國立臺中科技大學

智慧營運與經營管理外國學生碩士專班修業要點

Academic Regulations for
International Master of Business Administration in Intelligent Operations Program, NUTC

一、依據「國立臺中科技大學學則」、「抵免科目學分作業要點」、及「碩士班研究生延聘指導教授及學位考試等相關作業要點」等規定辦理。

1. Basis of Regulations: These regulations were formulated the "National Taichung University of Science and Technology Academic Regulations," "Guidelines for Credit Waiver," and "Guidelines for Appointment of Graduate Advisors and Conducting Degree Examinations in Master's Programs."

二、修業期限
    (一)碩士經招生錄取，其身分不得轉換。
    (二)碩士班修業期限以一至四年為限(係指連續開班前提下最多可延至四年)。
    (三)碩士班之休學申請依循「本校學則」辦理。

2. Duration of Study

a. Master's students cannot change their student status after admission.

b. The duration of the master's program ranges from one to four years (assuming continuous enrollment, extendable up to four years).

c. Leave of absence applications from the master's program shall follow the University's academic regulations.

三、修課規定
    (一)碩士班學生於入學開始就讀後，第一學年每學期之修習學分數不得少於6學分且不可超過9學分（不含補修學分）。修課超出學分上限者，須提交超修申請書，並檢附修課計畫與相關證明文件，經相關會議核定後始得辦理選課。每人在學期間僅限申請一次，以超修3學分為上限。超修申請須於開學加退選兩週內提出，若超過期限，超修學分將不列入畢業學分計算。
    (二)碩士班學生修業期間內須與指導教授擇國內外任一研討會共同發表論文始得畢業。

3. Coursework Requirements

a. Master's students must enroll in at least 6 but no more than 9 credits per semester in their first academic year (excluding remedial courses). To exceed 9 credits, students must apply submit an application for excess credits, along with a study plan and relevant documents, for approval by the relevant meeting. Each student can only apply once per semester for up to a maximum of 3 extra credits. Applications must be submitted within the first two weeks of the add/drop period. Late submissions will not count toward graduation credits.

b. Master's students must co-author and present a paper at a domestic or international conference with their advisor to be eligible for graduation.

四、學分抵免
    (一)碩士班學分抵免依據本專班學分抵免相關規定辦理。
    (二)碩士班選修他系之碩士班課程，須為專班未開授且與研究領域相關之課程為原則，於修課前經論文指導教授同意，總修課學分以3學分為限。

4. Credit Transfer

a. Credit transfers are subject to the program's regulations.

b. Elective courses offered by other departments must be relevant to the student's research field. Additionally, they must not be offered by the program, and they must be approved by the thesis advisor before students are permitted to such courses, with a maximum of 3 transfer credits for the degree allowed.

五、論文指導教授
(一)碩士生須於入學第一學年第二學期開學兩週內填妥「指導教授提報單」(如表一)，並經指導教授及專班主管同意後送辦公室彙整造冊，專班於每學期結束後五天內彙整完畢送交課務組存查。
(二)因特殊原因須更換指導教授時，須填具相關表格，並經原任指導教授、新任指導教授及相關會議同意後予以更換。
(三)碩士生論文主要指導教授須為本校專任助理教授(含)以上。必要時得擇定論文共同指導教授，共同指導時每位碩士生之指導教授以兩位為限。

5. Thesis Advisor

a. Master's students must submit the "Thesis Advisor Nomination Form" (as in Table 1) within two weeks of the second semester of their first academic year. After approval by the thesis advisor and program director, the form is submitted to the office for recordkeeping. The program compiles and submits these records to the Academic Affairs Office within five days after each semester's end.

b. To change thesis advisors due to special circumstances, students must complete the relevant form and obtain approval from their current and new advisors as well as the relevant meeting.

c. The primary thesis advisor must be a full-time assistant professor (or higher) at the University. If necessary, a co-advisor may be appointed, with a limit of two advisors per student.

六、碩士學位考試辦法
(一)須於畢業當學期開學一週內繳交研究計畫書。
(二)口試申請須依規定時間提出，每學期以一次為限。
(三)申請資格：
　　1.已符合或當學期可符合本專班應修課程及畢業條件。
　　2.完成本校學術倫理教育課程實施要點規定(須出示學術倫理課程修課證明)，或免修或相關替代措施等證明。
　　3.操行成績及格。
　　4.論文初稿已完成並經指導教授同意。
　　5.更換指導教授者，必須在新指導教授指導下至少再修讀1學期，方得提學位考試申請。
(四)研究生應於提出學位考試申請三個月前填具「學位論文主題專業領域相符審核表」(如表二)，經專業符合審核通過；學位論文與專業領域是否相符有疑義時，應提院務會議討論。
(五)研究生提出學位考試前一月應填具學位考試申請書，並出具無違反學術倫理聲明書，併案申請(如表三)。
(六)學位考試委員會置委員三人至五人為原則，其中校外委員人數不少於三分之一。由專班主管遴選資格者，並報請校長同意後聘任之，由所長指定委員一人為召集人，指導教授不得擔任召集人。
(七)學位考試委員應親自出席學位考試，不得委託他人代理；必要時經相關會議同意得以同步視訊方式進行，並應全程錄影存檔備查。
(八)學位考試成績以學位考試出席委員評定分數之平均決定之，學位考試成績以七十分為及格，一百分為滿分。如有出席委員二分之一(含)以上評定不及格，即視為不及格；不予平均。
(九)經碩士學位考試委員會考試通過，於一學年內完成論文或報告修正及繳交者，授予碩士學位。未能於碩士學位考試通過一學年內完成論文或報告修正及繳交者，其學位考試不予採認，並以一次不及格論。
(十)學位考試舉行後，如未能於該學期完成應修課程及畢業條件之研究生，其考試成績不予採認，亦不計入學位考試之次數。

(十一)已申請學位考試，如因故無法於學位考試，應於學位考試日前，報請學校撤銷該學期學位考試之申請，否則以學位考試一次不及格論。

(十二)學位考試成績不及格或未能於碩士學位考試通過一學年內完成論文或報告修正及繳交者，如其修業年限尚未屆滿，得於次學期或次學年申請重考，重考以一次為限。重考成績仍不及格者，應予退學。

6. Master's Degree Examination Procedures

a. Students must submit their research proposal within the first week of the graduation semester.

b. Oral examination applications must be submitted within the prescribed timeframe, limited to once per semester.

c. Eligibility for application:

Students must have completed or be able to complete the program's required coursework and graduation requirements within the semester of graduation.

Students must have completed the University's academic ethics course as per the guidelines (proof required) or provide proof of exemption or related alternative measures.

Student must have received a passing grade in conduct.

The initial draft of the thesis must be completed and approved by the thesis advisor.

Students who change thesis advisors must study under their new advisor for at least one semester before applying for the degree examination.

d. Students must complete the "Thesis Topic and Field Relevance Review Form" (as in Table 2) three months before applying for the degree examination. The thesis topic must pass the field relevance review. If there is doubt about the topic's relevance, it is discussed at the College Affairs Meeting.

e. One month before the degree examination, students must submit the degree examination application form and a declaration of adherence to academic ethics (as in Table 3).

f. The examination committee should consist of three to five members, with at least one-third being external members. The program director nominates qualified members, subject to the approval of the University president. The department head appoints one member as the convener, and the thesis advisor cannot serve as the convener.

g. Committee members must attend the degree examination in person and cannot delegate this responsibility. If necessary, the examination may be conducted via synchronous video conferencing with the approval of the relevant committee, wherein the entire process must be recorded for archival purposes.

h. The degree examination grade is determined by the average of the scores given by the attending committee members. The passing grade is 70 out of 100. If more than half (inclusive) of the attending members give a failing grade, the student fails the examination regardless of the averaged score.

i. Students who pass the degree examination, complete the thesis or report revisions, and submit these revisions within one academic year will be awarded a master's degree. Those who fail to do so within one year of passing the degree examination will have their examination results invalidated and will be considered to have failed once.

j. If a student is unable to complete the required coursework and graduation requirements within the same semester as the degree examination, the examination results will not be recognized and will not count toward the number of degree examination attempts.

k. Students who have applied for the degree examination but are unable to take it must notify the University to cancel their application for that semester's examination before the examination date. Otherwise, it will be considered as one failed attempt at the degree examination.

l. Students who fail the degree examination or do not complete the thesis or report revisions to be submitted within one year of passing the degree examination may reapply for the examination in the following semester or academic year, provided their study period has not expired. This reexamination is limited to one attempt. Students who fail the reexamination must withdraw from the University.

Table 1

National Taichung University of Science and Technology Master's Program Research Advisor Submission Form

Subject：Submission of the List of Supervising Professors for the Graduate Students in our Program – Kindly Review.

一、Graduate Student Basic Information：

Name	Student ID	Gender	ID Number	Birthdate	Remarks

Current Address			Home Phone Number	
			Mobile Phone Number	
Permanent Address			Email Address	

二、List of Supervising Professors

Service Unit	Rank	Name	Phone Number	Contact Address	Remarks
					Primary Supervising Professor

Remarks：

1. According to the university's "Regulations for Advising Professors and Degree Examinations for Master's Programs and Master's In-Service Programs," newly admitted graduate students are required to submit the "Supervising Professor Submission Form" within the first two weeks of the second semester of their first academic year. The completed form must be approved by both the supervising professor and the department head before being submitted to the Academic Affairs Office for record.

2. If a graduate student needs to change their supervising professor due to special circumstances, they should fill out the "Change of Supervising Professor Submission Form." Adding or removing supervising professors is considered a change of supervising professors.

   This notification is to be forwarded to the Academic Affairs Office Curriculum Division for record.

Program Supervisor   (Signature)

Curriculum Division Record Received	
Date	
Person in Charge	

Date:

Table 2

National Taichung University of Science and Technology
Thesis Topic Professional Field Alignment Review Form

Name		College of Enrollment	
Student ID		Department of Enrollment	
Phone Number		Scheduled Degree Examination	Academic Year ☐ 1st Semester ☐ 2nd Semester

Thesis Title (Tentative)	Chinese： English：

Explanation of the Professional Relevance of the Thesis Topic and Content	Supervising Professor Please provide a signature in block letters.

Review Mechanism

College Review	Reviewed by the College on ___ Year __ Month __ Day ___ Academic Year __ Semester, ___ Meeting No. ___ Faculty Meeting (Examination Committee) Review of the Department's (or Program's) Educational Objectives and Professional Fields: ☐ Meets the criteria ☐ Does not meet the criteria Reasons for not meeting the criteria: ◆Please attach minutes of the faculty meeting and relevant supporting documents for verification.

Dean	Office of Academic Affairs

Table 3

國立臺中科技大學 無違反學術倫理聲明書
National Taichung University of Science and Technology
Statement of Academic Ethics

立聲明書人　(姓名/Name) (學號：　　　)於　　　　系，撰寫(論文題目/Thesis title)　　　　　　　　　期間，業經指導教授指示：絕不可剽竊、抄襲及剪貼他人之論述，並已獲知剽竊、抄襲及剪貼論文之定義。因此，凡引述他人之觀點及圖表，本人皆在論文詳實註明出處，絕未涉及抄襲、剽竊及剪貼等違反學術倫理之情事。如有違反，本人除願意負起法律責任，並無條件同意由教育部及國立臺中科技大學註銷本人之碩士學位，絕無異議。

I declare that the texts, citations, charts, figures, illustrations, and pictures contained in the thesis titled ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ have no plagiarism of others' works nor violations of academic ethics. I accept legal liability for plagiarism and violations of academic ethics and completely agree to the revocation of the Master's Degree granted to me by The Ministry of Education (Taiwan) and the National Taichung University of Science and Technology if any of the said misconduct is confirmed true.

聲 明 人(Student)：＿＿＿＿＿(親筆簽名 Signature)

中 華 民 國　　　　　年(Y)　　　　　月(M)　　　　　日(D)

*本聲明書請裝訂於參加學位考試申請書，併案申請。
*Please bind this declaration with the application for the degree examination and submit them together.