

Guidelines on Pursuit of In-Service Master's Degree in Kitchenware Design and Business Administration of Department of Industrial Management at I-Shou University

Adopted and promulgated on March 5, 2013 at the first meeting of the Departmental Affairs Council in the second semester of the academic year 2012

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. However, the duration of study of the In-service Master's Program in Kitchenware Design and Business Administration shall be no more than two years in principle due to approval of the Ministry of Education.
2. Students whose duration of study exceeds two years shall pay the tuition and other required fees and follow the regulations of studying a master's program and thesis preparation as a master's student of daytime programs. The aforesaid tuition and other required fees shall be paid by the master's students instead of by the company.
3. 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.
4. Master's graduation can graduate in either January or June every year.

II. Theses Supervision:

1. In principle, 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 half way through the period of supervising, he/she may still supervise his/her students until they graduate. If a supervisor is a full-time faculty member at the level of assistant professors 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 professors or above within the Department shall be selected as a co-supervisor by the master's student concerned.
2. Master's students shall submit an "Application Form for Research Direction & Supervisor/Co-supervisor" in duplicate as the attachment before the end of the first semester after enrolling in the master's program.

3. 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.
4. 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 of Master Thesis to the Department before enrolling for the first semester of the second academic year. Only when the application is approved by the student’s current supervisor and the Chair of the Department, the change may be made.
5. The maximum number of doctoral and master’s students under the supervision of a full-time faculty members at the level of assistant professors 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-supervised one postgraduate student, 0.5 is assigned to both supervisors. The total number of doctoral dissertation and master’s thesis 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 retaking the course and meet the passing standards.
3. 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.
4. With prior approval of the Postgraduate Affairs Committee, master’s students can submit the “Application Form for Inter-department 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 the 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 exam for master's 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 at the semester of having oral defense, the oral defense shall be completed within two weeks after the beginning of the semester for graduation.
3. Master's students applying for the 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 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 extend automatically. There shall be at least two members of the Thesis Proposal Committee to review thesis proposals (supervisors excluded). The members for the Thesis Proposal Committee shall be recommended by the 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 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. If a master’s student fails to meet the deadline r in Subparagraph 1, his/her 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 student 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 a master’s students apply for check-out procedures. Any late submission shall not be accepted.

The highest possible score of a thesis oral defense is 100, and mater’s students are considered passing the oral defense only when they achieve a score of 70. 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.

7. 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 degree examination and for once only. If he/she fails again, he/she shall be expelled from the University.

VI. 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 Thesis
 4. Application Form for Inter-departmental Course Selection
 5. Application Form for Thesis Proposal Oral Defense
 6. Application Form for Thesis Oral Defense
- VII. Any matter not mentioned herein shall be discussed and determined by the Postgraduate Affairs Committee of the Department.
- VIII. 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 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 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.

I-SHOU UNIVERSITY

Department of Industrial Management

In-Service Master's Program of Kitchenware Design and Business Administration

Application Form for Research Direction & Supervisor/Co-supervisor

Name : _____ Student No. : _____

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

Application Date : _____(YYYY/MM/DD)

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 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 professors from another university, the master's student shall choose one co-supervisor at the level of assistant professor or above from the Department.
3. After enrollment, master's students shall submit this application form by the end of the first semester (January 31).

I-SHOU UNIVERSITY

Department of Industrial Management

In-Service Master's Program of Kitchenware Design and Business Administration

Application Form for Deferral of Research Direction and Supervisor Selection

Name : _____ Student No. : _____

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

Application Date : _____ (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 submittal has been approved.

I-SHOU UNIVERSITY

Department of Industrial Management

In-Service Master's Program of Kitchenware Design and Business Administration

Application Form for Changing Supervisor of Master Thesis

Name		Student No.	
Time of Enrolment	(YYYY/MM/DD)	Application Date	(YYYY/MM)
Original Supervisor	(Signature)		
New Supervisor	(Signature)		
Chair of the Department			

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
Department of Industrial Management
In-Service Master's Program of Kitchenware Design and Business Administration
Application Form for Inter-departmental Course Selection

Name : _____ Student No. : _____

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

Application Date: _____ (YYYY/MM/DD)

Master's Thesis Topic (Research Direction) :

Chinese : _____

English : _____

Course Title : _____ Credit(s) : _____

Department/Institute : _____ Field : _____

Course Title : _____ Credit(s) : _____

Department/Institute : _____ Field : _____

Supervisor's Declaration:

Due to the needs for thesis researches, _____ (Student's Name) will take the courses listed above at the _____ program of the Department of _____. The field(s) of the course(s) and the condition of taking such courses meet the requirements to the program.

Supervisor : _____ (Signature) Date : _____

Co-Supervisor : _____ (Signature) Date : _____

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

Date : _____

I-SHOU UNIVERSITY
Department of Industrial Management
In-Service Master's Program of Kitchenware Design and Business Administration
Application Form for Master's Proposal Oral Defense

Name : _____ Student No. : _____

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

Application Date : _____

Master's Thesis Topic :

Chinese : _____

English : _____

Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Co-Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Thesis Proposal Committee:

Member 1

Name : _____

Unit : _____

Academic Rank : _____

Member 2

Name : _____

Unit : _____

Academic Rank : _____

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

Supervisor's 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 : _____

I-SHOU UNIVERSITY

Department of Industrial Management

In-Service Master's Program of Kitchenware Design and Business Administration

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 : _____

Master's Thesis Topic :

Chinese : _____

English : _____

Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Co-Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Thesis Oral Defense Committee

Member 1

Name : _____

Unit : _____

Academic Rank : _____

Member 2

Name : _____

Unit : _____

Academic Rank : _____

Supervisor's 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 the oral 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.