

National Chiao-Tung University
Department of Management Science

Policies and Procedures of the Master's Program

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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 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. Master's students should choose thesis advisors, with a written application, during their first-year of study. If you fail to turn in your thesis advisor application form in time, the departmental office will inform you. The 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 Master's Program Committee is a must. If changing a thesis advisor is necessary, the student should obtain consent from both the previous and the new advisors and report the change to the Master's Program Committee. In case no accordance can be reached, the final decision should be made by the Departmental Affairs Meeting.
- 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 relates courses, which include Research Methods, Social Science Research Method, Regression Analysis, or any other course recognized by the Departmental Affairs Meeting.
- 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 administrates 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.
- XIII. 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 *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 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*.
- 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.