

# National Chengchi University Department of Business Administration PhD Program Student Regulations

Approved by the first department faculty meeting of spring semester, academic year 2019, on March 6, 2020;  
Amended by the second department faculty meeting of spring semester, academic year 2019, on April 10, 2020;  
Amended by the third department faculty meeting of spring semester, academic year 2019, on May 8, 2020;  
Amended by the first extraordinary department faculty meeting of spring semester, academic year 2019, on June 17,  
2020, and approved by the Office of Academic Affairs.

**Article 1** The Department of Business Administration (hereinafter referred to as the Department) of National Chengchi University has stipulated these regulations, in order to enable the PhD program and the doctoral students enrolled in academic year 2015 and before to fully understand the required and elective courses and rules of examinations, as well as to ensure their rights.

## **Article 2** Rules of Course Taking

The rules of course taking are provided in order for the Department's PhD graduates to have major and minor expertise, and to have extensive knowledge of business management.

1. The Department's PhD program has established several tracks of majors, including strategy management, operation and supply chain management, electronic business, marketing management,

organizational behavior and human resource management, and international business management. PhD students shall take one major and may take several minors.

2. Measures regarding the required courses and qualification exams of each major/minor expertise tracks shall be respectively prescribed by each group.

3. The common compulsory courses for the Department's PhD program are "Social Science Research Methods" and "Academic Ethics."

4. Provisions regarding prerequisite courses are as follows:

(1) The prerequisite courses of the program include Organization Theory and Management, Operations Management, Human Resource Management, Marketing Management, Strategic Information Management, International Business Management, Financial Management and Strategic Management, in the master's program (if a course has a different title but same content with these prerequisite courses, they may be approved by the instructors of the expertise tracks).

(2) Those with a total of 20 or more paper presentation points shall select five of the eight courses; those with a total of 25 or more paper presentation points shall select four of the eight courses.

- (3) The requirement for passing the prerequisite courses is a score 80 or more and the course being approved by the chairman of the expertise track.
- (4) Students who have not taken the prerequisite courses before enrollment shall primarily take the courses offered by the College's master's programs. If necessary, the courses can be replaced with other courses of the same name upon approval by the instructors of the expertise track.
5. Students shall choose a major expertise track when registering for the entrance exam of the program. Those who wish to change their major expertise track after enrollment shall fill in the "PhD Program Major Expertise Track Transfer Application" and submit the application to both the original the new major tracks for review. Afterwards, upon the approval by the head of the Department and the department faculty meeting, the student may change their major expertise track. One student shall only apply for transfer once.

### **Article 3** Qualification Exam

#### 1. Qualification Exam Eligibility:

- (1) Those who have completed the required courses "Social Science

Research Methods," "Academic Ethics" and the required courses of respective expertise tracks.

(2) Those who have fulfilled the mentor meeting attendance requirement for four semesters.

(3) Those who have presented their research paper in a conference or in a journal after admission.

2. Subjects of qualification exam include courses prescribed by the expertise track, Social Science Research Methods or Research Methods of respective expertise track, totaling two courses.

3. Subjects of the minor expertise track exams shall be in accordance with the course rules of respective tracks. Those who have passed the course shall be deemed to pass the "minor qualification exam."

4. For the research method exam of each expertise track, the instructor may invite two (this may include the course instructor) instructors who have taught the student research method courses to draft the exam questions.

The exam shall take place for three hours.

5. Qualification exams are required to be completed in the second week of September every year. If one fails a subject which they applied to be tested that year, and upon approval by the instructor and chairman of

the expertise track, applies for a re-exam within one month after the result is announced, they may redo the exam of the failed subject in February next year. One shall complete their qualification exams within three years of enrollment (suspension shall not be included in the number of years). Those who do not pass within the prescribed time limit shall be withdrawn from the program. In the event of force majeure, an application for extension shall be submitted in advance and approved by the department faculty meeting. The extension may be at most two semesters.

6. One shall take the qualification exam of their major no more than two times. Those who fail both times shall be withdrawn or change their major within the original track. One shall take the exams of Social Science Research Methods or Research Methods of each expertise track no more than two times. Those who fail both times shall be withdrawn. The re-exam mentioned in the preceding paragraph shall be counted in the number of times.

7. Leaves for the qualification exams shall be handled in accordance with the student leave policy of National Chengchi University. However, no make-up exams shall be provided. The exam where the student takes a

leave does not count in the number of qualification exams taken.

8. Students who have passed the qualification exam and completed the graduation credits may submit the first three chapters of their thesis and request a pre-examination, or apply to be a part-time instructor of the course "Management."

**Article 4** Those who have passed the qualification exam and completed the graduation credits shall be considered as doctoral candidates.

**Article 5** Research Paper Presentation

1. Within three years of enrollment, students in the doctoral program shall take the college's common compulsory course "Research Presentation Camp" and present their paper.
2. After passing the qualification exam, students shall present their paper in the doctoral mentor meeting no later than the spring semester of the present academic year. One shall at least have presented once before participating in the defense of the first three chapters of their thesis.
3. Students shall present/publish papers or have papers formally accepted before taking the doctoral degree exam. The academic journals where papers are published must have a review system to be recognized. The paper may be co-authored and is not limited to be single-authored.

According to the "Research Paper Evaluation Criteria," those whose prerequisite courses are "five among eight" shall have a total of 20 points or more to request the degree exam; those whose prerequisite courses are "four among eight" shall have a total of 25 points or more to request the degree exam.

4. The "Research Paper Evaluation Criteria" provides points standards based on different levels of journals and the ranking of authors. The level points shall be in accordance with the provisions of the "Department of Business Administration PhD Program Journal Classification for Paper Publication."
5. It is not necessary for the content of the paper to be related to the student's graduation thesis. However, the paper shall be related to the student's major or minor.

**Article 6** First Three Chapters of the Thesis and Pre-Examination

1. There shall be one to three thesis advisors, one of whom shall be a full-time instructor of the Department and meet the qualifications of the Department's degree exam committee. Replacement of advisors shall be approved by both the original and the new advisors.
2. After a student obtains doctoral candidacy, they shall apply for the

establishment of a doctoral degree exam committee as soon as possible. Committee members shall meet the requirements of article 7 of the University's graduate degree exam guidelines. For those who claim qualification in accordance with paragraph 3, they shall have a doctoral degree, have served as an assistant professor at a Taiwanese university, and be deemed academically accomplished; for those who claim qualification in accordance with paragraph 4, they shall hold a position of assistant professor or above, and shall be approved by the department meeting before serving as a degree exam committee member.

3. The doctoral degree exam committee shall have five to nine members.

The members may be recommended by the instructor and decided by the head of the Department. Non-NCCU members shall account for one-half or more of all members.

4. Students who wish to request a review for the first three chapters of the

thesis and a pre-examination shall submit a list of committee members to the head of the Department for verification one month in advance.

Once the list of members and the date of the defense are confirmed, the Department shall formally send a letter to invite external members.



5. First three chapters and pre-examination shall be registered at the department office after obtaining written approval from the advisor and two weeks before the defense. Upon registration, in addition to submitting the thesis to every exam committee member, a copy shall also be submitted to the department office for professors and students to read. The defense shall be postponed if the submission is not made on time.
6. At least five members on the exam committee shall be present for the defense of the first three chapters of the thesis and the pre-examination. Committee members who fail to attend and instead submit a written report shall not be accepted by the Department and shall be deemed absent.
7. Students shall pass their first three chapters and pre-examination when they get two-thirds or more votes in favor. If the votes are between one-half and two-thirds, the result shall be decided by the advisor after discreet discussion among the present committee members.
8. After finishing the first three chapters and the pre-examination, regardless of the result, the student who participate in the defense shall submit a defense record and obtain a confirmation signature from the

advisor. The student shall also list the opinions of the present committee members and obtain a confirmation signature from the advisor within two weeks. After the directions of revision are explained in detail, every committee member shall sign to agree to the directions of amendment. The original shall be handed in to the Department for archive.

9. If necessary for the thesis, students may autonomously organize expert seminars. However, such seminars will not be subsidized by the Department.

#### **Article 7** Doctoral Degree Exam

1. Doctoral candidates who have passed the defense for the first three chapters and the pre-examination and completed the provisions of Article 5 may request a doctoral degree exam.
2. Request for doctoral degree exam shall be submitted by the end of the suspension. The exam shall be completed by the end of the semester (January 31 for the fall semester, and July 31 for the spring semester). There shall be an interval of at least one month between the pre-examination and the doctoral degree exam.
3. The requirements for the advisors and the exam committee members

shall be in accordance with the provisions of paragraphs 1 to 3 of the preceding article. The results of the degree exam shall be handled in accordance with article 8 of the graduate degree exam guidelines by the University.

4. The degree thesis shall be written in traditional Chinese and may also be written in English. However, the title and abstract shall still be written in traditional Chinese.

5. Students who pass the doctoral degree exam shall provide relevant documents via the Department to apply to the University for graduation and degree.

**Article 8** The student shall be solely responsible for the delay or loss incurred due to failure to comply with the above provisions.

**Article 9** Part-Time Jobs

1. Before becoming a doctoral candidate, students may work with full-time or part-time professors of the Department on research projects related to their major. However, one shall work on no more than three research projects at the same time.

2. Before becoming a doctoral candidate, student may work at a teaching position outside of the program for no more than four hours. Teaching

positions exceeding four hours per week must be approved by the head of the department.

**Article 10** Matters not covered in these Measures shall be handled in accordance with the regulations of the University. These Measures shall be approved by the department faculty meeting, submitted to the office of academic affairs of the University for approval, and implemented. The same shall apply to any amendments.