

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

Adopted and promulgated on April 20, 2010 by the  
Departmental Affairs Council

Adopted and promulgated on February 17, 2012 by the  
Departmental Affairs Council

Adopted and promulgated on May 29, 2013 by the  
Departmental Affairs Council

## **I. Duration of Study and Graduation Requirements:**

1. In-service master's students at the Department of Industrial Management (hereinafter referred to as the "in-service master's students") shall study at the in-service master's program for at least one year and the maximum duration of study is six years (the period for suspension of study shall not be included). In-service 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.
2. In-service master's student can graduate in either January or June every year.

## **II. Thesis Supervision:**

1. In principle, in-service master's students shall choose a thesis supervisor among full-time faculty members at the level of assistant professors 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 in-service master's students concerned.
3. In-service master's students shall submit an "Application Form for Research Direction & Supervisor/Co-supervisor" (Attachment 1) in duplicate before the end of the first semester after enrolling the master's program.
4. If the aforesaid application form cannot be submitted before a given deadline for any reason, an explanatory letter for deferral shall be submitted. After the Chair of the

Department approves and signs the letter, the maximum period of extension is three months; the duration of study will be extended automatically if an in-service master's student fails to submit the aforesaid explanatory letter within three months after the application for deferral has been approved.

5. In-service master's students are allowed to change their supervisors for special reasons only. A change may be made only after an in-service master's student submits an Application Form for Changing Supervisor for Master's Thesis to the Department at least three months prior to the date of oral defense for graduation. Only after the application is approved by his/her current supervisor and the Chair of the Department will a change be made.

### III. Courses and Credits:

1. In-service master's students shall obtain prior approval from their supervisors before taking any course every semester.
2. The maximum number of courses taken by an in-service master's student shall be four per semester (make-up courses, undergraduate courses, educational programs, and master's thesis supervision are excluded). Approval and signatures from the supervisors and the Chair of the Department are required for those who plan to take more than four courses.
3. Beside completing a thesis, in-service master's students are required to earn at least 24 credits specified on the curriculum structure of the Department in order to be eligible to graduate. For regulations about taking elective courses, please refer to the curriculum structure of the Department.
4. With prior approval by the Postgraduate Affairs Committee, in-service master's students can submit an Application for Inter--Division/Departmental/Class Course Registration (Attachment 3) 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 the respective research fields.
5. Any issues related to course selection not mentioned herein shall be discussed and reviewed by the Chair of the Department along with faculty members convened.

### IV. Thesis Proposal Submission:

1. In-service master's students who apply for graduation shall first submit an "Application Form for Thesis Proposal Oral Defense" (Attachment 4) 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 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 after the beginning of the semester for graduation.
3. In-service master's Students applying for oral defense for master's thesis proposal shall submit their thesis proposals in duplicate one week prior to the oral defense to the Chair of the Department pursuant to the time mentioned in Subparagraph 2 Paragraph 4.
4. The thesis proposal shall be written 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 be extended automatically. There shall be at least two members of the Thesis Proposal Committee to review thesis proposals (supervisors are not included). 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. In-service master's students who apply for graduation shall submit an "Application Form for Thesis Oral Defense" (Attachment 5) to the Department in the semester for graduation. The deadlines of submission is November 15 for the first semester and April 10 in the second semester.
2. A thesis oral defenses shall be schedule 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. In-service master's students shall submit a copy of approval for the thesis proposal, an "Application Form for Thesis Oral Defense" (Attachment 5) and a copy of the thesis to the convener of Postgraduate Affairs Committee two weeks prior to the date of oral defense.
4. If a student fails to meet the deadline in Subparagraph 1, his/her duration of study will be extended automatically.
5. Master's theses are required to be written in the 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.
6. These 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. In-service master's student shall follow the thesis format established by the in-service master's program, and the related requirements shall be otherwise stipulated in the Format Review Procedures on Theses and Dissertations.
7. After passing the thesis oral defense, in-service master's students shall submit one hard copy of 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 in-service master's students apply for checking-out procedures. Any late submission shall not be accepted.
8. The score of 70 is the passing score for a thesis oral defense. If at least one-half of members of the Thesis Oral Defense Committee give a score lower than 70, the in-service master's student is considered fail. Those who fail the thesis oral defense may apply for re-taking another thesis oral defense at least three months later and for once only. If a student fails again, he/she shall be expelled from the University.

#### VI. Credit Transfer:

1. The application for credit transfer shall be submitted before prescribed given deadline after enrolling. The maximum number of credit to be transferred is 12.
2. Any application for credit transfer shall be reviewed by the Admissions Committee of the in-service master's program pursuant to the following criteria:

- a. Credits of courses offered by the postgraduate programs along with undergraduate program of the Department may be applied for credit transfer provided that such credits are not listed as those 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. Credit of courses offered by postgraduate programs of other departments at the University or those at other universities shall be reviewed along with the supporting documents submitted when applying for credit transfer.

VII. Attachments

1. Application Form for Research Direction & Supervisor/Co-supervisor
2. Application Form for Changing Supervisor of Master Thesis
3. Application for Inter--Division/Departmental/Class Course Registration
4. Application Form for Thesis Proposal Oral Defense
5. Application Form for Thesis Oral Defense
6. Master's Degree Examination Score Report
7. Approval Form for In-service Master's Thesis
8. Application Form for Revoking In-service Master's Degree Examination

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 the master's students whose 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 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  
In-Service Master's Program of Department of Industrial Management  
Application Form for Research Direction & Supervisor/Co-supervisor

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 a supervisor is an associate professor from another university, the master's student shall choose one co-supervisor at the level of associate professor or above from the Department.
3. Supervisors for doctoral students shall be full-time faculty member 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 Program of Department of Industrial Management  
Application Form for Changing Supervisor of Master Thesis

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.

I-Shou University  
In-Service Master's Program of Department of Industrial Management  
Application for Inter-Division/Departmental/Class Course Registration  
in the \_\_\_\_\_ Semester of Academic Year \_\_\_\_\_

【Class:                      Name :                      Student No. :                      Tel. :                      】

1. In-service master's students shall take courses in the following priority: (1) required courses required by the Department (2) elective courses offered by the in-service master's program and (3) elective courses offered by the Department of Industrial Management. If a student has any special reasons, please complete this form to explain, and submit the application form to the Department of Industrial Management. Only with prior approval from the original instructor and the Chair of the Department may a student take the course; otherwise, the credits of the taken courses will not be recognized.
2. When a student takes courses from another divisions/departments, the title of the taken courses, the category of course (required or elective) and the number of the course credit shall be the same as those specified in the two-year curriculum plans of the Department. If the four-year curriculum plan applicable to repeaters, students in the period of extension for graduation, , or students re-entering the University from suspension has been cancelled, such students may take courses at another division/department after the Curriculum Committee of the Department approves to do so.
3. In-service master's students may take elective courses offered to a in-service master's student at a higher grade level.
4. Please fill out this form as detailed as possible! Those who fail to meet the application requirements, all of the courses taken shall not be recognized.
5. Students shall inquire the Department about the application results in person.
6. This application form serves only as the evidence of recognition of inter-division/departmental/class course credits as part of credits for graduation required by the Department. Once applications for inter-division/departmental/class course registration are approved by the Department, applicants shall add such courses online by the end of the course add/drop period.

Courses Applied for ※ course(s) an applicant would like to take	Courses recognized as part of the two-year curriculum plan
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Inter (Division/ Department /Class)	Department /Institute	Year & Class	Course Code	Course Title	Required /Elective	Credit(s)	Instructor's Signature (Courses applied for)	Instructor's Signature (Courses provided by student's program) belong to)	Course Code	Course Title	Required /Elective	Credit	Reason for Application
(範例)跨系	企管系	一	A215478 20	經濟學原理	必	2	郭富城 (企管)	蔡文欽 (工管)	B20349	科技英文	必	3	例:與重補修課程 衝堂
	(此部分是填準備要去修的課程)								此部分是填所屬年級的二年課程計畫內科 目			此處請詳述原因	

After completing this form, applicants shall have this form signed by the instructor(s), and then submit along with the course selection registration results printed out from the Information System to the office of the Department before the end of the period for course dropping/adding. (Staff in charge: Miss. Han-zhen Zhuang.) Late application will NOT be accepted.

Staff in Charge Registration statue:  No correction required.  Correction required. Please explain: \_\_\_\_\_

Signature: \_\_\_\_\_

Chair (Associate Chair): \_\_\_\_\_ (Signature)

Date: \_\_\_\_\_(YYYY)/\_\_\_\_\_(MM)/\_\_\_\_\_(DD)

(Attachment 4)

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

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 5)

**I-SHOU UNIVERSITY**  
In-Service 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 : \_\_\_\_\_

(Attachment 6)

Filed by the  
Department

I-SHOU UNIVERSITY

In-Service Master's Program of Department of Industrial Management  
in the \_\_\_\_\_ Semester of Academic Year \_\_\_\_\_

Master's Thesis Oral Defense Score Report

Examinee's Information	
Name	
Student No.	
Department/Institute	Department of Industrial Management
Score	
Supervisor	(Signature)

Note: Students shall submit this score report to the Registration Section for registration before leaving the university by the end of July (or January).

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Kept by the Division of  
Continuing Education

I-SHOU UNIVERSITY

In-Service Master's Program of Department of Industrial Management  
in the \_\_\_\_\_ Semester of Academic Year \_\_\_\_\_

Master's Thesis Oral Defense Score Report

Examinee's Information	
Name	
Student No.	
Department/Institute	Department of Industrial Management
Score	
Supervisor	

Note: Postgraduate students shall submit this score report to the Registration Section for registration before leaving the university by the end of July (or January).

(Attachment 7)

I-SHOU UNIVERSITY

In-Service Master's Program of Department of Industrial Management

The master's thesis

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(Topic of the Thesis)

submitted by the master's student \_\_\_\_\_(Student's Name)

has passed the review by the Thesis Oral Defense Committee.

Thesis Oral Defense Committee

Convener : Dr. \_\_\_\_\_ (Signature)

Member : Dr. \_\_\_\_\_ (Signature)

Member : Dr. \_\_\_\_\_ (Signature)

Director : Dr. \_\_\_\_\_ (Signature)

\_\_\_\_\_ (YYYY)/ \_\_\_\_\_ (MM)/ \_\_\_\_\_ (DD)

(Attachment 8)

## Application Form for Revoking In-Service Master's Degree Examination

Application Date: (YYYY/MM/DD)

The in-service master's student \_\_\_\_\_(Student's Name)  
respectfully submit the application for revoking in-service master's  
degree examination due to  thesis uncompleted;  the number  
of members of the exam committee is insufficient;  personal  
reasons.

Supervisor :

Chair of the Department/Institute :

Academic Affairs Section of Division of Continuing Education :

President (Director of Division of Continuing Education may sign on President's  
behalf) :

Student's Name :

Department/Program : In-service Master's  
Program of the  
Department of  
\_\_\_\_\_

Student No. :

*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.*