarity report of the initial draft must be provided for the committee's review.

After Oral Defense

1. Master's Thesis Recommendation Form
2. Qualification Form by Master's Degree Examination Committee: Graduate Institute Chair's Signature will be processed by the Office.
3. Thesis Defense Examination Evaluation Form (Master's Degree)
4. Payment Receipt with Signatures
5. Declaration of Academic Integrity
6. Appendix: Thesis Originality Report (Turnitin), The similarity index must be below 20%.
7. Thesis Embargo Application (Optional)

2.3 Thesis Finalization and University Departure Procedures

Thesis Finalization

1. **Thesis Revision:** Revised based on committee feedback and confirmed as the final version by your advisor.
2. **Collecting Signed Documents:** Collect the original " Master's Thesis Recommendation Form" and " Qualification Form by Master's Degree Examination Committee" from the MBA Office by presenting proof of the advisor's final approval (e.g., email or chat screenshot).
3. **Digital Thesis Upload:** Scan and insert the two signed forms into your thesis file and upload it to the NTUST Thesis Submission System following the "Upload Notice" guidelines.
4. **System Review:** The library review takes about 3-7 working days. You may proceed with graduation clearance only after receiving the "Approval Notification." If you wish to apply for an embargo on your thesis PDF, please ensure all settings are completed before the system approval.

Graduation Clearance Procedure

1. **Graduation Clearance Deadline:** All graduation procedures must be completed **before the registration date of the semester** following the oral defense. Please refer to the school calendar for the exact date.
2. **Thesis Binding:** Prepare 2 paperback copies. If applying for an "Embargo", attach the required documents to each copy.
3. **Pre-Clearness:** Students are required to complete all departmental forms and surveys before proceeding with the clearance process.
4. **Department Office Procedure:** Submit 1 copy to the MBA Office for clearance. The office will then submit your final grade.
5. **Library Procedure:** Submit 1 copy and embargo documents to the Library.
6. **Receive Diploma:** After the Graduate Academic Affairs Section processes your grade (approx. 3 days), bring your **Student ID** to collect your diploma.

III. Thesis Writing Guidelines

This section aims to provide students with a systematic and practical set of guidelines for academic thesis writing, assisting them in producing research outcomes that demonstrate academic value, logical rigor, and research integrity under the professional guidance of their supervisors. The content presented herein serves as general guidance; students should adapt it according to departmental requirements and supervisor feedback.

Thesis writing is not only a core component of higher education training but also an essential process for cultivating critical thinking, problem-solving, and knowledge integration abilities. Therefore, throughout the writing process, students are expected to engage in continuous discussion and revision with their supervisors, and to progressively refine both the content and expression of their research in accordance with supervisory guidance.

When engaging in thesis writing, students should establish appropriate academic writing principles and adhere to the fundamental requirements of objectivity, logical consistency, systematic organization, and verifiability. Objectivity refers to grounding research processes and findings in evidence rather than personal assumptions. Logical consistency requires coherence and reasonable reasoning throughout the argument. Systematic organization emphasizes a clear structure and hierarchy within the thesis. Verifiability implies that research methods and results should be replicable and open to examination. The implementation of these principles should be continuously reviewed and refined through feedback from the supervisor.

In summary, the key principles are as follows:

- Objectivity: evidence-based reasoning
- Logical consistency: coherence throughout
- Systematic organization: clear structure
- Verifiability: reproducibility

A thesis should follow established academic conventions and include a complete structure consisting of an introduction, literature review, methodology, results, discussion, and conclusion. Each section should be written according to its specific

function while maintaining overall coherence. During the writing process, students should adjust the organization and content of chapters based on their supervisor's feedback to ensure clarity and logical integrity.

Chapter Guidelines

3.1 Topic Selection and Research Questions

The research topic should be carefully selected under the guidance of the supervisor, taking into account academic value, feasibility, and the student's interests. Research questions must be clearly defined and answerable within given time and resource constraints. Furthermore, they should be closely aligned with the research objectives and should not be overly broad or vague. Through continuous discussion with the supervisor, students should refine the scope of the topic to enhance focus and depth.

Key considerations include:

- The topic should have academic value and feasibility
- Research questions must be clear and answerable
- Continuous refinement through supervisor guidance

3.2 Literature Review

The literature review is a crucial component for establishing the theoretical foundation and research context of the thesis. Students should systematically collect relevant academic sources and, under the supervisor's guidance, select and organize them appropriately. Rather than merely listing information, the literature review should involve comparison, analysis, and critical evaluation. It should identify limitations in existing research and clarify the contribution and positioning of the current study.

To strengthen the research direction, students should gather validated academic literature and theories, identify research gaps, and use them as a foundation for further development. This includes:

- Synthesizing literature with logical analysis and critique
- Identifying research gaps

- Establishing research positioning

3.3 Methodology

The research methodology should be designed under the guidance of the supervisor and aligned with the nature of the research questions. Appropriate approaches, such as qualitative or quantitative methods, should be selected. Students must clearly describe research subjects, sampling methods, data collection tools, and analytical procedures, ensuring consistency and feasibility in the research design. The supervisor plays a critical role in reviewing and validating methodological rigor and preventing inappropriate choices or bias.

During data collection and analysis, the following aspects should be considered:

- The method must align with the research questions
- Clear explanation of data collection and analysis
- Supervisor involvement in methodological design

3.4 Results and Discussion

This section aims to integrate the presentation of research findings with their academic interpretation, allowing results and explanations to be closely connected. Students should present findings systematically according to research questions or frameworks, followed immediately by analysis and discussion. This “results–interpretation–literature dialogue” approach helps establish a coherent and logical academic argument.

In quantitative research, results typically include statistical analyses (e.g., descriptive and inferential statistics), supported by tables and figures. In qualitative research, findings may include thematic analysis, categorizations, or interview excerpts. Regardless of the method, all tables and figures must include clear titles and sources, and be appropriately described in the text.

For experimental or simulation-based studies, results should be presented objectively, followed by immediate interpretation and analysis. Throughout the writing process, students should maintain close communication with their supervisors to ensure academic rigor in both presentation and interpretation.

3.5 Conclusion

The conclusion serves as the overall summary of the thesis, aiming to synthesize findings and address the research questions. Students should clearly present the main findings and contributions of the study based on prior analysis. Rather than repeating detailed discussions, the conclusion should provide a higher-level synthesis that allows readers to grasp the overall value of the research.

Furthermore, the conclusion should outline practical applications or theoretical implications and provide concrete recommendations, such as policy suggestions or practical strategies. Students may also briefly address research limitations and future research directions; however, no new data or arguments should be introduced. Under the guidance of the supervisor, the conclusion should be revised to ensure clarity, completeness, and academic depth.

3.6 Additional Guidelines

Academic Writing Skills

Academic writing should employ formal and precise language, avoiding colloquial expressions and ambiguity. Each paragraph should include a clear topic sentence, supporting details, and a concluding statement. Students should emphasize argumentation rather than mere description and continuously refine their writing through supervisor feedback.

Citation and Formatting

All sources must be cited according to the required academic style, such as APA format. Students must ensure consistency between in-text citations and reference lists, and properly label figures and data sources. Supervisors should verify citation accuracy.

Similarity Check and Academic Integrity

The thesis must be checked using systems such as Turnitin. The overall similarity index must not exceed 20%, and similarity from a single source should be limited. Students must understand that similarity scores are only indicators; academic integrity is fundamental. Plagiarism, improper paraphrasing, and data falsification are strictly prohibited.

Academic Rigor

A thesis must demonstrate a rigorous argumentative structure based on the connection between claims, evidence, and reasoning. Each argument must be supported by literature or data, avoiding logical inconsistencies. Students must demonstrate critical thinking by analyzing and evaluating existing research rather than merely describing it.

Revision and Submission

After completing the first draft, students should revise their work multiple times based on supervisor feedback. Prior to submission, they must ensure compliance with similarity requirements, proper citation, and logical clarity. The final thesis should reflect both academic competence and research integrity.