

## 經營管理全英語碩士班研究生在學及畢業規定事項

### The Study Rules of Master's Program in Business and Management (English-taught program)

106.09.21 106 學年度第 1 學期第 1 次系務會議初訂  
108.03.07 107 學年度第 2 學期第 2 次系務會議修訂  
110.01.07 109 學年度第 1 學期第 2 次系務會議修訂  
111.02.24 110 學年度第 2 學期第 1 次系務會議修訂  
114.06.11 113 學年度第 2 學期第 3 次系務會議修訂

- 一、碩士班研究生每學年第一學期十月一日前，或第二學期四月一日前請定論文指導教授，聘函核定後，非有充份理由並取得原論文指導教授簽證，不得輕易更換之。論文指導教授至多二人，其中至少一人須為本碩士班授課教師。指導教授皆須持有助教授證資格，若其中一位指導教授為兼任教師，另一人須為本校專任教師擔任之。
- 二、系方配合研究生背景指定個別選課要求，新生於加退選時，選課單應經系主任簽證；舊生則先徵詢論文指導教授意見，經論文指導教授及系主任簽證後，始得辦理加退選手續。
- 三、上課以日間為原則。各類考試之舉行悉以教務處行事曆訂定之時間為準。
- 四、每學期選課最低一科，最高十五學分，畢業學分數最低**二十四**學分(不含論文學分，相同科目代號之課程僅計算一次學分數)，修習本系學分必須至少**十八**學分。
- 五、參與國際學術研討會：至少須參與執行一場管理科學學系舉辦之國際學術研討會。
- 六、至少參與一次:企業參訪、學術演講或產業論壇。
- 七、經論文指導教授同意，研究生可跨系或至博士班選課。
- 八、碩士學位考試申請，須已完成畢業學分數且提出已完成之論文。碩士論文以中文或英文撰寫為原則。
- 九、碩士學位考試委員以三人組成，校外委員須三分之一以上，口試時，指導教授不得擔任召集人。
- 十、碩士學位口試結束後，論文初稿需獲指導教授書面認可已修改完成，且將論文修改為期刊論文以電子檔繳交之，否則視為學位考試未完成，不得畢業。
- 十一、碩士班研究生修業年限一至四年。休學時間以二年為限。
- 十二、其他未盡事宜依本校學則等有關規定辦理。
- 十三、本規定經系務會議通過後，自公布日實施；修正時亦同。

# Regulations Governing Study and Graduation Requirements for Master's Program in Business and Management (English-taught)

1<sup>st</sup> departmental affairs meeting/ 1<sup>st</sup> semester/academic year 106

2<sup>nd</sup> departmental affairs meeting, 2<sup>nd</sup> semester academic year 107

2<sup>nd</sup> departmental affairs meeting, 1<sup>st</sup> semester academic year 109

1<sup>st</sup> departmental affairs meeting, 2<sup>nd</sup> semester academic year 110

3<sup>rd</sup> departmental affairs meeting, 2<sup>nd</sup> semester academic year 113

## Article 1

A student in this program should confirm his/her thesis advisor(s) by the 1<sup>st</sup> of October in the first semester or by the 1<sup>st</sup> of April in the second semester. Once confirmed in writing, students are not allowed to change advisor(s) without a valid reason and without an approval signature from the original advisor. A student can have up to two thesis advisors, and one of whom needs to lecture in the program. Advisors should hold the certificate of assistant professor, and one of them is the full time faculty of TKU if the other is the part time.

## Article 2

The Program Office will assign course requirement for each student depending on individual needs and backgrounds. New students to this program should have their course lists signed off by the program director during the add/drop period. Existing students should first consult their thesis advisors and only proceed with adding or dropping courses after obtaining signatures from their advisors and the department Chair.

## Article 3

The program is delivered through daytime courses. Examinations will be held in accordance with the university academic calendar.

## Article 4

Students in this program must study at least one course per semester. The maximum number of credits a student can take in a semester is 15 credits. The minimum credit requirement for graduation is 24 (excluding Thesis Writing), out of which 18 credits should come from courses offered in this program. Credits gained from courses of the same course registration number will only be counted towards graduation requirement once.

**Article 5**

Students in this program must participate in the organization of at least ONE international academic conference organized by the Department of Management Sciences, TKU during the course of study.

**Article 6**

Students in this program must participate in at least ONE corporate visits, academic speeches or business forums.

**Article 7**

With permission from thesis advisors, students in the program can choose to study courses offered in other departments or courses at the PhD level.

**Article 8**

Students in this program can request a thesis defense once they have completed drafting their thesis and fulfilled the credit requirement for graduation. The thesis is to be written in Mandarin or English in principle.

**Article 9**

A master's thesis defense committee shall consist of three members. More than one-third of the committee members shall be external, and at least one member shall be internal. Thesis advisors will recommend a list of external examiners. The list will need to be approved by the program director, who then forwards the list with a recommendation list of internal examiners to the President of Tamkang University for approval. Thesis advisors shall not serve as the chair of the thesis defense committee.

**Article 10**

Students should revise the thesis post to the thesis defense and submit the revised version to thesis advisor for approval. The thesis is only deemed complete after receiving approval from thesis advisor in writing. The thesis should also be revised into academic journal papers and submitted in electronic files. Students can only graduate if all the above-mentioned requirements are fulfilled.

**Article 11**

The year of study for master's students is between one and four years. Deferment of studies is limited to two years.

**Article 12**

All other issues that are not covered in these regulations will follow the University Study Regulations and other related regulations.

**Article 13**

This set of regulations will take effect on the date of its publication after being passed in the departmental affairs meeting. The same procedure applies to any later amendments.