

National Chiao-Tung University
College of Management
Department of Management Science

Degree Program of Management Science

Policies and Procedures of the Master's Program for Part-Time Students

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02

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- 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 enhance the learning of the part-time master's students of the Degree Program of Management Science (hereafter the Program) of the College of Management at NCTU.
- II. Students of the Program are required to complete the master's degree within one to five years.
- III. There are four prerequisite courses required by the Program, including Economics, Accounting, Statistics, and Management. With the proof of the

scores of the entrance examination, an undergraduate transcript, or its equivalent, a student may apply to waive the prerequisite(s) and to get the approval by the Master's Program Committee.

IV. 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 relates courses, which include Research Methods, Social Science Research Method, Regression Analysis, or other courses recognized by the Departmental Affairs Meeting of the Department of Management Science (DMS, hereafter the Department).

V. Seminar courses required by the Program:

1. Seminar on Enterprise Management and Ethics: Students are required to take this course for at least one semester
2. Thesis Research: Students are required to take this course for at least one semester after selecting a thesis advisor.

VI. After entering the Program, 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 15 credits.
2. Principally the previously completed course(s) and credits should be the same as the exempted course(s). A proof with the acquired credits should be attached in the application.
3. Students may apply to exempt the courses if they had completed graduate 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.

VII. Students of the Program should choose thesis advisors in their first-year study with written applications. 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. If changing a thesis advisor is necessary, the student should have consent from both the previous and the current advisors and report the change to the Departmental Affairs Meeting. In case no

accordance can be reached, the final decision should be made by the Departmental Affairs Meeting.

- VIII. The review of students' draft theses is administrated once a semester. 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 office. 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 discussion.
- IX. Prior to taking the master's degree examination, a student should fulfill the following requirements:
1. Has successfully completed the prerequisites (at least two courses), the required (electives) courses and Seminars (excluding the waived or exempted courses approved.).
 2. Has passed the review of the draft thesis.
- X. Oral examination will be the primary format of the master's degree examination and the following rules shall be enforced:
1. The oral defense will be opened to the public and be held in a timeframe announced by the Department. The defense schedule and venue and the thesis title shall be announced to the public in advance.
 2. 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. In addition to the thesis advisor, the other committees should be recommended by the advisor to the Program. Upon approval by the Master's Program Committee, the Program Director will recommend them to NCTU President, who will then invite and appoint the members for this function. All committee members should also meet one of the following criteria:
 - a. A Professor or an Associate Professor now or before
 - b. An Academician or a Researcher or an Associate Researcher of Academia Sinica now or before.
 - c. A Ph.D. scholar with significant academic achievements or with assistant professor ship
 - d. An expert in a rare or specialized field, with excellent academic or professional achievements
 - e. The qualifications of Items c and d listed above will be determined

by the Program.

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

XI. A master's thesis (including the abstract) should be principally written in Chinese and must be prepared by following the *Regulations of NCTU Degree Thesis and Dissertation Format*. The electronic thesis, including the abstract, should be uploaded onto the internet in accordance with *Polices 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 the 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 itself.

XII. Students who have completed 42 credits of coursework (excluding the credits of prerequisites but including those from the exempt courses, in which up to 9 credits of the exempt or elective courses from the non-DMS sponsored Part-time or Credit Program could be counted.) and have passed the master's degree examination will be awarded the degree of Master of Science in Management. If a student does not pass the degree examination, s/he may re-take it only once. Students who fail to pass the degree examination within the limit of study period will be dismissed from the school immediately.

XII. A master's student who fulfills the aforementioned requirements for graduation but hasn't completed two years of study should provide the facts of excellence (i.e. research publications on academic journals with screening systems) and get approval by the Departmental Affairs Meeting and the College of Management and the confirmation of the Office of Academic Affairs to be eligible for **graduation**.

XIV. Items not stated herein are subject to the *NCTU Master's and Ph.D. Degree Awarding Regulations*.

- XV. 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.
- XVI. 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.