

Guidelines on Pursuit of Master's Degree at Department of Industrial Management at I-Shou University

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I. Duration of Study and Graduation Requirements:

1. Master's students at the Department of Industrial Management (hereinafter referred to as "master's students") shall study at the master's program for at least one year and the maximum duration of study is four years (the period of suspension of study shall not be included).
2. Master's students are eligible for graduation only after having completed required courses, had the thesis proposal approved, and passed the oral defense for the proposal and the oral defense for graduation.
3. Master's students can graduate in either January or June every year.

II. Thesis Supervision:

1. In principle, master's students shall choose a thesis supervisor among full-time faculty

members at the level of assistant professor or above within the Department of Industrial Management (hereinafter referred to as the “Department”). If a supervisor resigns from his/her position halfway through the supervision, he/she may still supervise his/her students until they graduate.

2. If a supervisor is a faculty member at the level of assistant professor or above from another department of the University, this supervision shall first be approved by the Chair of the Department, and a full-time faculty member at the level of assistant professor or above within the Department shall be selected as a co-supervisor by the master’s student concerned.
3. Master’s students shall submit an “Application Form for Research Direction & Supervisor/Co-supervisor” in duplicate before the end of the first semester after enrolling in the master’s program.
4. If the aforesaid application form cannot be submitted before a given deadline for any reason, an “Application Form for Deferral of Research Direction and Supervisor Selection” shall be submitted with an explanation included to be approved and signed by the Chair of the Department. The maximum period of extension is three months; the duration of study will be extended automatically if a master’s student fails to submit the Application Form for Research Direction & Supervisor/Co-supervisor within three months after the application for deferral has been approved.
5. Master’s students are allowed to change their supervisors for special reasons only. A change may be made only after a master’s student submits an Application Form for Changing Supervisor for Master’s Thesis to the Department before enrolling for the first semester of the second academic year. Only after the application is approved by his/her current supervisor and the Chair of the Department will a change be made.
6. The maximum number of doctoral and master’s students under the supervision of a full-time faculty member at the level of assistant professor or above in a given academic year is 6 (including students of in-service master’s programs and master’s degree program). When two faculty members co-supervise one postgraduate student, 0.5 is assigned to both supervisors. The total number of doctoral dissertations and master’s theses under the supervision of one faculty member shall not exceed 10 (including those prepared by students who are in the period of extension for graduation).

III. Courses and Credits:

1. Master’s students shall obtain prior approval from their supervisors before taking any course every semester.
2. Master’s students shall take and pass the course “Seminar” for 4 semesters. These courses shall be conducted in the way as decided by the appointed instructors every semester. Master’s students who have failed the course “Seminar” in any semester are not allowed to graduate unless they retake the course and meet the passing standards.
3. Master’s students shall take at least one course per semester while the maximum

number of courses one can take per semester is four (undergraduate courses, master's thesis supervision, and Seminar are excluded). Approval and signatures from the supervisor and the Chair of the Department are required for those who plan to take more than four courses.

4. Besides completing a thesis, master's students are required to earn the credits specified on the curriculum structure of the Department in order to be eligible to graduate. For regulations and rules of taking elective courses, please refer to the curriculum structure of the Department. If a master's student plans to take courses offered by an industrial master's program(s), prior approval from the director of the aforesaid program(s) is required.
5. With prior approval of the Postgraduate Affairs Committee, master's students can submit an "Application Form for Inter-departmental Course Selection" to take courses related to their theses at other departments if necessary. The maximum number of courses taken at other departments is two, and such courses shall meet the requirements imposed by the Department for respective research fields.

IV. Thesis Proposal Submission:

1. Master's students who apply for graduation shall first submit an "Application Form for Thesis Proposal Oral Defense" to the Department one semester prior to graduation. The due date of submission in the first semester is December 15, and May 31 in the second semester. Those who fail to submit the aforesaid application form before either deadline are required to obtain prior approval from their supervisors and the Chair of the Department to submit the application form within two weeks of the beginning of the following semester.
2. The oral defense for master's thesis proposal shall be scheduled and completed before either deadline: for the first semester, the deadline is January 31; for the second semester, the deadline is July 31. For those who plan to graduate in the semester of having oral defense, the oral defense shall be completed within two weeks of the beginning of the semester for graduation.
3. Master's students applying for oral defense for master's thesis proposal shall submit a thesis proposal one week prior to the oral defense to the members of the Thesis Proposal Committee.
4. The thesis proposal shall be prepared in 1.5 line spacing and 7-10 pages. The content shall include:
 - a. Abstract
 - b. Problem description
 - c. Research motivation and background
 - d. Research purpose
 - e. Literature review

- f. Research methods and steps
 - g. Research schedule
 - h. Expected results
 - i. References
5. After a thesis proposal is submitted, the Thesis Proposal Committee shall review the proposal and hold an oral defense. For those whose proposals fail to be approved, a revised proposal shall be submitted by the deadline; if the revised proposal still fails to be approved, the duration of study will extend automatically. There shall be at least two members of the Thesis Proposal Committee to review thesis proposals and hold an oral defense (supervisors excluded). The members of the Thesis Proposal Committee shall be recommended by supervisors and referred to the Chair of the Department for approval.

V. Master's Thesis Oral Defense:

1. Master's students who apply for graduation shall submit an "Application Form for Thesis Oral Defense" to the Department in the semester for graduation. The deadline of submission is November 15 in the first semester and April 10 in the second semester.
2. A thesis oral defense shall be scheduled and completed before either deadline: for the first semester, the oral defense shall be completed before January 25, and the revised thesis shall be submitted to the University before January 31; for the second semester, the oral defense shall be completed before July 25, and the revised thesis shall be submitted to the University before August 31.
3. If a master's student fails to meet the deadline referred to in Subparagraph 1, he/she will be considered extending the duration of study.
4. Master's theses are required to be written in a formal style and format of academic writing. The content of a thesis shall be authentic and follow academic ethics. Any citation of publications by others shall be listed and be referred to.
5. Theses can be written in Chinese or English. In addition to the main text, a thesis shall include a title page, an approval page, an abstract in both Chinese and English, a table of contents, a list of figures, a list of tables, and a power of attorney. Master's students shall follow the thesis format established by the master's program, and related requirements shall be otherwise stipulated in the Format Review Procedures on Theses and Dissertations.
6. After passing the thesis oral defense, master's students shall submit one hard copy of the thesis (binding is not required) to the Department within seven working days before the deadline of uploading the electronic version of the thesis to the Library (the deadline itself and weekends/holidays are excluded). The thesis shall follow the format standards and the thesis format may be checked by a staffer or faculty member appointed by the Chair of the Department. Only after the format of the submitted thesis is approved and

one soft copy of the thesis stored in a CD-ROM is submitted can master's students apply for check-out procedures. Any late submission shall not be accepted.

7. The highest possible score of a thesis oral defense is 100, and master's students are considered passing the oral defense only when they achieve a score of 70 or more. The final score shall be the average of scores given by all members of the Thesis Oral Defense Committee, and at least a score of 70 shall be given by each and every member.
8. If a master's student fails the thesis oral defense but his/her duration of study has not expired (including the extended duration), he/she may apply for re-taking the oral defense for master's degree and for once only. If he/she fails again, he/she shall be expelled from the University.

VI. Credit Transfer

1.
 - a. As for the course credits earned by taking master's degree courses when a student study at an undergraduate program, or by taking courses offered by credit-based master's programs at the Extension Education Center or the Division of Continuing Education, such credits may be transferred if the student meets the passing standards of the master's programs of the Department. The maximum number of credits for transfer shall be no more than half of the total credits required by the master's program of the Department (credits related to thesis preparation excluded).
 - b. Pre-master's students who study at the Five-Year Combined Bachelor's/Master's Program at the University is exempted from the preceding rule. The maximum number of credits for transfer shall be no more than two-thirds of the total credits required by the master's program of the Department (credits related to thesis preparation excluded).
2. Any application for credit transfer shall be reviewed by the Admissions Committee of the master's program pursuant to the following criteria:
 - a. Credits of courses offered by a postgraduate program along with an undergraduate program of the Department may be applied for credit transfer provided that such credits are not listed as those required by the undergraduate program for graduation.
 - b. Credits of courses offered by the postgraduate program of the Department may be applied for credit transfer.
 - c. Credits of courses offered by postgraduate programs of other departments at the University or those at other universities shall be reviewed along with supporting documents submitted when applying for credit transfer.

VII. Attachments

1. Application Form for Research Direction & Supervisor/Co-supervisor
2. Application Form for Deferral of Research Direction and Supervisor Selection

3. Application Form for Changing Supervisor of Master's Thesis
 4. Application Form for Inter-departmental Course Selection
 5. Application Form for Thesis Proposal Oral Defense
 6. Application Form for Thesis Oral Defense
 7. Format: please refer to the "Format Review Procedure on Theses and Dissertations"
- VIII. Any matter not mentioned herein shall be discussed and determined by the Postgraduate Affairs Committee of the Department.
- IX. The Guidelines become effective after being adopted and promulgated by the Departmental Affairs Council. The same procedure applies to any amendment to the Guidelines. If the Guidelines have been amended, the revised edition shall apply to master's students who enroll at the University after the amendments come into effect. Master's students who enroll at the master's program before the amendments shall follow the previous edition of the Guidelines.

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these Guidelines, the Chinese language version shall prevail.

(Attachment 1)

I-SHOU UNIVERSITY

Postgraduate Programs of Department of Industrial Management
Application Form for Research Direction & Supervisor/Co-supervisor

PhD Program Master's Program In-service Master's Program

Name : _____ Student No. : _____

Time of Enrollment : _____ (YYYY/MM/DD)

Application Date : _____ (YYYY/MM/DD)

Concentration: Operations Management Decision Management Humanistic Management

Master's Thesis Topic (Research Direction) :

Chinese : _____

English : _____

Supervisor :

Co-Supervisor :

Name : _____

Name : _____

Unit : _____

Unit : _____

Academic Rank : _____

Academic Rank : _____

(Before any change to the supervisor/co-supervisor is made, the postgraduate student shall submit an application form to the original supervisor/co-supervisor and the Chair of the Department for approval.)

Supervision Declaration:

I, the undersigned, hereby agree to supervise the master's thesis of the master's student, _____(Student's Name).

Supervisor : _____ (Signature) Date : _____

Co-Supervisor : _____ (Signature) Date : _____

Administrative Head of the Department/Institute : _____ (Signature) Date : _____

Notes:

1. Master's students shall prepare this form in duplicate. One shall be filed by the Department, and the other shall be safekept by the student him/herself.
2. Supervisors for master's students shall be full-time faculty members at the level of assistant professor or above within the Department. If the supervisor is an assistant professor from another university, the master's student shall choose one co-supervisor at the level of assistant professor or above from the Department.
3. Supervisors for doctoral students shall be full-time faculty members at the level of associate professor or above within the University. If a supervisor is an assistant professor at the University or an associate professor from another university, the doctoral student shall choose one co-supervisor at the level of associate professor or above from the

Department or the University.

4. After enrollment, master's students shall submit this application form by the end of the first semester (January 31) and doctoral students shall submit it before the end of the first academic year (July 31).

(Attachment 2)

I-SHOU UNIVERSITY
Postgraduate Programs of Department of Industrial Management
Application Form for Deferral of Research Direction and Supervisor Selection

PhD Program Master's Program In-service Master's Program

Name : _____ Student No. : _____

Time of Enrollment : _____ (YYYY/MM/DD)

Date of Application : _____ (YYYY/MM/DD)

Reason for Deferral : _____

Administrative Head of the Department/Institute : _____ (Signature) Date : _____

Note: If the Application Form for Research Direction & Supervisor/Co-supervisor is not submitted before the deadline announced for any reason, an "Application Form for Deferral of Research Direction and Supervisor Selection" shall be submitted for the explanatory purpose. After the Chair of the Department approves and signs the form, the maximum length of the extended period is three months; the duration of study will automatically extend if he/she fails to submit the Application Form for Research Direction & Supervisor/Co-supervisor within three months after their deferral submission has been approved.

(Attachment 3)

I-SHOU UNIVERSITY
Postgraduate Programs of Department of Industrial Management
Application Form for Changing Supervisor for Master's Thesis

PhD Program Master's Program In-service Master's Program

Name		Student No.	
Time of Enrolment	(YYYY/MM/DD)	Application Date	(YYYY/MM)
Current Concentration		New Concentration (If the concentration is not changed, please fill in with "As the current concentration")	
Original Supervisor	(Signature)		
New Supervisor	(Signature)		
Chair of the Department	(Signature)		

Note: Master's students shall prepare this form in duplicate. One shall be filed by the Department, and the other shall be safekept by the student.

(Attachment 5)

I-SHOU UNIVERSITY
Master's Program of Department of Industrial Management
in Academic Year _____
Application Form for Thesis Proposal Oral Defense

Master's Program In-service Master's Program

Name : _____ Student No. : _____

Oral Defense Time & Date : _____ (MM/DD hh:mm)

Application Date : _____

Master's Thesis Topic :

Chinese : _____

English : _____

Supervisor :	Co-Supervisor :
Name : _____	Name : _____
Unit : _____	Unit : _____
Academic Rank : _____	Academic Rank : _____

Thesis Proposal Committee:

Member 1	Member 2
Name : _____	Name : _____
Unit : _____	Unit : _____
Academic Rank : _____	Academic Rank : _____

(Please make sure the information provided above is correct.)

Supervision Declaration :

This is to certify that the master's student, _____(Student's Name), nearly completes the requirements for pursuit of the master's degree, and this student is allowed to apply for thesis proposal review and proposal oral defense.

Supervisor : _____(Signature) Date : _____

Co-Supervisor : _____(Signature) Date : _____

Administrative Head of the Department/Institute : _____(Signature) Date : _____

(Attachment 6)

I-SHOU UNIVERSITY
Master's Program of Department of Industrial Management
in the _____ Semester of Academic Year _____
Application Form for Thesis Oral Defense

Name : _____ Student No. : _____

Oral Defense Time & Date : _____ (MM/DD hh:mm)

Application Date : _____

Supervisor :

Co-Supervisor :

Name : _____

Name : _____

Unit : _____

Unit : _____

Academic Rank : _____

Academic Rank : _____

Thesis Oral Defense Committee

Member 1

Member 2

Name : _____

Name : _____

Unit : _____

Unit : _____

Academic Rank : _____

Academic Rank : _____

Make-up/ Pre-requisite course: N/A

Supporting documents (e.g. certificates of credits or transcript)

Operations Management		Decision Management		Humanistic Management	
Course Title	Score	Course Title	Score	Course Title	Score

Supervision Declaration:

This is to certify that the master's student, (Student's Name) _____, has met all the requirements for pursuit of the master's degree, and this student is allowed to apply for thesis oral defense.

Supervisor : _____ (Signature) Date : _____

Co-Supervisor : _____ (Signature) Date : _____

Administrative Head of the Department/Institute : _____ (Signature) Date : _____

Note : In the event of any disputes or misunderstanding as to the interpretation of the language or terms of these forms, the Chinese language version shall prevail.