

國立交通大學管理科學系 碩士班研究生修業規章

88.9.15 八十八學年度第一學期第一次系務會議訂定
89.3.8 八十八學年度第二學期第一次系務會議修正通過
89.9.20 八十九學年度第一學期第一次系務會議修正通過
90.3.7 八十九學年度第二學期第一次系務會議修正通過
90.5.9 八十九學年度第二學期第三次系務會議修正通過
90.6.4 八十九學年度第二學期第四次系務會議修正通過
90.9.26 九十學年度第一學期第一次系務會議修正通過
90.10.31 九十學年度第一學期第二次系務會議修正通過
90.12.26 九十學年度第一學期第四次系務會議修正通過
91.10.16 九十一學年度第一學期第一次系務會議修正通過
91.11.20 九十一學年度第一學期第二次系務會議修正通過
92.06.25 九十一學年度第二學期第四次系務會議修正通過
92.10.22 九十二學年度第一學期第二次系務會議修正通過
93.4.20 九十二學年度第二學期系務會議通信審核統計結果彙整記錄通過
93.6.2 九十二學年度第二學期第二次系務會議修正通過
93.10.6 九十三學年度第一學期第一次系務會議修正通過
95.4.12 九十四學年度第二學期第二次系務會議修正通過
95.9.27 九十五學年度第一學期第一次系務會議修正通過
95.11.29 九十五學年度第一學期第二次系務會議修正通過
依九十七學年度管理學院第三次「院務會議」決議修訂
99.4.21 九十八學年度第二學期第二次系務會議修正通過
100.4.20 九十九學年度第二學期第二次系務會議修正通過
101.4.23 一百學年度第二學期系務會議通信審核統計結果彙整記錄通過
104.4.8 一〇三學年度第二學期第二次系務會議修正通過
107.4.17 一〇六學年度第二學期系務會議通訊投票修正通過

第一條 為督促本系碩士班研究生(以下簡稱碩士生,含一般生與在職生)進修,特依據本校碩士學位及博士學位授予作業規章,訂定本規章。

第二條 碩士班一般生之修業期限以一至四年為限;在職生之修業期限以一至五年為限。

第三條 本校其他系所碩士班研究生若欲轉入本系碩士班就讀,須先獲原就讀系所之同意,且獲本系教師二人以上推薦,方得提出申請,由碩士班委員會(以下簡稱碩委會)負責審查,並將審查結果報系務會議核定。若獲通過,則自通過後之次一學年度起轉入本系就讀,原就讀系所之修業時間不納入修業期限內。

第四條 碩士生先修課程包括「經濟學」、「會計學」、「統計學」、「管理學」等四門。研究生於入學後,得憑入學考試成績、大學成績單或其他相關證明提出先修課程之免修申請,由碩委會審核。

第五條 論文指導教授:

一、碩士生於入學一年內擇定指導教授,並提出書面申請,逾時未敦請指導教授則由系所辦公室通知辦理。指導教授須為本系專任助理教授(含)以上教師。若有共同指導,其中一人必須為本系專任教師,且須經碩士班委員會同意。

二、指導教授因故需更換時,應以書面文件向系所提出申請,並於通知原指導教授後生效,無須經原指導教授同意。

三、指導教授欲終止指導關係,應以書面文件向系所提出申請,審查結果由系所通知碩士生。終止指導關係後,系所得協助碩士生另覓指導教授。

四、碩士生申請更換指導教授時,在原指導教授提供原始構想或概念及受指導下所獲得之研究成果,須經原指導教授同意,始得作為學位論文。

前項第二款、第三款、第四款追溯適用本系所在學學生。

第六條 碩士班研討課程之修課規定如下:

- 一、「經營講座」或「管理理論與實務討論」，必修一學期；
- 二、「個別研究」，擇定指導教授後以選修兩學期為原則。

第七條 「碩士生在學期間，必修行銷管理、資訊管理、作業管理、策略管理、財務管理等五門課程，並須自「組織行為」及「人力資源管理」二門課程中任選其中一門修習及格。另研究方法相關課程中任選其中一門修習及格。研究方法相關課程包含研究方法、社會科學研究方法、迴歸分析或由系務會議認可之課程。」上述課程限修習本所開設之課程。

第八條 本班學域分為下列六組：一、財務與會計管理 二、行銷管理 三、人力資源與組織管理 四、電子商務與供應鏈管理 五、高科技創新管理組 六、策略管理與國際企業組。學生畢業須就上述六大學域擇一修畢三門相關課程，並由碩委會核定。

第九條 非本系開授之課程須經系主任或碩士委員會同意。

第十條 本系外籍生在本系同意下，其所修讀管理學院 IMBA 學程的課程可視同本系所開之課程。

第十一條 碩士生入學後，得申請抵免部分學分，經碩委會審查通過後方得抵免。抵免學分之限制如下：

- 一、抵免之總學分數不得超過 12 學分；
- 二、申請抵免學分之學科名稱與學分數，原則上應與曾修習及格之學科名稱與學分數相同，申請時須附有學分證明；
- 三、大學部曾先修研究所課程，成績達研究所及格標準且該學科不計入大學部畢業學分數者，方得申請該學科之抵免；
- 四、抵免學分者仍至少須在校修業一年（不含休學）且符合本系所畢業相關規定。

第十二條 碩士論文初稿書面審查由系統一作業，每學期舉行一次，碩士生須於每學期公告日前提出申請並繳交論文初稿四份（兩位教授共同指導者請多繳一份）。書面審查委員除指導教授外，另由指導教授或碩委會推薦相關領域之學者專家至少二人共同擔任。若有任一書面審查委員評定不通過（須附具體理由）者，提碩士班委員會討論。

第十三條 碩士生參加碩士學位考試前，須

- 一、修畢本修業規章第 4 點所列先修課程、第 6 點所列研討課程以及第 7 點所列專業課程且及格（經審核可免修或抵免者除外）；
- 二、通過碩士論文初稿書面審查。

第十四條 碩士學位考試以口試行之，並依下列規定辦理：

- 一、本校各碩士班研究生之碩士論文學位考委員會置委員三至五人，由系所專班就校內外學者專家中對研究生所提論文有專門研究，並具備下列資格之一者，向校長推薦，由校長遴聘組成之。
 - (一)、曾擔任教授或副教授者。
 - (二)、擔任中央研究院院士或曾任中央研究院研究員、副研究員等。

(三)、獲有博士學位，在學術上著有成就或擔任助理教授者。

(四)、屬於稀少性或特數性學科，在學術上或專業上著有成就者。

前項第三款、第四款之提聘資格認定標準，由系務會議訂定之。

口試由本系所安排固定期間公開舉行，並於事前公佈口試時間、地點及論文題目。

學位考試委員應親自出席，不得委託他人為代表，學位考試須至少有三名委員出席，始得舉行。

學位考試成績，以七十分為及格，一百分為滿分，評定以一次為限，並以出席委員評定分數平均決定之，但有二分之一（含）以上出席委員評定不及格者，以不及格論，不予平均。

第十五條 碩士生修滿 42 學分（不含先修及研討課程學分），內含本系至少 24 學分，且通過學位考試者即依規定授予管理碩士學位，重試以一次為限。碩士生在規定修業期限內未能通過學位考試者，應令退學。

第十六條 碩士生滿足上述畢業條件，但一般生修業未滿三學期，在職生修業未滿兩年者，應列舉表現優異之事實（例如論文已發表於學術期刊），經系所務會議審議通過，再經教務處核備後，方可畢業。

第十七條 碩士學位論文（含摘要）以中文撰寫為原則，並需符合「國立交通大學學位論文格式規範」。學位考試通過後一個月內應將論文摘要及全文電子檔上網建檔（依照「國立交通大學圖書館學位論文摘要及全文電子檔建檔規範」辦理），並繳交論文三冊（一冊本校圖書館陳列，二冊由教務處彙轉教育部指定之度藏單位收藏），收藏冊數由本系訂定。

第十八條 本規章未盡事宜，悉依本校碩士學位及博士學位授予作業規章、本校論文指導教授與研究生互動準則辦理之。

第十九條 本規章若逢修正，適用對象為修正通過後之次一學年度起入學之碩士生。

第二十條 本規章由系務會議訂定，經院課程委員會及校級課程委員會審查，再送教務會議核備後實施，修訂時亦同。

National Chiao-Tung University Department of Management Science

Policies and Procedures of the Master's Program

Approved Sept. 15, 1999, by the 1st Departmental Affairs Meeting, fall semester, academic year 1999-2000
Revised March 8, 2000, by the 1st Departmental Affairs Meeting, spring semester, academic year 1999-2000
Revised Sept. 20, 2000, by the 1st Departmental Affairs Meeting, fall semester, academic year 2000-01
Revised March 7, 2001, by the 1st Departmental Affairs Meeting, spring semester, academic year 2000-01
Revised May 9, 2001, by the 3rd Departmental Affairs Meeting, spring semester, academic year 2000-01
Revised June 4, 2001, by the 4th Departmental Affairs Meeting, spring semester, academic year 2000-01
Revised Sept. 26, 2001, by the 1st Departmental Affairs Meeting, fall semester, academic year 2001-02
Revised Oct. 31, 2001, by the 2nd Departmental Affairs Meeting, fall semester, academic year 2001-02
Revised Dec. 26, 2001, by the 4th Departmental Affairs Meeting, fall semester, academic year 2001-02
Revised Oct. 16, 2002, by the 1st Departmental Affairs Meeting, fall semester, academic year 2002-03
Revised Nov. 20, 2002, by the 2nd Departmental Affairs Meeting, fall semester, academic year 2002-03
Revised June 25, 2003, by the 4th Departmental Affairs Meeting, spring semester, academic year 2002-03
Revised Oct. 22, 2003, by the 2nd Departmental Affairs Meeting, fall semester, academic year 2003-04
Revised April 20, 2004, by the Departmental Affairs Meeting via correspondence, spring semester, academic year 2003-04
Revised June 2, 2004, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2003-04
Revised Oct. 6, 2004, by the 1st Departmental Affairs Meeting, fall semester, academic year 2004-05
Revised April 12, 2006, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2005-06
Revised Sept. 27, 2006, by the 1st Departmental Affairs Meeting, fall semester, academic year 2006-07
Revised Nov. 29, 2006, by the 2nd Departmental Affairs Meeting, fall semester, academic year 2006-07
Revised by the 3rd College Affairs Meeting, academic year 2008-09
Revised April 21, 2010, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2009-10
Revised April 20, 2011, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2010-11
Revised April 23, 2012, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2011-12
Revised April 8, 2015, by the 2nd Departmental Affairs Meeting, spring semester, academic year 2014-15
Revised April 17, 2018, by the correspondence survey of the 2nd Departmental Affairs Meeting, spring semester, academic year 2017-18

- I. Policies and procedures stated herein are proposed in accordance with the Master's and Ph.D. Degree Awarding Regulations of National Chiao-Tung University (NCTU) to provide a study guide and to enhance the learning of the master's students (including both regular and part-time students, hereafter known as master's students) of the Department of Management Science (DMS, hereafter the Department) at NCTU.
- II. Full-time master's students are required to complete the degree within one to four years while part-time students can have one additional year, i.e. within one to five years.
- III. Master's students who study in other NCTU departments/institutes may apply to transfer to DMS master's program if they have acquired the approval of their original departments/institutes and at least two recommendations from DMS faculty members. The Master's Program Committee shall assess students' qualifications and submit the screening results to the Departmental Affairs Meeting for approval. Students who are accepted shall officially transfer to DMS in the following academic year and their previous study period will not count towards the DMS's.
- IV. The four prerequisite courses for master's students include Economics, Accounting, Statistics, and Management. With the proof of the score(s) of the entrance examination, an undergraduate transcript, or equivalent, a student may apply to waive the prerequisite(s) and get approval from the Master's Program Committee.
- V. **Thesis advisor:**

1. Master students should choose thesis advisors in their first-year study with written applications. If you fail to turn in your thesis advisor application form in time, the departmental office will inform you. A thesis advisor must be a full-time DMS faculty member with assistant professorship or above. If a student is co-advised, at least one of the co-advisors should meet this requirement and the approval by the Departmental Affairs Meeting is a must.
2. If a master student intends to change his/her thesis advisor during his/her studies, he/she should apply in writing to the Department and such change of advisor will become effective after notifying the former thesis advisor; also, the consent of the former thesis advisor is not required.
3. If a thesis advisor intends to terminate the advisory relationship, he/she should apply in writing to the Department in accordance with the Eligibility Regulations. The master students should be informed of the review results by the Department. After the termination of the advisory relationship, the Department may provide assistance to master student regarding advisor selection.
4. When a master student applies for the replacement of a thesis advisor in accordance with the Guidelines, the master student may not have the original ideas or concepts provided by the former thesis advisor and the research results obtained under the guidance of the former thesis advisor used for the dissertation without the consent of the former thesis advisor.

The aforementioned second, third, and fourth policies and procedures shall be made retrospective for students who have enrolled in our department.

VI. Seminar courses required for master's students:

1. Lectures on Business or Lectures on Management Theories and Practices: required for one semester
2. Individual Study: take two semesters after having a thesis advisor

VII. All master's students are required to complete the following five courses: Marketing Management, Information Management, Operations Management, Strategic Management, Financial Management. Students should also successfully complete the course of Organizational Behavior or Human Resource Management before graduation. In addition, students should also take one of the research method related courses, which include Research Methods, Social Science Research Method, Regression Analysis, or any other course recognized by the Departmental Affairs Meeting. The above courses should be taken in the department when they are offered by the department.

VIII. There are six categories of courses in the DMS master's program, including (1) Financial and Accounting Management, (2) Marketing Management, (3) Human Resource and Organizational Management, (4) E-Commerce and Supply Chain Management, (5) High-Tech Innovation Management, and (6) Strategic Management and International Business. Students are required to select one category and complete at least three courses in that specific category to be eligible for graduation. The course credits will be affirmed and recognized by the Master's Program Committee.

- IX. Students should get approval by the advisor or the Master's Program Committee before taking the courses offered by other departments/institutes
- X. Upon approval by the Department, international students can take IMBA courses offered by the College of Management and receive credits equaling those of the Department.
- XI. Master's students may apply for course exemptions which should be approved by the Master's Program Committee. The limitations of course exemptions are as below:
1. The total exempted courses cannot exceed 12 credits.
 2. The previously completed course(s) should be the same (by course name and course credit) as the exempted course(s). A proof with the credits acquired should be attached with the application.
 3. Students may apply for course exemption if they had completed DMS's courses in their undergraduate study with passing scores as of in the graduate school and such credits did not count towards the required credits of their bachelor degree.
 4. Students with course exemptions should still fulfill the requirement to study in the program for at least one year (leaves excluded) and other DMS regulations for graduation.
- XII. Master's students must have completed at least 18 credits of coursework (excluding the Seminar credits) before submitting their thesis proposals.
- XIII. The Department administers the paper review of master's draft theses once a semester. Master's students should apply and submit four hardcopies (one more copy if the student is co-advised) of their draft theses by the deadline announced by the Department. The review committees will include the advisor plus at least two more scholars or professionals who are experts on the student's research fields and recommended by the advisor or the Master's Program Committee. If any review committee fails a draft thesis with specific reasons, it should be forwarded to the Master's Program Committee for further discussion.
- XIV. Prior to taking the master's degree examination, a master's student should fulfill the following requirements:
1. Has successfully completed all the prerequisite courses stated in Article IV, the Seminar courses required in Article VI, and the professional courses listed in Article VII (except for those waived or exempted) above.
 2. Has passed the paper review of the draft thesis.
- XV. Oral examination will be the primary format of the master's degree examination and the following rules shall be enforced:
1. The master's degree examination committee consists of three to five members who are experts on the student's research fields and may or may not be NCTU faculty. They will

be recommended by the Department to NCTU President, who will then invite and appoint the members for this role. All committee members should also meet one of the following criteria:

- a. Is currently or has been a Professor or an Associate Professor
- b. An Academician or a Researcher or an Associate Researcher of Academia Sinica now or before.
- c. A Ph.D. with significant academic achievements or with assistant professorship
- d. An expert in a rare or specialized field, with excellent academic or professional achievements

The qualifications of Items *c* and *d* listed above will be determined by the Departmental Affairs Meeting.

2. The oral defense will be held in a timeframe announced by the Department and open to the public. The defense time, date, and venue and the thesis title shall be announced to the public in advance.
3. The examination committees should be present in person and the examination can be held only if there are at least three committee members present.
4. The passing score for the degree examination is 70 or above (with 100 as the perfect score). The examination will be graded only once and the final grade will be the average from all attending committees. If one half or more of the attending committees come to a decision to fail the examinee, no average will be counted and the examination will be considered failed.

XVI. Students who have completed 42 credits of coursework (excluding the credits of prerequisites and Seminars but including at least 24 credits of DMS's courses) and pass the master's degree examination will be awarded the degree of Master of Science in Management. All students have two chances to pass the degree examination. If a student hasn't passed the degree examination within the study-period limit specified in Article II, s/he will be dismissed from school.

XVII. A master's student who fulfills the aforementioned requirements for graduation but hasn't completed three semesters of study as a regular student or two years of study as a part-time student should provide the facts of excellence (i.e. research publications on academic journals) and get approval by the Departmental Affairs Meeting and the Office of Academic Affairs to be eligible for graduation.

XVIII. A master's thesis (including the abstract) should be written in Chinese and must follow the Regulations of NCTU Degree Thesis and Dissertation Format. The electronic thesis, including the abstract, should be uploaded onto the internet in accordance with Policies of the Filing System of Electronic Thesis and Dissertations in NCTU Library within one

month after passing the degree examination. In addition, three hard copies of the thesis should be submitted –one for NCTU Library and two for the Office of Academic Affairs to be sent to other organization specified by the Ministry of Education. The number of copies for filing in the Department will be decided by the Department.

XIX. Items not stated herein are subject to the NCTU Master’s and Ph.D. Degree Awarding Regulations and the Guideline for the Interaction between Thesis Advisor and Graduate Students.

XX. The future revision of the policies and procedures will be applicable to the students who are admitted to the master’s program in the following academic year after the revision is approved.

XXI. The aforementioned policies and procedures have been approved by the Departmental Affairs Meeting, confirmed by the Curriculum Committees of the College of Management and NCTU, and validated by the Academic Affairs Meeting of the university. The same procedure will be applied for future revisions.