

# **Guidelines on Implementation of Master's Degree Examination by Department of Industrial Management at I-Shou University**

Adopted and promulgated on October 25, 1990 by the  
Departmental Affairs Council

Amendments adopted on January 5, 2005 by the  
Departmental Affairs Council

Amendments adopted on February 17, 2012 by the  
Departmental Affairs Council

- I. The master's program of the Department of Industrial Management shall conduct master's degree examinations pursuant to the Guidelines on Implementation of Master's Degree Examination by Department of Industrial Management at I-Shou University (hereinafter referred to as the "Guidelines").
- II. A master's student is allowed to choose two supervisors at the most. One of the supervisors shall be a full-time faculty member at the level of assistant professor or above within the Department.
- III. The name list of supervisors shall be submitted before the end of the first semester after a master's student enrolls in the master's program.
- IV. An Application Form for Thesis Proposal Oral Defense shall be submitted to the Department one semester prior to the semester for graduation. The aforesaid application form shall be submitted before December 15 or May 31.
- IV. If the results of the thesis proposal oral defense or the thesis oral defense are approved after being revised, the master's student concerned needs to provide a written explanation about the correction made. After the members of the Thesis Proposal Committee or the Thesis Oral Defense Committee sign and approve the written explanation, the results will be recognized by the Department by submitting it to the Department within two weeks.
- VI. If a master's student fails to pass the thesis proposal oral defense, he or she is required to submit a revised thesis proposal within two weeks after enrolling in the next semester.
- VII. If a master's student intends to change his/her supervisor(s), he/she is required to submit an application form. Such a student is allowed to take the thesis proposal oral defense at least two months after the application is approved.
  1. If the thesis proposal supervised by the former supervisor has been approved, a new thesis proposal is still be required.
  2. If any unexpected event occurs, a master's student is required to submit an explanation. After the explanation is approved by the Institute Affairs Council, the student may use

the original thesis proposal.

- VIII. The time for submitting an application for and taking a thesis oral defense shall be scheduled based on the University's academic calendar, and an application form shall be submitted before the deadline announced by the University.
- IX. The results of a thesis proposal oral defense or thesis oral defense shall be submitted to the Department by supervisors right after the oral defense ends. The results may be sealed in an envelope and submitted by the master's student otherwise.
- X. Regarding members of the Thesis Oral Defense Committee, the supervisor(s) shall be the ex-officio members, and at least two other members shall be appointed: one shall be appointed within the University, and the other from outside the University. The list of committee members may be recommended by the supervisor(s).
- XI. If a master's student fails to meet the aforesaid requirements, a written explanation shall be submitted to the Institute Affairs Council for assessment and discussion to determine whether to extend the duration of study.
- XII. Master's students who re-enter the master's program from suspension shall follow the rules on course selection applicable to the academic year when they re-enter the program.
- XIII. The Guidelines become effective after being adopted by the Institute Affairs Council. The same procedure applies to any amendment to 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.*