

Dear IMICS students,

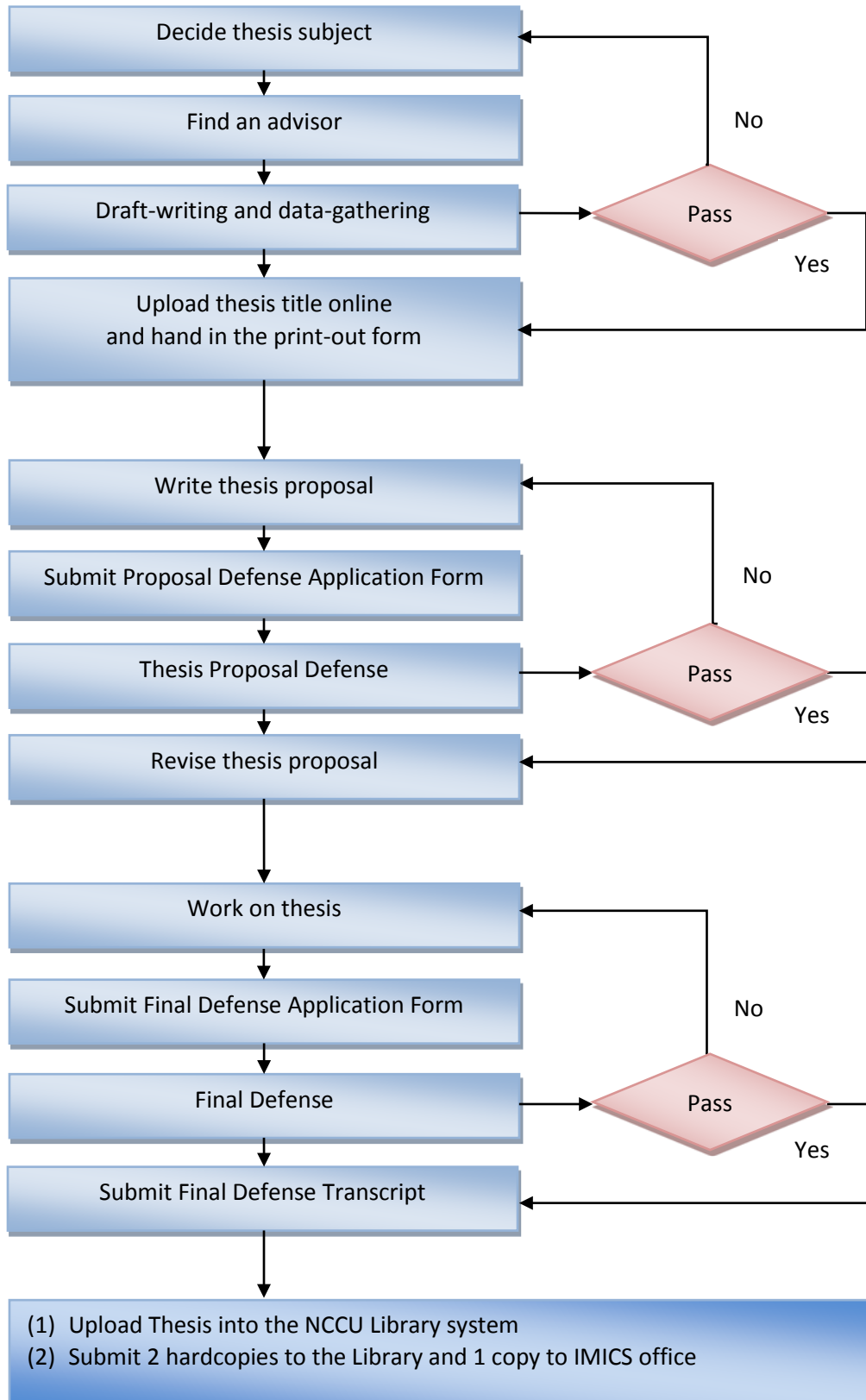
Here is some information which will hopefully clarify most of your questions regarding the thesis defense process. Please read carefully and pay attention to the regulations, timeline and relevant deadlines for the entire process. If you have any additional questions, please contact the IMICS office.

Phone: 02-2939-3091 ext.67550 / E-mail: imics@nccu.edu.tw

Table of Contents

1. Flowchart: Thesis Submission and Examination.....	2
2. Administrative Process of Thesis Defense.....	3
Thesis Proposal Defense.....	3
Thesis Final Defense.....	4
3. How to Book a Meeting Room.....	6
4. Thesis Layout and Format Requirements.....	8
5. Submission of Theses and Graduation Procedures.....	11

FLOWCHART: THESIS SUBMISSION AND EXAMINATION



ADMINISTRATIVE PROCESS OF THESIS DEFENSE

Thesis Proposal Defense

1. Submit an application

To schedule a thesis proposal defense, you must first submit the **“Thesis Proposal Defense Application Form”** to the IMICS office **two weeks** before the proposal defense date. You will need to inform the IMICS office of your defense date, meeting place, your committee members’ names and their affiliated universities. As a reminder, at least one of your committee members must be from outside the university.

To arrange a meeting place, please refer to **“HOW TO BOOK A MEETING ROOM”** on page 6.

2. Get prepared

Send a copy of your thesis proposal to your committee at least a week prior to the proposal defense. You must prepare one copy of the **“Thesis Proposal Defense Result Form”** and placed it in an envelope. All committee members must sign on the form to show approval. Ask your advisor to place the form back in the envelope after the proposal defense.

Students are also responsible for ensuring that everything in the classroom is in order and meets requirements. It is therefore highly recommended that you test the projector, and other equipment needed in advance of the defense. It is better to have all the materials prepared a few days before the defense and double check everything with the IMICS office.

3. Remind all parties

Kindly remind all parties as your thesis defense date approaches. Inform the IMICS office beforehand if your committee member needs a temporary parking permit. If your Non-NCCU committee is from outside Taipei or New Taipei City, ask him/her to hand in the ticket/receipt in order to apply for transportation reimbursement.

4. Note the one-month interval

The recommended minimum interval between the proposal defense and final defense is **one month**. This one-month interval is to ensure students take adequate time to revise the proposal and be fully-prepared for the final defense. The interval may only be waived with explicit approval from the thesis advisor.

ADMINISTRATIVE PROCESS OF THESIS DEFENSE

Thesis Final Defense

1. Upload thesis title

Before submitting a final defense application, you must upload your thesis title and the name of your advisor online at iNCCU (Campus Web Info. Systems → 校務資訊系統 → 學生資訊系統 → 學術服務 → 研究生網路申報論文題目) and print out the form. Hand in the print-out form with your advisor's signature to the IMICS office. Please note that **ONLY** the advisor's name is required.

2. Submit an application

If you've done the previous step already, complete and hand in the **“Thesis Final Defense Application Form 學位考試申請書”** to IMICS office **three weeks** before the scheduled thesis final defense date, and book a room beforehand. You also need to stick to the deadline set by the university, which is usually around the 17th week of a semester.

The thesis title you submit this time should be your final and official title. If you wish to change the thesis title afterwards, you will need to send an additional request to the Office of Academic Affairs.

3. Get prepared

Please prepare three envelopes labeled with your committee's names. You must place the **“Thesis Final Defense Evaluation Form”** in each envelope, and place the **“Thesis Authorization Page”** and **“Thesis Final Defense Transcript 學位考試成績報告單”** only in your advisor's envelope; that is to say, there will be three forms in your advisor's envelope and only one form in the rest of the committee's envelopes.

The **“Thesis Final Defense Transcript 學位考試成績報告單”** should first be handed in to IMICS office, then to the Office of Academic Affairs by the end of the semester. It is suggested that you avoid scheduling the final defense on the last few days of the semester.

Please be reminded that all English should come first before Chinese in the **“Thesis Authorization Page”**, including the committee's signatures. And make sure the thesis title on the **“Thesis Authorization Page”** and **“Thesis Final Defense Transcript 學位考試成績報告單”** are the same as your official thesis title, the one on your **“Thesis Final Defense Application Form.”**

4. Remind all parties

Again, kindly remind all parties as your defense date approaches. Inform the IMICS office beforehand if your committee member needs a temporary parking permit. If your Non-NCCU committee is from outside Taipei or New Taipei City, ask him/her to hand in the ticket/receipt in order to apply for transportation reimbursement.

5. Note the deadlines

	Fall Semester (1st Semester)	Spring Semester (2nd Semester)
Application for Final Defense	Early-January	Mid-June
Submission of Final Defense Transcript	January 31	July 31

▲ **Relevant deadlines**

The deadlines for final defense vary from year to year according to the university's official calendar. Note that if you fail to meet the deadlines, **you will have to register for the next semester and pay the tuition fee**. Therefore, it's crucial to consider what schedule and timeframe will be in line with your interests. Begin your planning and preparations early in order to avoid unnecessary stress and allow extra time to handle any unforeseen issues that may pop up.

6. Revise the thesis

The final oral defense is not your final destination. You will always need to revise your thesis based on the comments you received at the defense. It may take several weeks until your work gets final approval from your advisor. Some advisors may withhold their signature until you are done revising. So please leave yourself enough time for the post-defense work. For international students, you are suggested to have at least **three weeks** between your final defense and the date you planned to leave Taiwan.

HOW TO BOOK A MEETING ROOM

As soon as you coordinate and schedule your thesis defense date with your advisor and committee members, you may set up a meeting place. To book a room online with “傳院場地借用系統”, here’s what you should do:

Step 1 : Apply for a new account

Go to “傳播學院場地借用系統” <http://space.comm.nccu.edu.tw/login.php>. Click “申請帳號(Apply for a new account)” on the lower left. And fill in the blanks on the form that pops up :

- 登入帳號(account number) : enter your student ID number
- 登入密碼(password) : only English and numbers are available
- 登入密碼確認(re-enter password to confirm)
- 系所(institute and department) : choose “6-國際傳播碩士學程” (IMICS)
- 姓名(name) : Chinese name only
- Email address
- 聯絡電話(contact phone number)
- 身份描述(identity description) : enter “學生(student)”
- 請輸入驗證碼(enter “secret code”) : enter the numbers and letters displayed in the image
- Click “新增(Add)” on the lower left

Step 2 : Wait for approval for approximately 3 days

The system will **NOT** send a notification of approval, so remember to check it yourself. If you have any questions, please call 63522 or 67550 for assistance.

Step 3 : Reserve a room

Enter your ID number and password, click “預約場地(reserve classroom)” and “查詢場地” to check availability.

- 選擇大樓(choose the building) : 不拘=any, 傳播學院=Communications Building, 大勇樓=Da-Yong Building, 新聞館=Journalism Building
- 空間人數(space availability)
- 場地性質(classroom features) : 室內=indoor, 室外=outdoor
- 預約時段(desired time) : 日期=date, 起始時=starting time, 結束時間=ending time
- Click “查詢” to check the rooms available

There will be a list of the rooms available with pictures and detailed information. Click “進入預約” on the room you preferred, you will then see a monthly time slot of the room. You can only click on the dates in blue font. Select the desired date and fill out the form:

- 活動名稱(what the activity is for)
- 教師(name of your advisor)
- 預約時間(preferred time slots)
- Check “1-使用投影機(projector)”
- Click “確定(confirm)” and wait for approval

You can check the status of your request in “我的預約單(my reservation list)”. “核可” means approved. If you need to cancel your reservation, call 63522 and ask for help.

THESIS LAYOUT AND FORMAT REQUIREMENTS

1. Arrangement of the thesis – Arrange the thesis in following order

- a. Cover
- b. Title page
- c. Secondary title page
- d. Authorization for online publication
- e. Authorization page
- f. Acknowledgement
- g. Abstract
- h. Table of Contents
- i. List of figures and tables
- j. Thesis
- k. References
- l. Appendix
- m. Back cover

2. Explanation

a. Cover– Please include your Department, College, Thesis Title, Name, Advisor and Date. Follow the sample form carefully. Pay attention to font case and the approximate size of print.

The date appearing on the cover should be the month when thesis is submitted to the IMICS office or the conferral date for your degree, not the month of the final defense.

Please refer to “Template_Thesis_Cover.”

b. Title Page– Same as cover page. Add watermark.

c. Secondary title page– The secondary title page should contain Thesis Topic, Name, Advisor, Date, and the following statement:

“A Thesis Submitted to International Master’s Program in International Communication Studies, National Chengchi University in partial fulfillment of the Requirement For the degree of Master of Arts.”

Please refer to “Template_Thesis_Secondary_Title_Page.”

d. Authorization for online publication– Available after uploading the thesis into the University’s online registry.

e. Authorization page– To certify that the student has passed the final defense.

Please refer to “Template_Thesis_Authorization_Page.”

f. Acknowledgement– An opportunity to acknowledge supporting agents.

g. Abstract - An abstract is to be included with each copy of the thesis. In style, the abstract should be a summary of the results, conclusions of main arguments presented in the thesis. (Limit to one page).

h. Thesis Contents–

- i. Make the Topic/Section heading **Bold** and do not use colons (:). Use Times New Roman for all text. The topic text size is 16. The sub-headings size is 14 and any additional headings size is 13. All other text should be size 12.
- ii. All spacing within the document should be set to 1.5 line spacing. Only footnotes, long quotations, bibliography entries can be double spaced between entries. Figures, table captions and similar special material may be single spaced.
- iii. The first paragraph of each section **does not** have to be indented
- iv. Every topic of each section should be **Centered**. All other subheadings and subtopics should be double-spaced and placed on the left hand side of the page.

i. Figures & Tables– Place all titles and detailed information about a graph or chart at the top of the graph or chart. Place all titles and information about a picture at the bottom of the picture. All figures should appear within the text at the point where reference to them is first made.

j. References– Use the latest APA format.

3. Additional information

a. Paper– Use A4 sized paper. The cover color should be in **dark blue**.

b. Margins– Ensure a one inch margin on Top, Bottom, and Left and Right margin. Do not punch holes in the margin. Page numbers may fall outside the margin requirement.

c. Page Numbering– Roman Numerals (i, ii, iii, iv, etc) must be used for items **a. – i. in 1.** (all preface sections, abstract, and table of contents). The count for these preliminary pages should start with the title page. Regular page numbers (1, 2, 3, 4, etc) are to be used for the main body of your Thesis.

The first page of the first chapter or introduction (not the preface) must begin with the number 1. Page numbers should **NOT** be shown on the Title page, the Abstract, or on the first page of the Acknowledgment, Table of Contents, List of Figures & Tables or the Preface.

Page numbers must be on the bottom center of the page. Only the number should appear (page 9, p.9, #9 are **NOT** accepted). Use size 10 font for page numbers.

h. Section Numbering– To signify section numbers, please use regular numbers (1, 2, 3). To indicate a subsection, use the following format: ‘number’ ‘period’ ‘number’ (ex. 1.1, 1.2, 1.3, etc). To indicate any additional subsections, use an additional period (ex. 1.1.1, 1.1.2, 1.1.3, etc.)

i. Number of Copies– Upon completion of thesis revision (after pass final defense), you must send 2 hard copies of your completed Thesis to the University Library; 1 hard copy and 1 paperback copy to the IMICS Office to process graduation finalization.

j. Printing and Binding– Thesis may be printed out either single-sided or two-sided. Bind the thesis on the left side and have the year of graduation along with full title, topic, college, department and name posed on the front cover and spine (binding edge) of the book.

SUBMISSION OF THESES AND GRADUATION PROCEDURES

Step 1. Submit your e-Thesis

1. Convert the thesis into PDF file, add the [watermark](#) and set the security configuration.
2. Log into the [Electronic Thesis/Dissertation Service system](#) (ETDS), submit your e-Thesis and fill out the thesis information.
3. Copyright License Authorization
 - Once the thesis obtain approval from oral defense committees and hard –bound copies have been submitted to the Library, the thesis will be regarded as a NCCU's archive and consequently will be no longer possible to make a change or replacement.
 - Once you have granted the copyright authorization, any alteration is no longer possible.

Step 2. Bind the Copyright License Agreement with your Thesis

The library will take 3 working days to examine the uploaded files. If the content and format comply with all requirements, the system will send you an approval notification that proves you have completed the file creation in the Library system. Once you receive the approval, print out and sign on the “Theses and Dissertations Approved Notification” (do **NOT** bind with the thesis) and the “Copyright License Agreement” (bind with the thesis) sign and bind it with the printed thesis.

Step 3. Submit your hard-bound Thesis to the Library

Log in iNCCU and print out the “Graduation Procedures Checklist” in 畢業生離校檢核. Finish all items on the checklist and make sure you have returned all the library materials and have paid overdue fines. Submit two copies of hard-bound thesis with the “Graduation Procedures Checklist” and the print-out approval notification mentioned in Step. 2.

Note: The Library privileges and the right to use e-resources will be terminated upon the completion of graduation procedure. To keep your borrowing privileges, please apply for a NCCU Alumni Card at NCCU Alumni Service Center.

For more information about graduation procedures, please call Main Library (ext.63222), Commerce Library (ext.84006), Social Science Library (ext.50106), or Communication Library (ext.67152); for information regarding thesis submission, please refer to this link: <http://www.lib.nccu.edu.tw/thesis/eng/illustration02.html> or call the Administration Section at ext.63192. Information can also be found on NCCU Libraries website.