

朝陽科技大學企業管理系碩士班修業準則

Guideline of Program of Master of Business Administration, Chaoyang University of Technology

- 87 學年度第 2 學期系務會議訂定(88.06.01)
- 88 學年度第 1 學期系務會議第 1 次修正(88.12.14)
- 89 學年度第 1 學期院務會議通過(89.12.28)
- 90 學年度第 2 學期系務會議第 2 次修正(91.03.05)
- 91 學年度第 2 學期系務會議第 2 次修正(91.12.03)
- 91 學年度第 1 學期第 4 次院務會議通過(91.12.12)
- 92 學年度第 2 學期第 5 次系務會議修正(93.06.01)
- 93 學年度第 1 學期第 1 次院務會議通過(93.08.12)
- 93 學年度第 2 學期第 6 次系務會議修正(94.06.15)
- 93 學年度第 2 學期第 3 次院務會議通過(94.06.23)
- 94 學年度第 1 學期第 4 次系務會議修正(94.12.06)
- 94 學年度第 2 學期第 5 次院務會議通過(95.01.11)
- 95 學年度第 1 學期第 2 次系務會議修正(95.10.03)
- 95 學年度第 2 學期第 1 次系務會議修正(96.03.06)
- 95 學年度第 2 學期第 1 次院務會議通過(96.03.08)
- 97 學年度第 1 學期第 2 次系務會議修正(97.09.16)
- 97 學年度第 1 學期第 3 次系務會議修正(97.10.28)
- 97 學年度第 1 學期第 3 次院務會議通過(97.12.25)
- 99 學年度第 2 學期第 8 次系務會議修正(100.05.31)
- 100 學年度第 1 學期第 6 次系務會議修正(100.12.27)
- 102 學年度第 1 學期第 1 次系務會議修正(102.09.11)
- 103 學年度第 1 學期第 3 次系務會議修正(103.10.14)
- 103 學年度第 2 學期第 7 次系務會議修正(104.05.14)
- 103 學年度第 2 學期第 3 次院務會議通過(104.05.21)
- 104 學年度第 2 學期第 6 次系務會議修正(105.06.02)
- 104 學年度第 2 學期第 11 次系務會議修正(105.06.08)
- 104 學年度第 2 學期第 7 次院務會議通過(105.06.30)
- 105 學年度第 2 學期第 1 次系務會議(106.02.21)
- 105 學年度第 2 學期第 2 次院務會議通過(106.03.24)
- 106 學年度第 1 學期第 1 次院務會議通過(106.08.22)
- 106 學年度第 2 學期第 4 次系務會議修正(107.05.08)
- 106 學年度第 2 學期第 5 次院務會議修正(107.05.24)
- 107 學年度第 1 學期第 3 次院務會議修正(107.11.8)
- 108 學年度第 2 學期第 6 次系務會議修正(109.05.12)
- 108 學年度第 2 學期第 6 次院務會議通過(109.06.23-29)
- 109 學年度第 1 學期第 5 次系務會議修訂(109.11.10)
- 109 學年度第 2 學期第 5 次院務會議通過(110.04.22)
- 109 學年度第 2 學期第 4 次系務會議修訂(110.04.27)
- 109 學年度第 2 學期第 7 次系務會議修訂(110.06.08)
- 109 學年度第 2 學期第 7 次院務會議通過(110.06.28)
- 110 學年度第 2 學期第 1 次系務會議修訂(111.02.15)
- 110 學年度第 2 學期第 8 次院務會議通過(111.07.20-27)
- 111 學年度第 2 學期第 6 次系務會議修訂(112.05.25)
- 111 學年度第 2 學期第 5 次院務會議通過(112.06.15)
- 114 學年度第 1 學期第 3 次系務會議修正(114.11.04)
- 114 學年度第 2 學期第 3 次院務會議通過(115.04.23)

一、目的：Purpose:

為增進本系碩士班研究生之學習成效，以便於碩士班研究生規劃修課學程，特訂本準則。

This program guideline is established to improve the academic performance of

graduate students enrolled in the master of business administration program and facilitate their studies.

二、修業學分：Course Credits:

本系碩士班，最低畢業學分為 36 學分(含碩士論文 6 學分)。

The minimum graduate credit requirement(including 6 credits of master's thesis) is 36 course credits.

三、修業年限：Study Term:

碩士班修業年限為 1 至 4 年。

The study term for the master's degree program is 1 to 4 years.

四、修課規定：Regulations on Course Selection:

(一)各學年每學期修課之上下限(不包含大學部先修課程)：

1.Upper and lower limits for course selection per term in each academic year (excluding prerequisite courses):

學分數 Credits 學期 Term	至多可修 Upper Limit	至少須修 Lower Limit
第一學年每學期 Each Term of the First Academic Year	15	3
第二學年每學期 Each Term of the Second Academic Year	15	3
延長學年每學期 Each Term of the Extended Academic Year	15	--

(二)專業選修學分可跨選管理學院其他各所之專業課程;如選修非本院轄下系所開設之碩士班專業課程，則須經指導教授(或導師)及系主任同意，方得以採計為本系碩士班之專業選修課程，其採計學分上限，依本系所課程規劃表之規定。

2. Students can take elective subjects from other departments in the College of Management to obtain credits. Suppose a student chooses to enroll in a subject not offered by the department under the College of Management. In that case, they must obtain the consent of the supervising professor (or instructor) and the college chair before it can be selected as a professional elective course for the MBA program. The maximum credits to be taken are determined by the curriculum requirements of the Department of Business Administration.

五、學分抵免原則：Regulations on Credit Transfer:

(一)碩士班新生，入學前累計外校取得之碩士程度推廣教育學分，至多以 9 學

分為限；修習本校或外校碩士程度推廣學分班課程取得之學分合計至多抵免畢業應修學分數二分之一。

1. For freshmen in master's degree programs, the total number of credits for master's degree extension education obtained from other schools before admission is limited to a maximum of 9 credits; the total credits obtained by taking master's degree extension credit courses of CYUT or foreign schools are limited to offset half of the credits required for graduation one.

- (二) 依本校「學士班學生修習碩士班課程甄選作業辦法」進入本校碩士班就讀之新生，須於大學應屆畢業後四年內考取本校，且修業成績達七十分以上者，其學分經本系課程委員會審核通過後送系主任核定始得抵免。最多可抵免本系規定畢業學分數(不含論文學分)之三分之二。

2. Students who are enrolled in the master's degree program in accordance with the "Regulations for the Five-Year Bachelor-Master Program" must be admitted to the University within four years of graduation and have attained a grade of 70 or above in the program. Thus, their credits can be transferred after approval by the Departmental Curriculum Committee and submission to the chairperson for approval. A maximum of two-thirds of the department's required graduate credit (including thesis credits) may be transferred.

- (三) 本校核准到國外大學校院修課完畢之在校學生，選讀課程所修得之學分，經本系課程委員會審核通過後送系主任核定始得抵免。

3. The credits earned by a student after completion of a course at a foreign institution approved by the University should be transferred after approval by the Departmental Curriculum Committee and submission to the chairperson for approval.

- (四) 雙聯學制學生入學後，依兩校協議選讀課程所修得之學分，經本系課程委員會審核通過後送系主任核定始得抵免。

4. After enrolling in the Dual Enrollment Program, the credits earned in the electives in accordance with the agreements between the two universities shall be transferred after approval by the Departmental Curriculum Committee and submission to the chairperson for approval.

- (五) 碩士班新生，至多得抵免就讀系(所)規定畢業總學分數(含論文學分)之二分之一。

5. Freshmen enrolled in the master's degree program may transfer not more than one-half of the total number of credits (including thesis credits) required for graduation by the department (institute).

惟原本校研究生因故退學重考入學者，至多得抵免就讀系(所)規定畢業總學分數(含論文學分)之三分之二。

However, suppose a graduate student drops out for some reason and re-enters the University. In that case, he/she can transfer not more than two-thirds of the total number of credits (including thesis credits) required for graduation by the department (institute).

(六) 已獲得學位者，最多抵免本系畢業學分數(含論文學分)的二分之一。

6. Students who have gained a degree are allowed to transfer not more than one-half of the department's required graduate credit (including thesis credits).

六、碩士論文指導教授及研究方向之選定：Regulation on the Selection of Master's Thesis Supervising Professor and Research Direction:

(一) 每位碩士班研究生之指導教授總數以不超過 2 位為原則，惟其中至少 1 位須本系專任之教授、副教授、及具博士學位之老師擔任，論文指導教授以企管系專任教師為原則。必要時經研究所事務委員會同意，得延聘管理學院專任教師擔任論文指導教授。被延聘者除應符合本準則第九點第七項之資格外，並須經系主任同意。

1. The total number of supervising professors for each graduate student shall not be more than two, and at least one of them is a professor, an associate professor, or a faculty member of the department with a doctoral degree. Thesis advisors shall be full-time faculty members of the Department of Business Administration. If necessary, full-time faculty members of the School of Management may be hired as thesis advisors with the approval of the Graduate School Affairs Committee. Supervising professors who do not meet the above should satisfy the qualifications specified in Paragraph 6, Article 9 of the Guideline, and must be approved by the chairperson.

(二) 碩士班研究生應於第一學年 7 月 31 日前，選定論文指導教授，並填寫「指導教授同意書」，經指導教授同意並簽名後，送系辦公室彙整，經系主任簽核後，由系辦公室備存。

2. Before the end of the second term of the first academic year, graduate students enrolled in the master's degree program should select a supervising professor and fill out the "Consent Form for the Supervising Professor", which should be signed by the advisor, the department chairperson (director), and the dean. It shall be sent to the Department office for collection and recording.

(三) 研究生因特殊原因需更換指導教授時，應依「朝陽科技大學管理學院論文指導教授與研究生互動準則」辦理，並填具「更換指導教授聲明書」。經原任指導教授及新任指導教授同意並簽名後，送系辦公室彙整，經系主任簽核後，由系辦公室備存。

惟指導教授因不可抗力因素無法繼續指導時，由研究生提出書面說明，經系主任同意後，免經原任指導教授同意並簽名。

3. Suppose a graduate student needs to change the supervising professor for

special reasons. In that case, he/she should follow the “Guideline for Interaction between Dissertation Supervising Professor and Graduate Student in the College of Management, Chaoyang University of Science and Technology” and fill out the “Application for Change of Dissertation Supervising Professor for Master’s Degree” form, which shall be approved by the original supervising professor, the new supervising professor, and the department chairperson. It shall be sent to the Department office for collection.

- (四) 各學制(含博士班、高階 EMBA、EMBA 與 MBA 等)每位指導教授指導學生數上限，以每屆共計不超過 6 位為原則，與本系或其他系教授共同指導之學生以半數折算；外系老師擔任本系學生指導教授，以每屆指導 3 人為上限；非管理學院之指導教授每屆指導研究生以 1 名為原則。

4. The maximum number of students to be supervised by each supervising professor for each academic year (including Ph.D. Senior EMBA, EMBA, and MBA, etc.) is limited to a total of not more than six students per term, with half of the students being co-supervised by professors from the department or other departments. The maximum number of students supervised by faculty members from other departments is three per term. The maximum number of students supervised by faculty members from other college is one per term.

七、碩士論文計畫書之提出：Thesis Proposal:

- (一) 碩士論文計畫書審查應於審查日一週前提出 1 份碩士論文計畫書及「碩士論文計畫書審查申請表」。

1. A copy of the master’s thesis proposal and the “Master’s Thesis Proposal Review Application Form” shall be submitted one week before the review date.

- (二) 計畫書內容至少應包括研究動機與目的、文獻探討、研究方法及預期貢獻等項目。

2. The proposal shall include at least the motivation and purpose of the research, literature review, research methods, and expected contributions.

- (三) 碩士班研究生於通過論文計畫書之審查後，如修改論文題目或更換指導教授，應由指導教授/更換後指導教授出具書面意見決定是否需重新提出計畫書審查申請。

3. Suppose a graduate student revises the thesis topic or changes the supervising professor after passing the thesis proposal review. In that case, the new supervising professor shall issue a written opinion to determine whether a new application for proposal review is required.

八、碩士論文計畫書之審查：Review of Master Thesis Proposal:

(一) 碩士論文計畫書審查，由指導教授邀請至少 2 位符合碩士班學位考試委員資格之教師擔任評審。

1. The supervising professor shall invite at least two assistant professors or professors with higher academic ranking to serve as reviewers for the master's thesis proposal.

(二) 碩士論文題目須符合本系教育目標與專業領域，並由審查委員評審通過。

2. The topic of the thesis shall be consistent with the department's educational goals and professional field, and be approved by the Research Plan Review Committee.

(三) 碩士班研究生於公開場合口頭報告計畫書內容，評審結果分為通過與不通過 2 種，評審結束後將「碩士論文計畫書審查結果表」送系所辦公室彙整造冊。

3. Graduate students shall present their proposals orally in a public forum. They will be evaluated by a panel of professors and graded as pass or fail. After the review, the "Master's Thesis Proposal Review Form" shall be sent to the department office for collection and recording.

(四) 通過碩士論文計畫書審查 3 個月以上者，得進行碩士學位考試。

4. Students who have passed the master's thesis proposal review for at least three months will be allowed to take the master's degree examination.

(五) 未通過碩士論文計畫書審查者，應於碩士論文計畫書審查日期 1 個月後，始得重新申請碩士論文計畫書審查。

5. Students who have failed the master's thesis proposal review should reapply one month after the review date.

九、碩士學位考試之相關規定：Regulations on the Master's Degree Examination:

(一) 申請資格 1. Qualifications

1. 碩士班研究生修畢規定課程與學分。(含當學期所修學分，當學期可修畢課程與學分者，得申請提前舉行碩士學位考試，俟課程完成並獲得應修學分數後授予碩士學位。學位考試舉行後，當學期如未能完成應修學分數，考試成績准予保留至學位考試次學期行事曆第 15 週。)

(1) Graduate students who have accomplished the required courses and obtained credits (including the credits taken in the current term; those who can accomplish the courses and earn the credits in the current term may apply for the master's degree examination in advance and the degree will be awarded after the courses are completed and the required credits are obtained. After taking the examination, if the student fails to complete the required credits in the current term, the examination results will be retained until the 15th week of the next semester calendar of degree examinations.)

2. 修習「學術研究倫理教育」相關課程，並通過課程測驗成績及格者。
(2) Students who have taken courses related to “Ethics Education for Academic Research” and passed the course test.
 3. 註冊在學者。
(3) Registered Students.
 4. 初稿已完成並經指導教授同意。
(4) Students whose first draft has been completed and approved by the supervising professor.
- (二) 申請學位考試者，須於學位考試日期 1 個月前，依規定格式填寫參加學位考試申請表，經指導教授及系主任核准後，正本送教務處會辦，影本系所存檔。
2. Applicants for the degree examination must fill out the application form in the prescribed format one month before the degree examination date, and after approval by the supervising professor and the department chairperson, the original form shall be sent to the Office of Academic Affairs, and a copy shall be kept on file in the department.
- (三) 學位考試時間依學校行事曆所訂期間內舉行，但第一學期最遲必須於 1 月 31 日前，第二學期 7 月 31 前通過學位考試。
3. The degree examination shall be held within the school calendar, but students must take and pass the exam by January 31 for the first term and July 31 for the second term at the latest.
- (四) 碩士班研究生，應於學位考試前完成「論文原創性比對」作業，並於學位考試當日送交學位考試委員參考。
4. Graduate students in the master's degree program shall complete the “Originality Comparison of Thesis” assignment before the degree examination and submit it to the degree examination committee for reference on the day of the degree examination.
- (五) 碩士生學位考試以論文口試方式進行。
5. The master's degree examination is conducted through the oral examination of the thesis.
- (六) 碩士學位考試委員會置委員 3 至 5 人，其中指導教授以外之考試委員人數應達二分之一以上且校外委員人數不得少於三分之一。委員名單由系所主任報請校長聘請之，並指定委員一人為召集人，指導教授為當然委員，但不得擔任召集人。若考試委員同時具校內委員及校外委員身分者，仍認定為校內委員。
6. The master's degree examination committee should consist of 3 to 5 members. More than half of the master's degree examination committee

should be, other than the supervisor, no less than one-third of the members mentioned above should be outside the school. The list of committee members should be invited by the head of the department through the president's appointment. One of the appointed committee members shall be designated as the convener. The supervisor professor should be the ex officio member, but should not serve as the convener. If an examination committee member is both an inside-the-school committee member and an inside-the-school committee member, he or she will still be recognized as an inside-the-school committee member.

(七) 學位考試委員資格應符合如下規定之一：

7. The degree examiners should meet one of the following requirements to be qualified to take the exam:

1. 現任或曾任教授、副教授、助理教授。

(1) Incumbent or former professor, associate professor, assistant professor.

2. 中央研究院院士、現任或曾任中央研究院研究員、副研究員、助理研究員。

(2) Academician of Academia Sinica, incumbent or former researcher, associate researcher, or assistant researcher of Academia Sinica.

(八) 學位考試委員應親自出席委員會，不得委託他人代理。必要時，經系務會議通過得以同步視訊方式進行，並應全程錄影存檔備查。學位考試須有校外委員佔出席委員三分之一以上出席，且總出席委員至少 3 人以上，始得舉行。

8. The degree examiners shall attend the examination conducted by the committee in person and shall not appoint others to represent them. The degree examination shall be held only when at least one-third of the extramural members of the committee are present and at least three members of the committee attend. If necessary, the examination may be conducted in the form of simultaneous video recording with the approval of the departmental business meeting, and the entire examination shall be recorded for inspection.

(九) 研究生之論文須用中文或英文撰寫；曾經取得他種學位之論文，不得再度提出。所提之論文（含中英文摘要）應於考試 10 天前分送各考試委員審閱。

9. The thesis of a graduate student shall be written in Chinese or English. A graduate student who has obtained another degree shall not submit a thesis again. The thesis (including the abstract in English and Chinese) should be sent to the examination committee for review 10 days before the examination.

十、碩士學位考試之審查：Examination for Master's Degree:

- (一) 學位考試成績，以 70 分為及格，100 為滿分，並以出席委員評定分數平均決定之，但有二分之一以上委員評定不及格者，以不及格論，評定以 1 次為限。學位考試成績不及格而其延長修業年限尚未屆滿者，得於次學期或次學年舉行重考，重考以 1 次為限，再不及格，以退學論處。

1. To pass the degree examination, the student shall obtain a grade of 70; the perfect score for the exam is 100. The score shall be determined by the average of the evaluation scores of the members present. If more than one-half of the committee members scored less than 70, it should be considered a failure. The evaluation shall be limited to one time. If the student flunks the exam again, he/she will be expelled from the school. Students who fail in the degree examination and whose extended years of study have not yet expired may retake the examination in the next term or the next academic year.

- (二) 通過學位考試之碩士班研究生，應於考試通過後將論文電子檔案或報告繳送系（所）辦公室，並檢具經指導教授簽字同意已修訂完成之紙本論文或報告之正本 3 冊分別繳送系（所）辦公室 1 冊與教務處 2 冊，並以文件、錄影帶、錄音帶、光碟或其他方式，連同電子檔送國家圖書館及本校圖書館保存之，且以不得抽換為原則，並應依本校「數位化學位論文蒐集辦法」上傳論文或報告。前項論文或報告之繳交期限，第 1 學期為 2 月 28 日，第 2 學期為 8 月 31 日。

2. After passing the examination, graduate students who have passed the degree examination shall submit an electronic file of the thesis abstract or report to the department (institute) office. They shall submit the original three volumes of the revised paper thesis or report to the Office of Academic Affairs and then send them to the University Library and the designated unit of the Ministry of Education for collection. Students shall upload the thesis or report per the “Digital Degree Thesis Collection Regulations” of the University. The deadline for submitting the thesis or report is February 28 for the first term and August 31 for the second term.

- (三) 通過學位考試但無法於規定期限內完成論文修正及繳交者，將視為延修生，並將學位考試成績保留於系（所）辦公室，次學期仍須完成註冊程序，不需再提學位考試申請，惟須於學期行事曆第 15 週內完成論文修正及繳交，始符合畢業資格，未能於期限內完成者，其學位考試成績不予採認，以 1 次不及格論。

3. Students who pass the degree examination but cannot complete the revision and submission of the thesis within the prescribed deadline will be considered delayed. Their degree examination results will be kept in the

department (institute) office. In the next term, delayed students must still complete the registration process. They do not need to apply for the degree examination again, but they have to complete the revision and submission of the thesis within the 15th week of the term calendar to be eligible for graduation. If they fail to complete within the deadline, their degree exam results will not be recognized, and they will be given one fail.

(四) 通過碩士學位考試之研究生且已授予學位者，如發現論文、創作、展演或書面報告、技術報告有抄襲或舞弊情事，經調查屬實者，應予撤銷，並追繳其已發之學位證書。

4. Suppose a graduate student who has passed the master's degree examination and has been awarded a degree is found to have plagiarized or committed fraud in the creation and exhibition of his/her thesis, written report, or technical report, confirmed through an intensive investigation. In that case, the degree shall be revoked, and the degree certificate issued shall be recovered.

十一、轉系所：Regulation on Major Transfer:

(一) 碩士班學生得依學校時程申請轉系所。

1. Students in the master's degree program may apply to change the college he/she studies in according to the school's schedule.

(二) 轉系以一次為限，轉系學生應符合本系規定之畢業條件，方可畢業。

2. A student may change his/her department only once and must meet the graduation requirements set by the Department of Business Administration before he/she is qualified to graduate.

十二、本準則未盡事宜，依教育部有關法令與本校相關規章辦理。

Matters not covered by the guideline shall be handled in accordance with the relevant laws and regulations of the Ministry of Education and the relevant rules and regulations of the University.

十三、本準則須經系務會議通過，院務會議決議，送請院長核轉校長核定後實施，修正時亦同。

The guideline shall be approved by the Departmental Council, resolved by the College Council, which shall be sent to the dean for approval and then forwarded to the President for approval. The same applies to amendments.