

**Degree requirements of Chang Gung University Department of
Business Administration Master's Program
(Suitable for students admitted in the 2018th academic year)**

October 14, 1998, the 2nd meeting of the 1998 academic year was adopted
August 10, 2010, the first meeting of the 2010 academic year was passed
September 15, 2015, the 2nd meeting of the 2015 academic year was passed
November 26, 2015, the 5th meeting of the 2015 academic year was passed
May 8, 2018, the 4th meeting of the 2017 academic year was passed

1. Years of study

The duration of study is 1 to 4 years.

2. Study process

Graduate students must meet the requirements of the course and credits within the years of their studies (: 3), pass the English test (: 4), complete the master's thesis writing (: 5) and the degree examinations (: 6), and master's degree awarding (: 7).

3. Course credits regulation

(1) Graduation credits

Graduation is divided into 36 credits. The compulsory course requires 21 credits (including thesis). Minimum 12 credits for elective courses (excluding research method). In addition, you can choose elective courses of other master's as graduation credits.

(2) Credit transfer

- i. According to Chang Gung University student credit transfer.
- ii. Master's thesis Credits can not be credited.

4. English verification standards

Graduate students are required to pass the following English certification standards to obtain graduation qualifications. The effective recognition period for English scores is **5 years before graduation**:

- * TOFT (PBT) is 525 points or more.
- * TOEFL old system (CBT) 190 points or more.
- * TOEFL New System (IBT) 70 points or more.
- * IELTS 5.5 points or more.
- * GEPT high-intermediate level or more.
- * TOEIC 640 points or more.

5. Write thesis

(1) Decided professor

i. Master students should submit the “Application Form for Master's Thesis Professor” (Schedule 1) before **the end of the first semester of the first year**. After being sent to the Director for review, the department will be retained.

ii. The number of master students who are instructed by each teacher in the department cannot exceed **five** (including).

iii. After the consent of the department supervisor. Master students can choose an off-campus assistant professor (the above) as a common guidance. **This professor is required to serve concurrently at the school**. In each session, as an external teacher of common guidance, each person can only guide two master students.

iv. There must be a teacher in the Department of Business and Industry among the professors who choose the guidance (including common guidance).

v. When a master's student needs to change the instructional professor, student must complete the “Master's Student Replacement Guidance Professor Application Form” (Schedule 3) and replace it with the consent of the department supervisor.

(2) Application thesis oral defense

When the master's course credits reach the graduation standard, you can apply for the "Graduation Master's Achievements Review Form" from Graduate Degree Examination Application System.

--The first stage (application time: the first semester start date to November 30, the second semester start date to April 30). After the first phase of the review, the "Graduate Thesis Examination Time Application Form" can be continued application.

-- The second stage (apply at least two weeks before the degree exam. Application deadline: the first semester December 31, the second semester May 31).

6. Thesis Examination

(1) Thesis examination

i. The thesis examination is conducted by an oral defense.

ii. The thesis examination committee consists of three to five people. One of the members is the convener and is responsible for conducting the examination. The instructor should be an oral tester and should not be a convener.

iii. The thesis passed the oral test for 70. The assessment is limited to one time. The results are determined on average by the scores of the oral test committee members.

iv. The thesis has plagiarism. After review and determination by the dissertation examination committee, it will be handled in a failing manner.

(2) Re-examine for thesis examination

i. If the thesis examination is assessed as failing, the oral examination committee

member shall explain the reason to the student.

ii. If the thesis oral defense results are assessed as failing or invalid, and the duration of the study has not expired, you can apply for re-examination. The examination is limited to one time, and those who fail to pass the re-examination will drop out.

(3) Grievance regulation

If the student wants to appeal the results of the paper exam. Students should be accompanied by specific facts. And within two weeks after the oral test, appeal to the department to protect the rights and interests.

7. Degree awarding

(1) Master students who meet the graduation requirements. After approval by the Ministry of Education, the school will issue a degree certificate. Granted a **Master of Science in Management** with the English name "**Master of Science in Industrial and Business Management**".

(2) Thesis applying for degree examinations must not be plagiarized or falsified and other violations of academic ethics. If the investigation is true, the income is reported to the school to cancel the approved degree and recover the certificate.

Annex

1. "Application Form for Master's Thesis Professor" (Schedule 1)
2. "Chang Gung University Doctoral (Master) program Student Thesis Guidance Professor Consent" (Schedule 2)
3. "Master's Student Replacement Guidance Professor Application Form" (Schedule 3)
4. "Graduate Thesis Examination Time Application Form" (Schedule 4)

Schedule 1

**Chang Gung University Department of Business Administration
Master's Program "Application Form for Master's Thesis Professor"**

Name: _____ Date: _____

1. Master thesis title:

(Chinese): _____

(English): _____

2. Abstract of the research project (including research purposes):

3. Guidance professor agrees to the statement

I agree that the above master's students will carry out the above-mentioned master's thesis research plan until the completion.

Guide professor's signature: _____ Date: _____

Common guide professor signature: _____ Date: _____

4. Department supervisor signature: _____

Schedule 2

Chang Gung University Doctoral (Master) program Student Thesis Guidance Professor Consent

Doctoral (Master) program students

compose thesis

【Thesis title (Chinese): 】

【Thesis title (English): 】

I agree to guide.

Department supervisor

Guidance professor: (signature)

Date:

*Note:

1. Qualifications for teaching professors in doctoral and master's thesis. It should be the same as the qualifications of the degree examination committees stipulated in Article 4 of the "Chang Geng University Master and Doctoral Examination Implementation Measures".
2. After completing this form, it will be saved by the department.

Guidance professor name	Working unit	Title	Campus extension

Schedule 3

Chang Gung University Master's Student Replacement Guidance
Professor Application Form

Date for application:

Department group		Applicant		Student Number	
1. Reason for application					
2. New thesis title (Chinese / English)					
3. Original thesis title (Chinese / English)					
4. Master students fulfill their obligations	<p>Precautions:</p> <p>1. This application form must be signed and approved by the original guidance professor, new guidance professor and the department supervisor before it can be replaced.</p> <p>2. The applicant must submit this application together with the new "Application Form for Master's Thesis Professor" to the above deposit and begin to apply for a replacement.</p> <p>3. Examinations or applications submitted with the original thesis title should be re-examined or applied at the specified time.</p>				
5. New guidance professor Signature	Has the student applied for a degree examinations: <input type="checkbox"/> Yes <input type="checkbox"/> No (please tick)	6. Former guidance professor (including common guidance) Signature			
7. Department supervisor Signature and comments	Date:				

Notes:

1. The new guidance professor will issue a thesis guidance fee. If the teacher needs to calculate the number of hours, please note.
2. The master's student replacement guidance professor shall be required to apply for the degree examination before the start of the semester.

Schedule 4

(Apply to the University's Academic Affairs Office "Graduate Degree Examination Application System" <http://memo.cgu.edu.tw/acade/99the/pass7.aspx> to apply → print → submit to the department office)

**Chang Gung University _____ academic year _____ semester
Graduate Thesis Examination Time Application Form**

Print date:

Department group		Name		Student Number	
Thesis title (Chinese)					
Thesis title (English)					
Oral defense time	Date: Starting time: End Time:		Oral defense location		

Examination committee	Education	Current position and title	Mailing address	Telephone	Notes