

Guidelines on Pursuit of Doctoral Degrees at Department of Industrial Management at I-Shou University

Adopted and promulgated on March 10, 2004 by the Departmental Affairs Council

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

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I. Admission

1. Those who have a master's degree in industrial management or related majors conferred by domestic or overseas public or private universities or colleges are eligible to pursue their doctoral degree in the Department of Industrial Management (hereinafter referred to as the "Department") after being accepted through a doctoral program entrance examination.
2. Master's students, recommended by departments at the University and passing the review, can continue their studies at the doctoral program of the Department if their academic performance meets the requirements referred to in the Rules of Students' Application for Direct Pursuit of Doctoral Degrees to at I-Shou University.

II. Duration of Study

The minimum duration of study for the doctoral program is two years, and the maximum duration is seven years.

III. Courses and Credits

1. Doctoral students shall take and pass the course "Seminar" for 4 semesters; they also have to take the course "Independent Study" every semester until they graduate.
2. Except courses "Seminar" and "Independent Study," doctoral students shall complete courses of at least 30 credits accredited by the Department. Those who continue their studies from master's programs have to complete courses of at least 42 credits accredited by the Department, and a maximum of 12 credits earned at the master's program can be transferred. Doctoral students are allowed to take courses of a maximum of 9 credits provided by other departments with prior consent of their supervisors and the Chair of the Department.
3. The credits of any courses that a doctoral student takes at the doctoral program will not be recognized if the course title is the same as that he or she has taken at the master's

programs or has taken the same course before.

IV. Doctoral Degree Qualifying Examination

Doctoral students are allowed to apply for taking the qualifying examination after having studied at the doctoral program for one semester (Attachment 6). The qualifying examination is held twice a year. The exam time, subjects and passing criteria for the qualifying examination shall be otherwise prescribed in the Guidelines on Implementation of Doctoral Degree Qualifying Examination by Department of Industrial Management at I-Shou University.

V. Credit Transfer

Doctoral students who meet any of the following requirements are allowed to apply for credit transfer by submitting relevant documents to the Postgraduate Affairs Committee of the Department for approval within two months of enrolling at the doctoral program. Late applications will NOT be accepted.

1. If the title or the content of a doctoral course taken or a subject of the qualifying examination passed at another department, graduate institute or school is the same as the course or the qualifying examination that will be taken by a doctoral student at the University, the credit of the course shall be transferred.
2. If the title or the content of a master's degree course taken at another department or graduate institute at the University is the same as that offered by the doctoral program, doctoral students shall take courses with different titles or contents from other concentrations of the doctoral program at the Department, provided that the number of credits of such courses are as many as the transferred courses.
3. The maximum number of required credits allowed to be transferred is 12, excluding the courses "Seminar" and "Independent Study."

VI. English Proficiency Requirements

1. To enhance doctoral students' foreign language ability, only those who have met the English proficiency requirements are allowed to take the oral defense.
2. Doctoral students are allowed to take English proficiency tests after enrolled at the Department. Types of English proficiency tests and passing criteria are otherwise regulated in the Guidelines on English Proficiency Requirements for Doctoral Students by Department of Industrial Management at I-Shou University.

VII. Independent Study / Dissertation Supervision

1. After being admitted to the Department and before the end of the first academic year, doctoral students are required to select their supervisors. They shall submit an "Application Form for Research Direction & Supervisor/Co-supervisor" (Attachment 1) to the Chair of the Department for approval, and then deliver the form to the Department for future reference.

2. Supervisors are required to be at the level of associate professor or above within the University. If a supervisor is an assistant professor within the University or an associate professor from outside the University, doctoral students concerned shall select one co-supervisor at the level of associate professor or above within the University. The maximum number of supervisors for one dissertation is 2, and the primary supervisor shall be a full-time faculty member at the level of assistant professor or above from the Department. The research fields of supervisors shall be related to the topics of dissertations under their supervision. The list of supervisors must be reviewed and approved by the Postgraduate Affairs Committee.
3. If a doctoral student fails to decide on any supervisor by the end of the first academic year after enrolling in the doctoral program, the Chair of Department shall appoint two professors or associate professors to understand the situation as well as assist such a student in selecting his/her supervisor(s).
4. After a doctoral student passes the qualifying examination, his or her supervisor(s) is (are) responsible for establishing a Dissertation Proposal Review Committee. The Committee shall consist of at least three members, including his or her supervisor(s) and other faculty member(s) at the level of assistant professor or above of related research fields.
5. With the prior consent of his or her supervisor(s), a doctoral student is allowed to apply for a dissertation proposal defense to the Department by submitting an Application Form for Doctoral Proposal Oral Defense (Attachment 2). The members of the Dissertation Proposal Review Committee will review the applicant's dissertation proposal and relevant background knowledge by having an oral exam. The application is considered accepted only when at least two-thirds of the members approve. If the applicant fails to pass the review, he or she is allowed to submit another application three months later. The members of the Dissertation Proposal Review Committee shall offer suggestions and have the right to request the applicant to take additional courses to improve the background knowledge related to the dissertation.
6. After completing all required courses, meeting the English proficiency requirements, and passing the doctoral dissertation proposal review, a doctoral student can submit one copy of the academic transcripts of all semesters, a dissertation proposal and a letter(s) of recommendation from his or her supervisor(s) to the Dean of the College of Management to be approved to be a Ph.D. candidate.
7. Doctoral students are allowed to change their supervisors for special reasons only. A change may be made only after a doctoral student submits an Application Form for Changing Supervisor of Doctoral Dissertation (Attachment 3) to the Department, and the application is approved by the incumbent supervisor(s) and the Chair of the

Department.

8. After passing the doctoral dissertation proposal review held by the Dissertation Proposal Review Committee, doctoral students are allowed to apply for an oral defense of dissertation to the Department for graduation at least three months later.

VIII. Oral Defense of Dissertation

1. With the approval and signature(s) of the supervisor(s), a Ph.D. candidate is allowed to submit a Qualification Review Form for Oral Defense (Attachment 4) if his or her dissertation has met the requirements to apply for oral defense. The qualifications for applying for oral defense for graduation are otherwise regulated and listed in the Guidelines on Qualification Review for Application for Oral Defense of Doctoral Degrees by Department of Industrial Management at I-Shou University.
2. The Doctoral Oral Defense Committee consists of five members (if two committee members or more are the Ph.D. candidate's supervisors, one more member may be appointed), and the Chair (Director) of the Department (Institute) shall submit a list of membership candidates to the President for appointment. The Ph.D. candidate's supervisor(s) is (are) the ex-officio member(s) to the Committee, but he or she (they) is (are) not allowed to be the chairperson of the Committee. Committee members shall elect one member to serve as the chairperson of the Committee. The Members Selection Form of Doctoral Oral Defense Committee is shown in Attachment 5. The qualifications of committee members from within or outside of the University shall meet the requirements referred to in the Regulations for Doctoral Degree Examinations at I-Shou University.
3. The time for oral defense shall be arranged jointly by a Ph.D. candidate and his/her supervisor(s), and the finalized time shall be announced by the Department. The dissertation shall be delivered to the members of the Doctoral Oral Defense Committee two weeks before the time for oral defense.
4. The members of the Doctoral Oral Defense Committee shall conduct the oral defense in person without appointing a deputy. The oral defense shall begin only when at least four-fifths of the members are present and the number of members from outside the University is more than that from the University. If it is necessary to add more members under special circumstances, a petition for such a situation shall be ratified in advance.
5. An oral defense score of 70 points is considered satisfactory with 100 points being the highest possible score. The final score is the average of all the scores given by each committee member who is present. Only if all the given scores are 70 points or above shall the final results be considered passed.
6. Ph.D. candidates who have failed the oral defense and do not exceed the prescribed duration of study may apply for retaking the oral defense at least three months later and

for once only. Ph.D. candidates who fail again shall be expelled from the University.

7. A doctoral student's supervisor(s) and co-supervisor(s) must not be any of his/her relatives within the third degree of kinship.
8. The month of graduation shall be the month that a Ph.D. candidate submits his or her finalized dissertation to the University.

IX. Amendments and Enforcement

1. The Guidelines become effective after being adopted by the Departmental Affairs Council.
2. Any issues not mentioned herein shall be governed by relevant regulations and rules of the University.

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
Doctoral Program of Department of Industrial Management
Application Form for Research Direction & Supervisor/Co-supervisor

Name : _____ Student No. : _____
Time of Enrollment : _____ (YYYY/MM) Date of Application : _____
Concentration: Operations Management Decision Management Humanistic Management

Doctoral Dissertation 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 doctoral 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 doctoral dissertation of the doctoral student, _____(Student's Name).

Supervisor : _____(Signature) Date : _____

Co-Supervisor : _____(Signature) Date : _____

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

Notes:

1. Doctoral students shall prepare two identical copies of this form. One shall be filed by the Department and the other is safekept by the student him/herself.
2. Supervisors should be at the level of associate professor or above within the University. If the supervisor is an assistant professors within the University or an associate professor from outside the University, the doctoral student concerned shall choose one co-supervisor at the level of associate professor or above from the Department or within the University.
3. This application form shall be submitted by the end of the first academic year (July 31st) after enrollment.

(Attachment 2)

I-SHOU UNIVERSITY
Department of Industrial Management
Application Form for Doctoral Proposal Oral Defense

Name : _____ Student No. : _____

Application Date : _____

Oral Defense Time & Date : _____

Doctoral Dissertation Topic (Research Direction) :

Chinese : _____

English : _____

Abstract : _____

Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Co-Supervisor :

Name : _____

Unit : _____

Academic Rank : _____

Dissertation Proposal Review Committee:

Member 1 :

Name : _____

Unit : _____

Academic Rank : _____

Member 2 :

Name : _____

Unit : _____

Academic Rank : _____

Member 3 :

Name : _____

Unit : _____

Academic Rank : _____

Supervision Declaration:

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

Supervisor : _____ (Signature) Date : _____

Co-Supervisor : _____ (Signature) Date : _____

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

(Attachment 3)

I-SHOU UNIVERSITY
Department of Industrial Management
Application Form for Changing Supervisor of Doctoral Dissertation

Name		Student No.	
Application Date	(YYYY/MM/DD)	Time of Enrollment	(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: Doctoral students shall prepare two identical copies of this form. One shall be filed by the Department, and the other shall be safekept by the student.

(Attachment 4)

I-SHOU UNIVERSITY
Department of Industrial Management
Qualification Review Form for Oral Defense

Name		Student No.				
Application Date	(YYYY/MM/DD)	Time of Enrollment	(YYYY/MM)			
Concentration						
Dissertation Title	Chinese: English:					
Documents to be Submitted	<input type="checkbox"/> Ph.D. candidate's personal information <input type="checkbox"/> Official transcripts of all semesters 1. A general student: 30 credits required. _____ credits completed. _____ credits transferred. 2. A student graduated from a master's program of the University: 42 credits required. _____ credits completed. _____ credits transferred. (credits of courses "Seminar" and "Independent Study" are excluded) <input type="checkbox"/> English proficiency certificates <input type="checkbox"/> A list of published or accepted papers/publications: _____ papers/publications for _____ points in total. <input type="checkbox"/> First draft of the doctoral dissertation					
Course Completion Requirements	Operations Management		Decision Management		Humanistic Management	
	Course Title	Score	Course Title	Score	Course Title	Score
Supervisor	(Signature)					
Date of Review	(YYYY/MM/DD)					
Results	<input type="checkbox"/> Pass <input type="checkbox"/> Fail					

Committee Members	(Signatures)
Chair of the Department	(Signature)

Note: The doctoral student shall prepare all required documents and data to attend the review committee to respond to inquiries proposed by the committee members.

(Attachment 5)

I-SHOU UNIVERSITY
Department of Industrial Management
Members Selection Form of Doctoral Oral Defense Committee

Name		Student No.	
Date of Application	(YYYY/MM/DD)	Time of Enrollment	(YYYY/MM)
Dissertation Title	Chinese: English:		
Members of Dissertation Proposal Review Committee	1. _____ () 2. _____ () 3. _____ ()		
Supervisor	(Signature)		
Recommended Members from outside the University	Members for Oral Defense 1. _____ () (Required) 2. _____ () (Required) 3. _____ () 4. _____ () 5. _____ ()		
Review Members	(Signature)		
Date & Time of Oral Defense	(YYYY/MM/DD)		
Chair of the Department	(Signature)		

Notes:

1. The Doctoral Oral Defense Committee consists of five to seven members. At least one-third of the members should be from outside the University.
2. Please fill in the academic rank of committee members between parentheses.

(Attachment 6)

I-SHOU UNIVERSITY
Department of Industrial Management
Application Form for Doctoral Degree Qualifying Examination

Name		Student No.	
Date of Application	(YYYY/MM/DD)	Time of Enrollment	(YYYY/MM)
Concentration			
Time of Suspension			
Subject Title	Number of Examinations Taken (including this exam)	Score (for review members and supervisors only)	
1.			
2.			
3.			
4.			
Supervisor	(Signature)		
Review Members	(Signature)		
Chair of the Department	(Signature)		

Notes:

1. The exam subject(s) should be related to the research direction chosen by the doctoral student. A doctoral student can apply for the doctoral degree qualifying examination only after the supervisor approves. (Those who have not chosen their supervisors shall obtain prior consent from the Chair of the Department.)
2. When applying for the qualifying examination, a doctoral student shall submit two identical copies of this form to the Department. After the examination, the score(s) will be filled in to the forms. The Department and the doctoral student shall each keep one copy.

3. Please decide discreetly about the exam subject(s). Those who have applied for the examination but fail to take the exam should only receive a score of zero for that subject.

(Attachment 7)

I-SHOU UNIVERSITY

Department of Industrial Management

Application Form for Reconsideration of Doctoral Degree Qualifying Examination Results

Name		Student No.	
Date of Application	(YYYY/MM/DD)		
Subject(s) for Reconsideration			
Reconsideration Results	<input type="checkbox"/> No correction required <input type="checkbox"/> Score after correction: _____		
Reviewer	(Signature)		
Chair of the Department	(Signature)		

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.