

# **NCHU Department of Business administration Regulations on Academic Studies for Ph. D. Students (Applicable to students admitted in 2022 and after)**

Enacted in the Departmental Affairs Meeting on Apr. 13th, 2022  
Amended (Articles 13) in the Departmental Affairs Meeting on Mar. 20th, 2024

## **Chapter 1. 【Years of Enrollment】**

Article 1: PhD students must complete their study within 2 to 7 years ; Working students who have taken all of the required courses, but have not completed the thesis may request an extension of study period for a year.

The aforementioned “working students” refer to those who were admitted through the Working Student Admission Program.

Article 2: PhD programs is separated into the following two phases:

Phase 1: Student will be considered a PhD candidate after enrollment and passing the candidacy evaluation.

Phase 2: From passing the candidacy evaluation until passing the doctoral dissertation defense.

## **Chapter 2. 【Course Registration】**

Article 3: The detailed course requirement is summarized in the Graduation Requirement Checklist.

Article 4: The required courses and credits for each semester taken by students in the department are approved by the advisor or department chairperson.

## **Chapter 3. 【Dissertation advising】**

Article 5: Once PhD. D. students enroll, they are required to appoint a qualified dissertation adviser within a year. A student’s spouse or relatives within the third-degree of kinship (including relatives by blood and affinity) are prohibited from acting as the graduate student's dissertation adviser.

If the thesis requires an advisor who is not a faculty member from the department of the business administration, The student must be co-advised by at least one faculty member from the department, and the other one from other department or university.

The application for co-advised must be approved by the departmental affairs committee. As a general principle, each faculty member shall advise no more than four students per academic year, including those who have not yet graduated.

Article 6: If the advisor becomes unable to advise the student due to illness, resignation, retirement, being abroad, or other reasons, his/her graduate student must fill out a notice of changing dissertation advisor, signed by the chairperson of the departments, and sent to the office to be recorded.

1. The student fails to follow advisor's guidance on selecting course or writing thesis.
2. The student fails to communicate with the advisors without reasonable grounds.

Article 7: The student works full-time or part-time on-campus or off campus without getting approval from advisor.

Article 8: If any issues arise during the dissertation guidance that cannot be resolved, the advisor or the graduate student may submit an appeal to the department's appeals committee. The appeals committee consists of five members, who are elected by the departmental affairs meeting. Three members are full-time faculty members within the department, and two are full-time assistant professors or above from the other department. The appeals committee must convene a meeting within one month after receiving an appeal.

## **Chapter 4. 【Subject Examinations】**

Article 9: Student can apply for the PhD subject examinations after completing all the required subjects.

Article 10: The chairperson will invite two full-time faculty to design exams and grading. The PhD subject examination is a written test and the examiner will provide the reading list.

Article 11: The PhD subject examination is held every semester, in September and March as a general rule. The student who intends to take the PhD subject examinations should apply for the PhD subject examinations two months in advance. The exam results will be announced within one month after the exam. The passing grade should be 70 (inclusive) or above.

Article 12: The subjects for subject examination:

1. Seminar on Management Theory (required and passed course: seminar on management theory).
2. Advanced Research Methods and Advanced Data Analysis (each subject accounts for 50% ; required and passed course: advanced research methods and advanced data analysis).

Article 13: Students whose subject examination is failed but over 40 can apply for waiving the subject examination by using journal paper published in SSCI · SCIE journal in Appendix (The listed journals are reviewed and revised annually based on discussions by the academic committee, and are then announced after approval by the departmental affairs meeting.) or in Taiwan Social Sciences Core Index (TSSCI), each journal paper can only be waived for one exam subject and satisfy the following restrictions:

1. Must be published under the name of a PhD student from the department.
2. Must be co-published with a full-time faculty member from the department.
3. The PhD student is limited to be the first author within the student group after excluding assistant professors and higher. The status of the authors at the rank of assistant professor and higher will be determined based on the timeline that is most beneficial to the applicant.

If the paper states the equal contribution of the authorship, both lecturers and

students have the same rank.

The corresponding author is considered as the first author.

The status of the author at the rank of assistant professor and higher will be determined based on the timeline most beneficial to the applicant.

4. The recognition of SSCI, SCIE, and TSSCI journals will be based on the submission date, accepted date, or published date, whichever is most advantageous to the applicant.
5. Journal papers used to waive the subject exam requirement may not be counted again towards the publication points required for graduation.
6. For students enrolled after 2024 academic year, journal papers used to waive the subject exam requirement by other co-authored students cannot not be counted as their publication points for required graduation.

The examination waiver for the subject is reviewed by a committee composed of members from the department's academic committee and the student's advisor.

## **Chapter 5. 【Candidacy Evaluation】**

Article 14: The doctorate students of NCHU department of business administration must pass subject exams and acquire all credits for graduation before they are allowed to begin thesis writing. Those who pass the evaluation will be recommended as doctoral candidates to the Office of Academic Affairs by the department chairperson.

Article 15: The students who have passed the doctorate candidacy evaluation may then apply for the oral defense of their dissertation proposal and the doctoral dissertation examination.

Article 16: After students apply for the candidacy evaluation, the department shall organize a 'Doctoral Candidacy Evaluation Committee,' responsible for conducting the evaluation of the applicants. Each evaluation committee shall consist of no less than five members, including the thesis advisor, with at least four additional members elected. The chairperson of committee chairperson shall be the primary thesis advisor. The candidacy evaluation in the department is conducted through a written review process."

Article 17: A member of the PhD candidate qualifying examination committee must possess a degree recognized by Degree Conferral Law to serve as a committee member. The qualified full-time faculty members of the department may be the PhD candidate qualifying examination committee members. If have been approved by the chairperson of the department, the part-time teachers of the department or any other institute/university may also be on the foresaid committee. In the case of non-departmental advisors who have already been approved by the departmental affairs meeting, no further approval is needed.

## **Chapter 6. 【Dissertation Examination】**

Article 18: The PhD student should complete the research proposal draft and get approval from thesis advisor before applying for research proposal examination

Article 19: The oral proposal examination committee consists of no fewer than five members; at least one third of the members shall be from universities other than NCHU. The oral examination committee will first review and conduct a preliminary oral exam. Upon passing, the applicant will then follow the prescribed application procedure to apply for the final doctoral dissertation defense.

Article 20: The student from the department who has passed the PhD candidacy evaluation, the dissertation proposal oral examination, and has met the publication requirements outlined in the supplementary provisions, and who has completed a draft of the research paper, may apply for the dissertation examination to the department at least 30 days before the scheduled defense date, after completing registration for the current semester. The dissertation examination defense date must be at least three months after passing the dissertation proposal oral examination. Applicants for the dissertation examination must complete the application form for the dissertation defense in accordance with the regulations. After the form is signed by the advisor and the department chairperson, it will be reviewed by the department's Academic Committee to verify the qualifications for the dissertation examination, the committee members for the defense, and to confirm that the dissertation topic and content align with the department's major. Once the review is completed and verified by the Office of Academic Affairs, it will be submitted to the university president for approval. The Office of Academic Affairs will then notify the department to proceed with the doctoral dissertation defense arrangements.

Article 21: The doctoral dissertation examination committee shall proceed according to the following regulations:

1. The examination committee consists of 5 to 9 members; at least one third of the members shall be from universities other than NCHU.
2. The oral examination committee members must be assistant professor (or above) certified by ministry of education.
3. A student's advisor is included in the examination committee, but is not allowed to be the committee convener. Members of the examination committee are recommended by the dissertation advisor, and appointed by the university president upon the department's recommendation.
4. At least one third of the examination committee members shall be from universities other than NCHU. Graduate student's spouse or relatives within the third-degree of kinship (including relatives by blood and affinity) are prohibited from acting as the graduate student's thesis advisor or degree examination committee member.

Article 22: The recruiter determines the score by averaging scores given by each member of the

Examination Committee. Score is shown on transcripts signed by all committee members and the chairperson of the department. The passing grade is 70 or above; if one third of all members give scores less than 70, the student shall fail the oral examination and the average is insignificant, the scores from other committee members, regardless of their values, will not be averaged. Students who have not yet completed their maximum study duration may re-register and apply for a retake in the following academic year or semester. If the retake score is 70 or above, it will be considered as 70. Students who fail the retake examination will be dismissed from the department.

Article 23: Students who pass the PhD qualification examination and complete the graduation requirements specified in the graduation requirements checklist of the department will be awarded the Doctor of Philosophy in Management by the university. The PhD graduation grade is calculated based on the average of the academic performance in each semester and the PhD qualification examination results.

## **Chapter 7. 【Other】**

Article 24: Any clause that has not been stated in this Regulation shall not contravene the University Rules and other relevant regulations of the university.

Article 25: This Regulation is passed and enforced by the Departmental Affairs Meeting. Further amendment shall be applied as well.

(This regulation consists of twenty-five articles, with the following sections left blank.)

## **【Supplementary Provisions】**

PhD students must have published at least 25 publication points before applying for the dissertation examination.

### 1. Point Calculation Methods:

#### a. SSCI and SCIE Journal Articles Listed in the Appendix: 20 Points

The journals listed in the table are revised annually based on discussions in the academic committee meetings, and the revisions are published and implemented after being approved by the departmental affairs meeting.

#### b. Taiwan Social Sciences Core Index (TSSCI): 10 Points

#### c. Category A International Conferences: 6 Points

Category B International Conferences: 3 Points

(For conferences organized by regional branches, the points are calculated at half, with a maximum of 6 points.)

#### d. Other English Journals: 5 Points

(Maximum of 1 paper for point calculation)

#### e. Domestic Journals: 3 Points

(Maximum of 1 paper for point calculation)

#### f. At least one journal paper eligible for point recognition must be co-authored with a full-time faculty member of the department.

### 2. Co-authored publication points calculation:

The points for the first author are multiplied by 1 for assistant professors and higher. For the second author, the points are weighted by 0.5. For the third author, the points are weighted by 0.3. For the fourth author, the points are weighted by 0.2.

Authors ranked fifth or higher will not be considered for publication points calculation.

The decimal point is calculated using the round up method.

For faculty members at the rank of assistant professor and higher and above, their status will be determined based on the most favorable time for the applicant.

The status of the author at the rank of assistant professor and higher will be determined based on the timeline most beneficial to the applicant.

If the paper states the equal contribution of the authorship, both lecturers and students have the same rank. The corresponding author is considered as the first author.

### 3. Category A and Category B International Conferences are determined by each respective field. For international conferences, only those who physically attend and present are eligible (a copy of the flight ticket and registration confirmation must be submitted).

### 4. Both journal and conference papers must have a peer review system. For SSCI, SCIE, and TSSCI journals, the recognition will be based on the most beneficial date for the

applicant—either the submission date, accepted date, or published date.

5. Journal papers used to be counted as the publication points cannot be waive the subject examination.

6. Journal papers submitted for application must be published under the name of a PhD student from the department.

7. Applications for publication points review can be submitted as soon as the paper is accepted. When applying, the following documents must be provided: full text of the paper, the accepted manuscript, peer review proof, and relevant materials. The publication points must be approved by the Academic Committee.

※ In case of discrepancy between the Chinese version of terms & rules and its English translation, the Chinese version shall prevail.