

MBA Program Regulations
Institute of Business and Management
National Chiao Tung University

Approved by the Institute on November 7, 2002
Revised by the Institute on March 13, 2006
Revised by the Institute on March 11, 2008
Revised by the Institute on April 15, 2010
Revised by the Institute on March 30, 2011
Revised by the Institute on March 29, 2012
Revised by the Institute on March 22, 2016
Revised by the Institute on March 21, 2017
Revised by the Institute on April 10, 2018

- 1. These regulations are enacted by the Institute of Business and Management (the Institute) of National Chiao Tung University (NCTU), in accordance with NCTU Regulations for Master and Doctoral Degrees Conferment, and for the purpose of facilitating the study of master students (including full time and part time students) in this program of the Institute.**
- 2. The years of study for full time master students in the Institute ranges from one to four years. The years of study for part time master students in the Institute ranges from one to five years.**
- 3. Any NCTU master students currently enrolled in other programs that desire to transfer to the Institute shall first acquire approval from his/her program, as well as the recommendations from two or more teachers in the Institute. The Institute Council shall have the power to review all applications. If the application is approved, the transfer will be affective in the next academic year after such approval, and the year of study in the original program shall not be taken into account.**
- 4. The prerequisite courses of the MBA program include ‘Economics’, ‘Accounting’, and ‘Statistics’. Master students may waive the prerequisite courses by providing the transcript of enrollment exam, university transcript or other relevant certificates to the Institute for reviewing. If the student has not completed the prerequisites courses or the student’s waiver application is rejected, the student may take selective courses opened by the Institute as prerequisites courses following approval by the Institute. However, the credits of such courses will not be taken into account for the graduation requirement (36 credits).**
- 5. Within one year of enrolment, the master student shall provide written application for the thesis advisor selection. If the student fails to complete advisor selection in due time, the Institute will review and arrange an advisor for the student. The thesis advisor must include at least one full-time professor, associate professor or assistant professor from the**

Institute, NCTU College of Management, Management of Technology or Department of Information Management and Finance. The Director of the Institute shall have the power of approval in all other cases otherwise.

(1) During the period of study, the master student may change advisors by applying to the Institute in written form, after informing the original advisor. The approval of the original advisor is not necessary.

(2) An advisor who wishes to terminate advising shall apply to the Institute in written form, and after being reviewed by the Institute Council, the Institute will inform the master student. The Institute may help the master student find another advisor after the termination of advising.

(3) A master student who applies for changing advisors, according to the Guidelines for the Interaction between Thesis Advisor and Graduate Students, may use the ideas, concepts or research results of the original advisor, following approval by the original advisor.

6. The number of master students each teacher can advise shall be no greater than the number of enrolled students divided by the number of full-time faculty in the Institute. Part-time faculty, except those who have been awarded the NCTU Educational Prize, can advise no more than 3 students.

7. Regulations for taking master courses are as follows:

(1) ‘Seminar on Business and Management’ course is required to be taken for two semesters. Those who are elected by NCTU for overseas exchange program, in destinations including mainland China, Hong Kong and Macau, may waive one semester of this course.

(2) ‘Lectures on Business’ is required for two semesters.

(3) ‘Individual Study’ is required for two semesters after the advisor is selected.

8. The required courses include ‘Financial Management’, ‘Production and Operations Management’, ‘Marketing Management’, ‘Human Resource Management’, ‘Information Management’ and one of the following methodology courses: ‘Statistical Methods and Data Analysis’, ‘Multivariate Analysis’, ‘Marketing Research Seminar’, ‘Empirical Industrial Organization’, ‘Business Data Analytics’, ‘Research Methods’, ‘Econometrics’, ‘Consumer Decision Science’, ‘Financial Econometrics’, ‘Performance Assessment’, and ‘Game Theory’. Students must not take the above mentioned courses outside of NCTU unless such courses are not provided in NCTU in that semester.

9. No more than 12 credits combined from waived courses and overseas courses will be taken into account for graduation:

(1) After enrollment, the master student may waive courses reviewed and approved by

the Institute, according to the rules as follows:

- 1) The course titles and credits of the waived courses and the courses previously taken by the student must be basically the same. The students shall provide relevant certificates during the application.**
 - 2) If the student wishes to use courses taken during undergraduate study to waive courses in master programs, the student must complete the course with graduate school standards and such credit must not be used for the graduation requirements of his/her undergraduate school.**
 - 3) The student must be enrolled in courses in NCTU for at least one year (not including the duration of temporal leave) after the course waiver is accepted and must meet relevant requirements before graduation.**
- (2) Students should register course results after the completion of an overseas exchange program. However, whether the credits will be taken into account for graduation depends on the review of the Institute.**
- 10. Before turning in the master thesis proposal, each of the master students must have earned at least 18 credits, including waived credits, but not including credits from prerequisite and seminar courses. Exchange students must have earned at least 9 credits.**
 - 11. All master students are required to submit their thesis proposal in due time, as designated by the Institute, for their advisors to review. Students that fail to pass the review will not be allowed to attend the thesis progress report inspection. The review will be held once a semester.**
 - 12. After passing the review of thesis proposal, master students are required to submit their thesis progress report in due time, as designated by the Institute, for their advisors to inspect. Students who fail to pass such inspection cannot apply for their thesis draft review. Thesis progress report inspection will be held once a semester.**
 - 13. Master students are required to apply for the thesis draft review in due time and submit 4 copies of their thesis drafts (5 copies if the student is co-advised by two advisors). Thesis draft review committees are composed of the student's advisor and at least two scholars or experts in fields related to the topic of the thesis and recommended by the advisor or the Institute. If any of the committee members rejects the thesis draft with specific reason, the results of the thesis draft review will be regarded as rejected.**
 - 14. Before attending the master comprehensive examination, each of the master students must have earned at least 36 credits, including waived credits but not including credits from prerequisite and seminar courses, and must have passed the thesis draft review.**
 - 15. The master comprehensive examination shall be conducted as an oral defense with the rules as follows:**

- (1) The examination committee will be composed of 3 to 5 members, including the student's thesis advisor, and scholars or experts from inside or outside of NCTU in related fields. The advisor may recommend such scholars or experts to participate in the examination committee. After approval by the Director of the Institute and the President of NCTU, the committee will be formed.**
 - (2) The oral defense will be arranged by the Institute in an open manner. The date, time, location and subject of thesis will be made public prior to the oral defense.**
 - (3) Each of the examination committee members should attend the oral defense personally without delegation. The oral defense requires the attendance at least three of the committee members.**
 - (4) The minimum passing score for the oral defense is 70 and the maximum score is 100. The score will be calculated as the average score of each of the examination committee members. However, if half or more of the attending committee members gave the student a failing score, the examination will be regarded as failed.**
 - (5) Students who fail the master comprehensive examination may apply for a re-examination after revising their thesis. However, the re-examination can only be applied for once.**
- 16. Master students must meet the above mentioned regulations and complete 42 credits (including waived credits, but not including the credits from prerequisite or seminar courses. No more than 6 credits from institutions outside of NCTU will be taken into account for graduation). Students working as teaching assistants must complete the required "Teaching Technique Practice". However, only 1 credit of this course may be counted towards graduation requirements. According to the university regulations, students that pass the master comprehensive examination will be awarded the Master of Business Administration degree. A master student who fails to pass the master comprehensive examination within the prescribed time limit of study shall be expelled from the university.**
- 17. If a full-time master student completes the above mentioned requirements in less than 3 semesters, or a part-time master student in less than 2 years, the student should submit evidence of his/her outstanding deeds performed during his/her time enrolled, such as academic journal publications, to the Institute Council. After review and approval of such deeds by the Council, and following approval for reference in the Office of Academic Affairs, the student may graduate from the master program.**
- 17. The master thesis, including the abstract, should be written in Chinese and should conform with the NCTU. Thesis Format Guidelines. Within one month of passing the master comprehensive examination, the master student is required to file the thesis abstract and full-text on the internet, according to the NCTU Dissertation Abstract and Full-Text Electronic Filing Specifications. The student should also submit 3 printed thesis copies to the NCTU Taipei Campus Library, the NCTU Library and the Office of Academic Affairs to transfer to the Ministry of Education's designated location.**

- 18. Regulations for international students shall be referred to MBA Regulations for International Students, College of Management, NCTU.**
- 19. Matters not mentioned herein will be referred to NCTU Regulations of Master and Doctor Degree Conferral.**
- 20. The modification of these regulations will be effective to students enrolled in the next academic year.**
- 21. These regulations shall be implemented following approval by meeting of the Institute Council, the College of Management Curriculum Committee, and the University Curriculum Committee. The regulations shall then be sent to Academic Affairs for implementation. The same shall apply to all amendments made hereafter.**

■ Ph.D. Professional Courses