

亞洲大學管理學院經營管理學系  
Asia University, College of Management  
Department of Business Administration  
IMBA 碩士班研究生修業規則

**Rules & Regulations Concerning IMBA Program**

中華民國九十九年十二月二十二日九十九學年度第一學期第七次系務會議修正通過  
Revised Jan. 22 on the 7<sup>th</sup> Department Academic Affairs Council of the 1<sup>st</sup> semester of academic year 2011-2012

中華民國一百零六年六月十四日一百零五學年度第二學期第六次系務會議修正通過  
Revised Jun. 14 on the 6<sup>th</sup> Department Academic Affairs Council of the 2<sup>st</sup> semester of academic year  
2016-2017

**第一條 修業年限：**IMBA 碩士生修業期限為 1-4 年，不得延長。

**Article 1 - Time Limit:**

The IMBA students have a time limit ranging from 1 to 4 years of the date of initial enrollment in the program to complete all requirements for the IMBA degree. Extension of time is not allowed.

**第二條 畢業學分：**畢業最低學分為 36 學分，總畢業學分數為 36 學分(含校、院定必修核心課程 21 學分與院定選修課程 15 學分)

**Article 2 - Coursework:**

The IMBA program requires a minimum of 36 graduate credits. The required credits are as follows: Graduation requirement: 36 credits (including 21 credits of Required Courses and 15 credits of Elective Courses).

**第三條 選課、修課與學分抵免：**

1. 碩士生必須依循本校選課作業程序辦理每學期選課事宜，每學期選修學分上下限，依本校研究所選課準則辦理。
2. 碩士生先修課程學分數不列入畢業學分計算。
3. 學分不得抵免。

**Article 3 - Adding/Dropping Courses & Transfer of Credit:**

1. Master's students shall follow the school administration procedures for dropping and adding courses during registration period, upon the limits to the number of graduate credits taken per semester regulated by the graduate school.
2. Prerequisite courses will not be counted toward the required 36 graduate credits.
3. No transfer credit is accepted.

**第四條 指導教授：**碩士生於入學第一學期內應擇定指導教授，並提出書面申請。指導教授若為二位以上至少一人須為本系、本校管理學院專任教授、副教授或助理教授，否則須經主任同意。指導教授除因離職得由主任同意更換指導教授外，因故需更換時，須獲原指導教授與新指導教授雙方之同意，並向系提出書面申請。

**Article 4 - IMBA Advisor(s):**

A master's student should choose his/her thesis advisor(s) during his/her first semester of the IMBA program, and submit the *Master's Thesis Advisor Agreement Form (Form 2)* to the Department Office. The student may choose to work with two co-advisors. Co-advisors **MUST** be faculty of Asia University, holding a full-time position at the rank of professor, associate professor, or assistant professor, and at least one of them shall be a faculty member of the Department of Business Administration or the College of Management of Asia University. Choosing any advisors from outside the faculty of College of Management of Asia University requires approval by the Department Chair. Should a change of advisor become necessary, the student **MUST** submit *Petition for Change of Master's Thesis Advisor (Form 3)* to the Department Office to demonstrate the approval of both the former advisor(s) and new advisor(s).

**第五條 論文計畫書：**碩士生須於本系指定時間內提交論文計畫書，並須公開發表論文計畫內容，若未及於指定時間內提交者，經系主任同意後，至少應於學位口試前兩個月提交論文計畫書並自行辦理公開發表，由指導教授及考核委員負責審查，未通過者不得參加學位考試。

**Article 5 - Thesis Proposal:**

A master's student must submit a thesis proposal within the Department appointed due date (*Study Guide 3*), and present the proposal orally in a public seminar. If the student could not submit his/her thesis proposal on schedule, he/she must submit as well as conduct a formal proposal presentation on his/her own in a public setting, at least two months prior to the final oral examination. If the student fails to submit *Thesis Proposal Evaluation Form (Form 4)* or complete the proposal defense, examined by the thesis advisor and committee, he/she is not allowed to present a thesis defense.

**第六條 學位考試：**碩士學位考試委員會置委員三人，並指定其中一人為召集人。

**Article 6 - Thesis Defense:**

The Thesis Defense Committee must consist of 3 members holding a full-time position at the rank of professor, associate professor, or assistant professor. One of them is assigned as convener, and one of them **MUST** be outside of faculty of Asia University.

**第七條 畢業申請：**碩士生已通過論文口試者，應於一個月內遵照口試委員之意見加以修正，經指導教授及主任簽核，並完成登錄『博碩士論文電子檔案上網授權書』後，繳交完整論文，方得依本校離校程序規定，領取碩士學位證書。

**Article 7 - Graduate Application for Degree:**

Master's students who have passed the Thesis Defense, they should, within a month, make a satisfactory revision of the thesis that follows the comments and requirements specified by the Thesis Defense Committee. The final thesis must be approved and signed by the thesis advisor(s) and

Department Chair (*Study Guide 2*). Finally, the graduate students must complete the *Thesis Authorization of Electronic Thesis and Dissertation System (Form 5)* at Asia University Library and National Library, respectively; and turn in a bound copy of the thesis to the AU Library and a copy to the Department Office. The graduate students will not receive a Master's Degree Diploma until they have completed all of the school leaving campus processes.

**第八條 適用對象：**本修業規則若逢修正，適用對象為修正通過後之次一學年度起入學之碩士生。

**Article 8 - To Whom the Rules and Regulations Apply to:**

In case of revision, the last amended rules and regulations apply to the master's students who enroll in the IMBA program in the subsequent academic year(s) after the procedures amendment.

**第九條 附 則：**

1. 本修業規則未盡事宜，悉依本校碩士學位授予作業規章辦理之。
2. 本修業規則經系務會議通過，報院、校核備後實施，修正時亦同。

**Article 9 - Addendum:**

1. In case of any dispute about the above-mentioned contents rules and regulations all parties involved should refer to the relevant master's degrees awarding policies and procedures set up by the Asia University.
2. The above-mentioned rules and regulations have been passed by the Department Academic Affairs Council, and are reported to the College of Management and University for implementation. In case of revision, the procedures remain the same.