國立中央大學國際經營管理碩士學位學程
學位論文建議時程及學位考試注意事項 2026.10.27

一、目的與適用說明

本注意事項係彙整本校及本學程現行相關規定，並提供學位論文建議時程，以協助學生規劃研究進度及辦理學位考試與畢業離校程序。

二、論文撰寫進度

1.本時程以入學後四學期完成學位為規劃基準，分為秋季入學及春季入學兩版建議時程，如附表。各階段研究進度應由學生與指導教授討論確認，得依研究需要調整。表列建議進度不另構成學位考試申請或畢業資格之限制。

2.學生原則上應依附表完成指導教授確認、論文前三章、完整初稿及口試等階段，並配合本學程辦公室辦理指導教授尋找情形調查、論文進度調查及相關資料繳交。

3.因研究需要或其他情形須調整建議進度者，應與指導教授討論確認，並回報本學程辦公室；惟不得因此逾越本校規定之修業年限、學位考試申請及畢業離校期限。

4. 論文格式應依本校「研究生畢業論文格式條例」辦理，編排得參照「學位論文撰寫體例參考」。

三、學位考試申請

1.學生申請學位考試前，應依規定完成學術倫理教育課程、論文初稿、論文相似度比對及其他申請條件，並符合「國際經營管理碩士學位學程研究生修業辦法」修課規定修滿學分。學生應依據「國立中央大學博士班、碩士班研究生學位考試細則」規定備齊相關文件，於當年度校曆期限內提出申請，經核准後始得舉行學位考試。

2.當學期仍有應修課程或學分者，其申請資格及辦理方式，依本校研究生學位考試細則辦理。

四、期限及規範之適用

附表所列日期各年度可能調整，實際期限以學生畢業當學年度校曆、教務處及本學程公告為準。學生仍應遵守本校學則、研究生學位考試細則、本學程修業規章及其他相關規定；本注意事項如與前述規定不一致，以前述規定為準。

附表、建議時程

年級	階段	秋季入學	春季入學	辦理事項
碩一	**研究準備**	9 月－翌年 1 月	2－6 月	了解教師專長、探索研究方向、閱讀英文文獻並接洽指導教授，確認指導教授後，即可提交指導教授同意書；建議完成學術倫理教育課程及測驗。
	指導教授尋找情形調查	3 月	9 月	系辦寄送調查，了解已接洽教師、研究方向及需要協助的情形。
	確認指導教授	**5 月 31 日前**	**11 月 30 日前**	提交指導教授同意書最後期限，與指導教授確認研究方向及預定進度。
	研究計畫撰寫	6－11 月	12 月－翌年 5 月	整理文獻、確立研究問題與方法，撰寫英文論文前三章。
碩二	**提交前三章**	**1 月 30 日前**	**6 月 30 日前**	提交英文論文前三章電子檔，併附經指導教授簽名或核章之「學位論文研究計畫確認單」（得採電子簽章），送交學程辦公室備查。章節安排依研究性質及指導教授要求調整。
	論文進度調查	2－3 月	9 月	系辦寄送調查，追蹤資料蒐集、分析、初稿及預計口試時間，並檢視畢業學分。
	提交完整初稿	**4 月底前**	**10 月底前**	提交完整英文論文初稿予指導教授，進行修改、論文比對及口試準備。
	提出學位考試申請／舉行口試	5-6 月	11-12 月	提交「學位考試申請表」備妥申請文件並預留簽核時間，核准後始得舉行口試；系辦可另訂較校曆提前的收件期限。
	口試後修改及審定	口試後儘速完成	口試後儘速完成	依委員意見修改，提交審查並完成口試委員審定書簽署；確認比對報告及各項文件。
	口試成績繳交、離校及領證截止	**7/29**	**翌年 1/28**	截止前須完成成績及審定文件送件、論文上傳審核、紙本繳交、畢業條件確認及離校領證。

※115 學年學位考試申請截止日：下學期為 6/30；上學期為 12/31，依該年度校曆為準。

National Central University
International Master of Business Administration (IMBA)

Recommended Thesis Timeline and Degree Examination Guidelines

October 27, 2026

I. Purpose and Scope

These guidelines summarize the University's and the IMBA Program's existing regulations and provide a recommended thesis timeline to help students plan their research and complete the degree examination and graduation procedures.

II. Thesis Progress

1. The recommended timeline is based on completing the degree within four semesters of enrollment. Separate timelines for fall-entry and spring-entry students are provided in the attached table. Students should discuss and confirm each stage of their research with their thesis advisor(s). Adjustments may be made according to research needs. The recommended milestones do not constitute additional eligibility requirements for the degree examination or graduation.
2. Students are encouraged to follow the attached timeline when confirming their thesis advisor(s), completing the first three chapters and the full thesis draft, and scheduling the oral defense. Students should also cooperate with the IMBA Office in completing surveys on advisor selection and thesis progress and submitting the relevant materials.
3. Students who need to adjust the recommended timeline should discuss the changes with their thesis advisor(s) and inform the IMBA Office. Such adjustments do not extend the University's maximum period of study or the deadlines for degree examination applications and graduation procedures.
4. Thesis formatting must comply with the University's *Thesis Format Regulations*. Students may also refer to the University's thesis formatting guide and examples.

III. Degree Examination Application

1. Before applying for the degree examination, students must complete the required academic research ethics course, prepare a thesis draft, complete the thesis similarity check, and meet all other application requirements. Students must also meet the coursework and credit requirements specified in the IMBA Program's graduate study regulations.

Students must prepare the documents required under the University's regulations on degree examinations for postgraduate students and apply by the deadline specified in the applicable academic calendar. The degree examination may be held only after the application has been approved.

2. For students who are completing the remaining required courses or credits during the semester of the degree examination, eligibility and procedures shall be governed by the University’s regulations on degree examinations for postgraduate students.

IV. Applicable Deadlines and Regulations

The dates in the attached table may vary from year to year. The actual deadlines shall follow the academic calendar for the academic year in which the student graduates, together with announcements issued by the Office of Academic Affairs and the IMBA Program.

Students must comply with the University’s academic regulations, degree examination regulations, the IMBA Program’s graduate study regulations, and all other applicable requirements. In the event of any inconsistency between these guidelines and the applicable regulations, the applicable regulations shall prevail.

Appendix: Recommended Thesis Timeline

For reference, the degree examination application deadlines for Academic Year 115 (2026–2027) are December 31 for the first semester and June 30 for the second semester. Actual deadlines shall follow the applicable academic calendar.

Year	Stage	Fall Entry	Spring Entry	Required Actions / Recommended Activities
Year 1	Research preparation	September–January of the following year	February–June	Explore faculty research interests, identify potential research topics, review academic literature in English, and contact potential thesis advisors. Students may submit the Thesis Advisor Consent Form once an advisor has been confirmed. Early completion of the academic research ethics course and assessment is recommended.
	Advisor selection survey	March	September	The IMBA Office will conduct a survey to identify the faculty members students have contacted, their proposed research directions, and any assistance needed.
	Confirmation of thesis advisor(s)	**By May 31**	**By November 30**	**Students submit the Thesis Advisor Consent Form by this stage and confirm their research direction and work plan with their advisor(s).**
	Research proposal preparation	June–November	December–May of the following year	Review the literature, establish the research questions and methodology, and prepare the first three chapters of the thesis in English.
Year 2	**Submission of the first three chapters / research proposal**	**By January 30**	**By June 30**	**Submit the first three chapters or research proposal, together with the Thesis Research Proposal Confirmation Form signed or stamped by the thesis advisor(s), to the IMBA Office for recordkeeping. Electronic signatures are accepted. The chapter structure may be adjusted according to the nature of the research and the advisor's requirements.**
	Thesis progress survey	February–March	September	The IMBA Office will conduct a survey on data collection, analysis, draft completion, and the anticipated oral defense date, and review students' progress toward meeting graduation credit requirements.

	Submission of the full thesis draft	**By the end of April**	**By the end of October**	**Submit the full thesis draft in English to the thesis advisor(s) for review and revision, complete the similarity check, and prepare for the oral defense.**
	Degree examination application and oral defense	**May–June**	**November–December**	**Prepare the Degree Examination Application Form and supporting documents, allowing sufficient time for review and approval. The oral defense may be held only after approval. The IMBA Office may announce an earlier submission deadline to allow for administrative processing.**
	Post-defense revisions and final approval	Promptly after the oral defense	Promptly after the oral defense	Revise the thesis according to the committee's feedback, submit it for review, and obtain the required signatures on the thesis approval form. Confirm that the similarity check report and all supporting documents are complete.
	Deadline for submission of degree examination results, completion of graduation procedures, and collection of the degree certificate	**July 29**	**January 28 of the following year —**	**Before the applicable deadline, complete submission of the examination results and thesis approval documents, obtain approval of the uploaded electronic thesis, submit the required printed copies, satisfy all graduation requirements, complete the University's clearance procedures, and collect the degree certificate.**

國立中央大學國際經營管理碩士學位學程 學位論文研究計畫確認單
National Central University International Master of Business Administration (IMBA)
Thesis Research Proposal Confirmation Form

繳交說明 Submission Instructions

- 請將下列兩份文件以 PDF 格式繳交至系辦信箱：ncu66076@ncu.edu.tw
  Please submit the following two documents to the IMBA Office by email to: ncu66076@ncu.edu.tw
  1. 經指導教授簽名或核章之本確認單(得採電子簽章)。如有共同指導教授，請兩位指導教授均簽名或核章。
     This form signed or stamped by your thesis advisor(s). Electronic signatures are accepted. ※If the student has two thesis advisors, both advisors must sign or stamp this form.
  2. 英文論文前三章／研究計畫書。※文件版本日期應與本表所填日期一致。
     The first three chapters of your thesis or your research proposal, written in English. ※The file version date must match the date entered on this form.

- 研究計畫書檔名格式：學號_姓名_研究計畫書_版本日期（YYYYMMDD）
  Research proposal filename format: StudentID_FullName_ResearchProposal_YYYYMMDD

一、學生填寫資料 I. Student's information:

姓名 Full Name		學號 Student No.		入學年月 Month and Year of Enrollment	
電話 Phone No.		指導教授 Thesis Advisor(s)			
論文暫定題目(英文) Tentative Thesis Title					
文件版本日期 Document Version Date					

二、指導教授確認 II. Thesis Advisor Confirmation

本人已審閱本生所提交之英文論文前三章／研究計畫書，並已與學生討論研究方向、研究內容及後續進度，同意以本版本提交學程辦公室備查。後續研究內容及章節安排，得依研究需要調整。
本確認僅供研究進度追蹤，不代表論文定稿或學位考試資格審查通過。

I have reviewed the first three chapters of the student's thesis or research proposal, written in English, and discussed the research direction, content, and subsequent work plan with the student. I approve the submission of the version identified on this form to the IMBA Office for recordkeeping. The research content and chapter structure may be adjusted as the research progresses. This confirmation is solely for monitoring research progress. It does not constitute approval of the final thesis or confirmation of eligibility for the degree examination.

指導教授簽名 Thesis Advisor's Signature： _____

日期／Date：_____年／Year ____月／Month ____日／Day