

亞洲大學

經營管理學系

ASIA UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

博士班研究生手冊

DOCTORAL STUDENT

HANDBOOK

入學時間：民國 102 年 09 月

Enrollment Time: September, 2013

Revised: Aug. 17, 2013

目錄

Table of Contents

1. 博士班研究生基本資料表.....	4
(Personal Information Sheet)	
2. 102 學年度博士班入學新生課程規劃.....	5
(2013-2014 Curriculum for Ph.D. Program)	
3. 亞洲大學經營管理學系博士班研究生修業要點.....	7
(Specifications for Doctoral Program)	
4. 博士班學科考施行細則.....	14
(Specifications for Administering Ph.D. Written Qualifying Examination)	
5. 博士學位評審細則.....	16
(Examination for Doctoral Degrees Policy)	
6. 博士班學科考試申請表.....	18
(Application to Take Written Qualifying Examination)	
7. 博士論文指導教授同意書.....	19
(Ph. D. Dissertation Advisor Agreement Form)	
8. 博士班變更指導教授申請表.....	21
(Petition for Change of Doctoral Dissertation Advisor)	
9. 考核委員名冊審查表.....	22
(Announcement of Ph.D. Dissertation Committee Membership)	
10. 博士論文計畫書口試申請暨委員名冊.....	23
(Application to Doctoral Dissertation Proposal Defense)	
11. 論文計畫書審查表.....	24
(Ph.D. Dissertation Proposal Evaluation Form)	
12. 博士學位候選人資格審查申請表.....	25
(Admission to Doctoral Candidacy Form)	
13. 博士班學位候選人資格考核合格證明書.....	26
(Advancement to Candidacy Certificate of Approval)	
14. 博士學位考試申請表.....	27
(Application for Dissertation Defense)	

15. 指導教授推薦書.....	28
(Advisor Recommendation Form)	
16. 博士生論文發表清冊.....	29
(Publication List)	
17. 博士學位考試委員名冊.....	30
(Announcement of Doctoral Dissertation Defense Committee Membership)	
18. 亞洲大學經營管理學系博士班研究生學位考試評分表.....	31
(Doctoral Dissertation Defense Evaluation Form)	
19. 亞洲大學經營管理學系博士班研究生學位考試評分總表.....	33
(Report on Final Oral Examination)	
20. 博士論文考試委員會審定書(中英對照版).....	34
(Dissertation Defense Committee Approval Page Format: Chinese-English version)	
21. 博士論文考試委員會審定書(中文版).....	35
(Dissertation Defense Committee Approval Page Format: Chinese version)	
22. 博士生年度學業進度報告書.....	36
(Annual Progress Report for Ph.D. Students)	

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士班研究生基本資料表

Personal Information Sheet

姓名 (Student's Name)		學號 (Student ID)		一寸近照 (Photo)
入學年度 (Enrollment Year)	年 (Year)	月 (Month)	畢業學校 (Last School Attended)	
指導教授 (Advisor's Name)				
論文題目 (Dissertation Title)				
聯絡電話 (Phone Number)		E-mail		

亞洲大學經營管理學系
Asia University, Department of Business Administration

102 學年度博士班入學新生課程規劃
2013-2014 Curriculum for Ph.D. Program

畢業總學分：36 學分
Total Graduate Credits: 36

102.4.25 校課程委員會通過

Revised Apr. 25 on the University Curriculum Council of academic year 2013-2014

類別 (Divisions)	科目名稱 (Course Title in Chinese)	英文名稱 (Course Title in English)	修課 年級 (Grade)	修課 學期 (Semester)	學分 數 (Credit Hours)	每週上課 時數 (Weekly Hours)	
校定必修 (6 required credits, as determined by University)	博士論文	Ph.D. Dissertation	二至四 2 nd -4 th	上或下 1 st or 2 nd	3	0	
	博士論文	Ph.D. Dissertation	二至四 2 nd -4 th	上或下 1 st or 2 nd	3	0	
系定必修 12 學分 (12 required credits, as determined by the Dept.)	企業策略理論	Business Strategy Theory	一 1 st	上 1 st	3	3	
	企業研究方法	Business Research Methods	一 1 st	上 1 st	3	3	
	產業經濟專題	Special Topic on Industrial Economics	一 1 st	下 2 nd	3	3	
	高等數量方法	Advanced Quantitative Methods	一 1 st	下 2 nd	3	3	
	書報討論(一)	Seminar on Special Topics (I)	二 2 nd	上 1 st	0	2	
	書報討論(二)	Seminar on Special Topics (II)	二 2 nd	下 2 nd	0	2	
系定選修 18 學分 (18 elective credits, as determined by the Dept.)	行銷管理 (Marketing Management)	行銷專題	一 1 st	上 1 st	3	3	
		高等行銷理論	一 1 st	下 2 nd	3	3	
		國際行銷	一 1 st	下 2 nd	3	3	
		行銷計量經濟學	二 2 nd	上 1 st	3	3	
		顧客關係管理與 電子商務	二 2 nd	下 2 nd	3	3	
	科技與作業管 理 (Technology and Operation Management)	科技與作業策略	Technology and Operations Strategy	一 1 st	上 1 st	3	3
		物流商務專題	Topic in Logistics Business	一 1 st	上 1 st	3	3
		創新與創業管理	Management of Innovation and Entrepreneurship	一 1 st	上 1 st	3	3
		供應鏈管理專題	Special Topics on Supply Chain Management	二 2 nd	上 1 st	3	3
		科技與服務創新	Technology and Services Innovation	二 2 nd	上 1 st	3	3
		人因工程專題	Special Topics on Ergonomics	二 2 nd	下 2 nd	3	3
		產業競爭策略專題	Special Topics on Competitive Strategy	二 2 nd	下 2 nd	3	3
		科技管理專題	Special Topics on Technology Management	二 2 nd	下 2 nd	3	3
	組織與人力資 源 (Organization and Human Resource Management)	策略性人力資源管 理專題	Special Topics on Strategic Human Resource Management	一 1 st	上 1 st	3	3
		組織行為專題	Special Topics on Organizational Behavior	一 1 st	下 2 nd	3	3
		國際人力資源管理 專題	Special Topics on International Human Resource Management	一 1 st	下 2 nd	3	3
		組織創新專題	Special Topics on Organizational Innovation	二 2 nd	上 1 st	3	3
		企業倫理講座	Lectures on Business Ethics	二 2 nd	上 1 st	3	3
	其它(Others)	國際企業策略	International Business Strategy	一 1 st	上 1 st	3	3
		資本市場及金融機 構	Capital Market and Financial Institutions	二 2 nd	上 1 st	3	3
		管理經濟	Managerial Economics	二 2 nd	上 1 st	3	3
		證券市場研究	Studies on Stock Markets	二 2 nd	上 1 st	3	3

	高等計量經濟學	Advanced Econometrics	二 2 nd	上 1 st	3	3
	國際經濟	International Economics	三 3 rd	上 1 st	3	3
	行為財務專題	Special Topics on Behavioral Finance	三 3 rd	上 1 st	3	3
	企業財務策略	Business Financial Strategy	三 3 rd	下 2 nd	3	3

註：博士班最低畢業學分為 36 學分(含論文)：(一)系定必修 12 學分(二)系定選修 18 學分(三)博士論文 6 學分。

Notes : The Ph.D. program requires a minimum of 36 graduate credits, including 12 required and 18 electives course credits as determined by the Department, and 6 dissertation credits.

亞洲大學經營管理學系博士班研究生修業要點 Asia University, Department of Business Administration

Specifications for Doctoral Program

- 100.01.24 管理學院 99 學年度第 1 學期第 2 次院務會議通過
Revised Jan. 24 on the 2nd College Academic Affairs Council of the 1st semester of academic year 2010-2011
100.01.17 經營管理學系 99 學年度第 1 學期校務評鑑準備工作會議暨期末檢討會議通過
Revised Jan. 17 on the Final Term Preparation and Review Council for University Evaluation, of the 1st semester of academic year 2010-2011
99.10.25 經營管理學系 99 學年度第 1 學期第 3 次系務會議通過
Revised Oct. 25 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2010-2011
97.11.19 經營管理學系 97 學年度第 1 學期第 3 次系務會議通過
Revised Nov. 19 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2008-2009
97.11.28 管理學院 97 學年度第 1 學期第 1 次院務會議通過
Revised Nov. 28 on the 1st College Academic Affairs Council of the 1st semester of academic year 2008-2009
97.12.24 經營管理學系 97 學年度第 1 學期第 4 次系務會議通過
Revised Dec. 24 on the 4th Department Academic Affairs Council of the 1st semester of academic year 2008-2009

一、亞洲大學經營管理學系（以下簡稱本系）為規範博士班研究生修業事項，依據本校學位授予作業規章以及相關規定，特訂定本修業要點。

- I. To provide students and faculty with some general guidelines and policies regarding the Ph.D. program, the following specifications are specially established by the Department of Business Administration at Asia University upon the relevant degrees awarding policies and procedures set up by the University.

二、入學資格：

- II. Enrollment Qualifications—Applicants for the doctoral program must meet specific requirements in order to be considered for acceptance:

1. 凡於國內經教育部立案之大學或獨立學院碩士班畢業(含應屆畢業)，取得碩士學位；或於符合教育部採認規定之國外大學或獨立學院碩士班畢業(含應屆畢業)，取得碩士學位；或具有同等學歷者；經本校博士班研究生入學考試通過，得進入本系博士班修讀博士學位。

Prospective students who possess a master's (graduating students of the year included), equivalent or higher from governmentally accredited public or private universities/colleges in Taiwan or other international institutions recognized by the Taiwan Ministry of Education, and successfully pass the entrance examination, will get admission into the Ph.D. program.

2. 符合教育部訂定之「**外國學生來華留學辦法**」修讀博士學位者，得進入本系博士班修讀博士學位。

International applicants to the doctoral program, who fit the “*Regulations Concerning Foreign Students Who Pursue Their Studies in the Republic of China*” set up by the Taiwan Ministry of Education, are accepted into the Ph.D. program.

3. 新生因重病或接獲兵役單位征集令不能按時入學者，經檢具有關證明於註冊前申述理由，向本校申請保留入學資格者，得延後進入本系博士班修讀博士學位。
New doctoral students who cannot enroll in the program on schedule due to serious illness or reception of call-up notice for military service, may apply for (before their registration for the program) enrollment eligibility maintenance and a postponement of admission by presenting related evidentiary documents.

三、修業期限為二至七年。

III. Timeline: Starting from the initial date of enrollment, students have two to seven years in which to complete all requirements for the Ph.D. degree.

四、修課規定：

IV. Coursework Requirements:

1. 最低畢業學分數為三十六學分（含論文六學分）。

The Ph.D. program requires a minimum of 36 graduate credits, including 6 credits for dissertation.

2. 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。

Students should follow the school administration procedures for dropping and adding courses during registration period, based upon the limits to the number of graduate credits taken per semester regulated by the Graduate School.

五、博士學位候選人資格考核：

V. Ph. D. Qualifying Examinations:

1. 學科考試：學科考試每學期舉行一次。

The Field Written Examination: To be held once per semester.

2. 學生須修畢所有課程學分、通過學科考試及完成論文計畫書口試，始得申請博士候選人資格。考試科目及其他相關規定，參見本系「博士班學科考施行細則」。

Students must successfully complete: 1) all coursework; 2) the Two Subjects Field Written Examination; and 3) the Dissertation Proposal Defense (Oral Qualifying Examination), to apply for Ph.D. candidacy. For specific information about the written field examination and other relevant regulations, please see “*Specifications for Administering Ph.D. Written Qualifying Examination*” set up by the Department of Business Administration at Asia University.

3. 博士班須於入學後四年內(休學期間不計)通過資格考試之二科。同一科目在規定年限內兩次未通過，得以發表一篇 SSCI、SCI、EI 或 TSSCI 英文期刊論文替代，除指導教授外，該生必須為第一作者，不得作為畢業資格審查之論文，且除指導教授外，不得有其他作者。未達到此項規定者，即予退學。

Students must successfully complete the Two Subjects Field Written Qualifying Examination within four academic years after admission (students on approved semester leave excluded). If students fail the same subject twice within that time, they can make up for the failure with a publication in SSCI, SCI, EI, or TSSCI journals. To notice, doctoral students must be the first author of the article, they are not allowed to use this article as the final dissertation. Only the students and their dissertation advisor(s)' name(s) can appear as author in the article. Students failing to meet this requirement are subject to dismissal from the program.

六、 論文指導：

VI. Student Advising:

1. 博士生應於入學後第一學年內、最遲不得超過兩年，選定論文指導教授並提出論文指導教授同意書（附表二）。博士生若僅選定一位指導教授，該指導教授須為本院副教授（含）以上；若選定二位共同指導，至少一人須為本院教師。助理教授得共同指導博士論文，但不得擔任第一順位指導教授。

Students should secure their advisor(s) and submit the *Ph.D. Dissertation Advisor Agreement Form* (See Appendix 2) within one year of admission, and no longer than two years of admission. Students must select a faculty member in the College of Management who holds an academic position not lower than full-time associate professor to be an academic advisor. Students may choose to work in terms of co-advisorship; however, one of the advisors shall be a faculty member of the College of Management. Assistant professors can join co-advisorship, but are not allowed to serve as the primary advisor.

2. 指導教授除因離職得由本系學術委員會審查通過後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，並向本系提出書面申請（附表三），經本系學術委員會審查通過後，方得變更。

Due to faculty resignation, after approval of the BA Department Academic Council, through the Council review process, students can elect to change advisor. If a change in advisor is necessary, students must initially submit, after approval by

both of the former advisor(s) and new advisor(s), the *Petition for Change of Doctoral Dissertation Advisor* form (See Appendix 3) to the Department Office for review by the Academic Council. The change be achieved only after the Council's approval has been granted.

七、 博士學位：

VII. Dissertation Committee and Ph.D. Degree Examination

1. 通過學科考試後六個月內應由論文指導教授及其推薦符合博士學位考試委員資格之教師三至五名組成考核委員會，由本系學術委員會審核同意後聘請組成之（附表四）。

Within six months after passing the Field Written Examinations, the advisor should organize a Doctoral Dissertation Supervision Committee composed of three to five qualified members to process the workflow of dissertation preparation. The Committee members are recommended by the major advisor serving as Committee Chair and their appointments are approved by the BA Department Academic Council, through the Council review process (See Appendix 4).

2. 考核委員會負責審查論文計畫書、論文研究題目或方向之變更、論文研究進度等事宜。

The Supervision Committee is responsible for reviewing the proposed manuscript and providing feedback in a timely manner; such feedback includes changes to the research topic, and issues related to design, direction, strategy, workflow, etc.

3. 論文研究方向經與考核委員討論過後，得擬具博士論文計畫書，送該生之博士論文考核委員會審查（附表五及六）。論文計畫書口頭答辯通過後，且完成修課及學科考試規定者，經本系學術委員會審核通過後（附表七），即成為博士候選人。

After discussions on the research fields with the Dissertation Committee, students should draw up a doctoral research proposal and submit it to the Dissertation Committee for review (See Appendices 5 & 6). After a successful completion of Qualifying Examinations including Written Field Examination and Dissertation Proposal Defense, and of all coursework requirements, students can submit their application to Ph.D. candidacy (See Appendix 7). Students advance to the status of doctoral candidate only after the Council's approval has been granted.

4. 獲得博士候選人資格後至少須經四個月，方得提出博士學位考試之申請。

Doctoral candidates are allowed to apply for Final Oral Dissertation Defense no fewer than four months after they are admitted to candidacy for the Ph.D.

5. 博士候選人之博士論文與研究水準已達本系「博士學位評審細則」所訂之標

準，並經考核委員會認可推薦及本系學術委員會審核通過後，擇期舉行學位考試。

Once doctoral candidates' dissertation and research level have satisfactorily met the departmental scholarly criteria determined by the "*Examination for Doctoral Degrees Policy*," by way of the Dissertation Committee's recommendations and after review process and approval of the BA Department Academic Council, the candidates and their advisor can schedule a Dissertation Defense meeting to take place.

6. 博士候選人申請博士學位考試應準備博士學位候選人資格考核合格證明書（附表九）、指導教授推薦函（附表十）、歷年成績單、學科考試通過成績單、學術論文發表清冊（附表十一）、博士學位考試委員名冊（附表十二）及博士學位考試申請表（附表九），送本系學術委員會審查。

To apply for Ph.D. Dissertation Defense, the following documents including the *Advancement to Candidacy Certificate of Approval* (See Appendix 9), *Advisor Recommendation Form* (See Appendix 10), academic transcript, Ph.D. Written Qualifying Examination report, *Publication List* (See Appendix 11), *Announcement of Doctoral Dissertation Defense Committee Membership* (See Appendix 12), and *Application for Dissertation Defense* form (See Appendix 9) must be submitted to the BA Department Academic Council for review.

7. 博士學位考試委員五至九人，由本系就校內外學者專家中對博士生所提論文有專門研究，並具備下列資格之一者，校外委員須佔三分之一（含）以上（附表九）：

The Ph.D. Degree Examination Committee normally consists of five to nine members. They are scholars/experts specialized in the research fields of the doctoral examinee and shall have one of the hiring qualifications described as follows. To notice, at least one-third of the Committee membership shall be from outside the institution (See Appendix 9):

- (1) 曾任教授者。

He/She has served as full-time Professor.

- (2) 擔任中央研究院院士或曾任中央研究院研究員者。

He/She is currently an academician of Academia Sinica or used to be a researcher of this institution.

- (3) 曾任副教授或擔任中央研究院副研究員，在學術上著有成就。

He/She has served as Associate Professor or adjunct researcher of Academia Sinica, and has academic achievement.

- (4) 獲有博士學位，在學術上著有成就者。

He/She has earned a Ph.D. degree, and has academic achievement.

(5) 屬於稀少性或特殊性研究領域，在學術或專業上著有成就者。

He/She is a scarce area expert or specialized in specific research fields, and has academic or professional achievement.

前項第(3)款至第(5)款之提聘資格認定，由本系學術委員會為之。

The hiring qualifications from item (3) to (5) are identified by the BA Department Academic Council.

(6) 博士班研究生之配偶或三等親內之血親、姻親，不得擔任其博士學位考試委員。

Doctoral candidates' spouse, third-class relatives and in-laws are not allowed to be the member(s) of Dissertation Defense Committee.

8. 學位論文(含摘要)以中文或英文撰寫為原則，並須符合「亞洲大學學位論文格式規範」。學位考試通過後一個月內應依國家圖書館規定將論文摘要電子檔上網建檔，並繳交論文五冊(三冊本校圖書館、二冊本系辦陳列)。

A Ph.D. dissertation containing an abstract must be written in Chinese or in English and follow "Asia University Dissertation Format." Doctoral candidates should construct an e-file for the dissertation abstract and upload it on the website of National Central Library within one month of a successful completion of Dissertation Defense. Likewise, they shall turn in three copies to Asia University Library and two copies to the BA Department Office.

9. 學位考試不通過，得於次學期或次學年申請重考，重考以一次為限，重考不及格者，即予退學。

If the Ph.D. Dissertation Defense is not completed successfully at the first examination, the examination can be repeated only once. A second examination must be held only in a subsequent semester or next academic year. The second examination will be considered final. Students failing the second examination are subject to dismissal from the program.

八、其他規定：

VIII. Others:

1. 本系博士生在規定修業年限內未能通過博士學位考試或未能完成應修課程，應予退學。

If students fail the Ph.D. Degree Examination or cannot complete all of their coursework requirements within the time limit, they are subject to dismissal from the program.

2. 本校對已授予之博士學位，如發現論文有抄襲或舞弊情事，經調查屬實者，

撤銷其學位，追繳其已發之學位證書。

Rescission of awarded degrees will occur only in cases where academic dishonesty such as cheating, plagiarism, fabrication, copyright violation, or other violations of the Academic Integrity Policy, is discovered. If the above-mentioned academic misconducts are proved through investigations, degrees will be rescinded and diplomas must be returned to the institution.

九、修定及實施：

IX. Revision and Implementation:

1. 其他未盡之事宜，悉依學校規定。

For other issues that are not stated as above, students shall refer to the current policies and procedures set up by the University.

2. 本修業要點經系務會議、院務會議通過，報教務處核備後實施，修正時亦同。

The above-mentioned specifications have been passed by the Department and College Academic Councils, respectively, and are reported to the Academic Affairs Office for implementation. In case of revision, the procedures remain the same.

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士班學科考試施行細則

Specifications for Administering Ph.D. Written Qualifying Examination

100.01.27 經營管理學系 99 學年度第 1 學期第 11 次系務會議通過
Revised Jan. 27 on the 11th Department Academic Affairs Council of the 1st semester of academic year 2010-2011
99.10.25 經營管理學系 99 學年度第 1 學期第 3 次系務會議通過
Revised Oct. 25 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2010-2011
97.11.19 經營管理學系 97 學年度第 1 學期第 3 次系務會議通過
Revised Nov. 19 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2008-2009
97.11.28 管理學院 97 學年度第 1 學期第 1 次院務會議通過
Revised Nov. 28 on the 1st College Academic Affairs Council of the 1st semester of academic year 2008-2009
97.12.24 經營管理學系 97 學年度第 1 學期第 4 次系務會議通過
Revised Dec. 24 on the 4th Department Academic Affairs Council of the 1st semester of academic year 2008-2009

- 一、 依據「亞洲大學經營管理學系博士班修業要點」訂定「博士班學科考試施行細則」
(以下簡稱本細則)。
 - I. The following procedures are established according to the “*Specifications for Doctoral Program*” set up by the Department of Business Administration at Asia University.

- 二、 本系博士班學生修畢學科考指定應修讀科目後，始得提出參加該科目之學科考試。
 - II. After successfully completing all required courses, students are allowed to apply for the Written Qualifying Examination.

- 三、 學科考試由系主任協調本院兩名教師擔任命題委員，共同出一份考題，滿分為 100 分，各科考試範圍請命題教師提供參考書目。
 - III. Two faculty members of the College of Management are appointed by the BA Department Chair, as Examining Committee members to formulate an examination questions sheet graded on a 100-point scale. A reference list of exam subject areas shall be provided by the Committee.

四、 學科考試每學期舉辦一次，原則上於每年三月與九月舉行，並須於考試前兩個月提出申請(附表一)，考試成績以 70 分(含)以上為及格。

IV. The Written Examination is held once each semester, usually in March and September. Students must apply for it two months prior to the examination date. Students must receive an average of ≥ 70 in the content area to pass.

五、 學科考試指定科目：(1)企業策略理論、產業經濟專題(二選一)(2)企業研究方法、高等數量方法(二選一)。

V. The Written Examination Subjects involve: (1) Business Strategy Theory or Special Topics on Industrial Economics (either/or); and (2) Business Research Methods or Advanced Quantitative Methods (either/or).

六、 第一次學科考試未通過者得申請重考，各科重考以一次為限。

VI. If the first Written Examination is not completed successfully, the examination may be repeated. Each of the subject areas can be retaken once.

七、 博士生未於規定期限內通過資格考試，且未能滿足替代方案之條件者，喪失修讀博士學位之權利。

VII. If students neither succeed in the Ph.D. Written Qualifying Examination, nor meet the requirements of the alternatives mentioned above within four academic years, they are subject to dismissal from the program.

八、 本施行細則經系務會議通過，報院務會議核備後實施，修正時亦同。

VIII. The above-mentioned specifications have been passed by the Department and College Academic Affairs Councils, respectively, and are reported to the Academic Affairs Office for implementation. In case of revision, the procedures remain the same.

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士學位評審細則

Examination for Doctoral Degrees Policy

- 100.10.05 經營管理學系 100 學年度第 1 學期第 4 次系務會議通過
Revised Oct. 5 on the 4th Department Academic Affairs Council of the 1st semester of academic year 2011-2012
99.10.25 經營管理學系 99 學年度第 1 學期第 3 次系務會議通過
Revised Oct. 25 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2010-2011
97.11.19 經營管理學系 97 學年度第 1 學期第 3 次系務會議通過
Revised Nov. 19 on the 3rd Department Academic Affairs Council of the 1st semester of academic year 2008-2009
97.11.28 管理學院 97 學年度第 1 學期第 1 次院務會議通過
Revised Nov. 28 on the 1st College Academic Affairs Council of the 1st semester of academic year 2008-2009
97.12.24 經營管理學系 97 學年度第 1 學期第 4 次系務會議通過
Revised Dec. 24 on the 4th Department Academic Affairs Council of the 1st semester of academic year 2008-2009

- 一、依據「亞洲大學經營管理學系博士班修業要點」訂定「博士學位品審細則」(以下簡稱本細則)。
- I. The following specifications are established according to the “*Specifications for Doctoral Program*” set up by the Department of Business Administration at Asia University.
- 二、博士論文之內容須針對管理相關領域之某一課題具備深入且創新之探討，同時需涵蓋此課題前人研究之結果評析、創新理論或方法之推導或實證、有具體貢獻及可衍生之研究方向等。
- II. The content of the doctoral dissertation must demonstrate a thorough and innovative exploration on a subject matter that is related to management fields. The dissertation should embody accurate analyses and critiques on the findings of previous studies, a mastery of the appropriate research techniques to deduce or verify innovative theories or to reevaluate existing knowledge, and a significant contribution of new information to a current issue or to inspire further researches, etc., presented in a scholarly style.

三、博士生在博士學位考試前須以本系名義，在 SSCI、SCI、EI、TSSCI 期刊至少有一篇論文發表或接受（除指導教授外，博士生須為第一作者）及國際研討會至少有三篇論文發表或接受（其中一篇可為本校 AJMHS 期刊論文）。若本系博士生兩人以上有合著論文發表或接受者，一篇僅以一人計算。

III. Each doctoral student must have at least one article published or accepted for publication in SSCI, SCI, EI or TSSCI journals (where they are the first author, or where their advisor is the first author and they are the corresponding author), and at least three papers presented in or accepted by international conferences (one of them can be published in AJMHS journal) before they are eligible to present dissertation research work in the Final Oral Defense Session. In cases of joint authorship, where more than one authors have the article presented or accepted, the work will be counted as a single-authored work.

四、本施行細則經系務會議通過，報院務會議核備後實施，修正時亦同。

IV. The above-mentioned specifications have been passed by the Department and College Academic Affairs Councils, respectively, and are reported to the Academic Affairs Office for implementation. In case of revision, the procedures remain the same.

亞洲大學經營管理學系
Asia University, Department of Business Administration

博士班學科考試申請表
Application to Take Written Qualifying Examination

學生姓名： (Student's Name)	學號： (Student ID)
選考科目： (Exam Subject)	
指導教授： (Advisor Signature)	簽章
系主任： (Department Chair Signature)	簽章
申請日期： (Application Date)	<div style="display: flex; justify-content: space-around;"> 年 (Year) 月 (Month) 日 (Day) </div>

注意事項 (Notes):

- 一、學科考試每學期舉辦一次，原則上於每年三月與九月舉行，並須於考試前兩個月提出申請，考試成績以 70 分（含）以上為及格。
The Field Written Examination is given once each semester, usually in March and September. Students must apply for it two months prior to the examination date. Students must receive an average of ≥ 70 in the content area to pass.
- 二、學科考試指定科目：(1)企業策略理論、產業經濟專題（二選一）(2)企業研究方法、高等數量方法（二選一）。修課通過後，始得提出選考申請。
The Written Field Examination Subjects involve: (1) Business Strategy Theory or Special Topics on Industrial Economics (either/or); and (2) Business Research Methods or Advanced Quantitative Methods (either/or).
- 三、本系博士班須於入學後四年內(休學期間不計)通過資格考試之二科。同一科目在規定年限內兩次未通過，得以發表一篇 SSCI、SCI、EI 或 TSSCI 英文期刊論文替代，該生必須為第一作者，不得作為畢業資格審查之論文，且除指導教授外，不得有其他作者。未達到此項規定者，即予退學。
Students must successfully complete the Two Subjects Field Written Qualifying Examination within four academic years after admission (students on approved semester leave excluded). If students fail the same subject twice within that time, they can make up for the failure with a publication in SSCI, SCI, EI or TSSCI journals. To notice, doctoral students must be the first author of the article, they are not allowed to use this article as the final dissertation. Only the students and their dissertation advisor(s)' name(s) can appear as author in the article. Students failing to meet this requirement are subject to dismissal from the program.

亞洲大學經營管理學系
Asia University, Department of Business Administration

博士論文指導教授同意書
Ph. D. Dissertation Advisor Agreement Form

研究生姓名 (Student's Name)		填表日期 (Date : Year/Month/Day)	
指導教授 (Advisor) (須為副教授 (含) 以上) (who must hold an academic position not lower than Associate Professors)		共同指導教授 (Co-Advisor) (須為副教授 (含) 以上, 若無, 請不必填寫) (who must hold an academic position not lower than Associate Professors. If none, please leave the column blank.)	
姓名: (Name) 校、系、所: (University, Department, Graduate School) 級 職: (Position)	姓名: (Name) 校、系、所: (University, Department, Graduate School) 級 職: (Position)		
教授同意指導聲明 (Ph.D. Dissertation Advising Agreement)			
<p style="text-align: center;">本人同意擔任上述研究生之博士論文指導教授。</p> <p style="text-align: center;">(I agree to be the official advisor for the doctoral student mentioned above.)</p> <p style="text-align: center;">指導教授簽名：_____</p> <p style="text-align: center;">(Advisor Signature)</p> <p style="text-align: center;"> 年 月 日 </p> <p style="text-align: center;"> (Year) (Month) (Day) </p>			
系主任簽章 (Department Chair Signature)			

注意事項：

Notes:

- 一、本表一式三份交本系學術委員會審查通過後，一份存系上，一份交指導教授，一份學生自存。

Three copies of this form must be completed and submitted to the BA Department Academic Council. After being reviewed and approved by the Council, students must submit one copy of this form to the BA Department Office, one copy to their major advisor, and keep the last one copy for their records.

- 二、博士生應於入學後第一學年內、最遲不得超過兩年，選定論文指導教授並提出論文指導教授同意書（附表二）。博士生若僅選定一位指導教授，該指導教授須為本院副教授（含）以上；若選定二位共同指導，至少一人須為本院教師。助理教授得共同指導博士論文，但不得擔任第一順位指導教授。

Students should secure their advisor(s) and submit the *Ph.D. Dissertation Advisor Agreement Form* (See Appendix 2) within one year of admission, and no longer than two years of admission. Students must select a faculty member in the College of Management who holds an academic position not lower than full-time associate professor to be an academic advisor. Students may choose to work in terms of co-advisorship; however, one of the advisors shall be a faculty member of the College of Management. Assistant professors can join co-advisorship, but are not allowed to serve as the primary advisor.

- 三、變更指導教授者，除填寫本申請單外，另需填寫指導教授更換申請表並送交本系學術委員會審查。

In case of change of advisor, students must complete this form in addition to the *Petition for Change of Doctoral Dissertation Advisor* form, approved and signed by their former and new advisors, and submit the completed forms to the BA Department Academic Council for review.

亞洲大學經營管理學系
Asia University, Department of Business Administration

博士班變更指導教授申請表
Petition for Change of Doctoral Dissertation Advisor

學生姓名 (Student's Name)			
學 號 (Student ID)			
申請理由 (Reason(s) for Changing Advisor)			
原指導教授 簽 章 (Signature of Former Advisor)	年 月 日 (Date: Year/Month/Day)	新指導教授 簽 章 (Signature of New Advisor)	年 月 日 (Date: Year/Month/Day)
原 論 文 題 目 (Original Dissertation Title)			
新 論 文 題 目 (New Dissertation Title)			
學術委員會 審查意見 (Review Comments of the Department Academic Council)	(簽 章) 年 月 日 (Signature & Date: Year/Month/Day)		

注意事項：

Notes:

- 一、指導教授除因離職得由本系學術委員會審查通過後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，並向本系提出書面申請，經學術委員會審查通過後，方得變更。

Due to faculty resignation, after approval of the BA Department Academic Council, through the Council review process, students can elect to change advisor. If a change in advisor is necessary, students must initially submit this form, after approval by both of the former advisor(s) and new advisor(s), to the Department Office for review by the Academic Council. The change be achieved only after the Council's approval has been granted.

- 二、論文題目經更換後，原論文計畫書、計畫書考試等申請皆作廢，須重新申請。

Change of dissertation topic will invalidate any previous dissertation proposal and applications for the Proposal Defense and Qualifying Examinations. All application procedures for a new dissertation topic must be re-conducted.

亞洲大學經營管理學系

Asia University, Department of Business Administration

考核委員名冊審查表

Announcement of Ph.D. Dissertation Committee Membership

學生姓名： (Student's Name)		
指導教授： (Advisor Signature)		
考核委員： (Committee Membership)		
姓名 (Name)	最高學歷 (Highest Education Degree)	(Pos
學術委員會審查意見： (Department Academic Council Review Comment)		
學術委員（簽名）： (Council Member Signature)		

Asia University, Department of Business Administration

博士論文計畫書口試申請暨委員名冊

Application to Doctoral Dissertation Proposal Defense

學生姓名： (Student's Name)	
計畫書題目 (Dissertation Proposal Title) 中文： (in Chinese) 英文： (in English)	
指導教授： (Advisor Signature)	
考核委員： (Doctoral Dissertation Supervision Committee Member)	
姓名 (Member's Name)	最高學歷 (Highest Education Degree)
論文計畫書答辯時間： 年 (Time for Dissertation Proposal Defense) (Year)	
論文計畫書答辯地點： (Location for Dissertation Proposal Defense)	

注意事項：

Notes:

- 一、請將此表於計畫書口頭答辯前一週繳回系辦，俾便系辦進行作業。
Please submit this form to the BA Department Office one week prior to the date of Dissertation Proposal Defense for the Department internal process operation.
- 二、請將論文計畫書資料提前交給考核委員。
Please submit a copy of the dissertation proposal to each Dissertation Committee member in advance.
- 三、請預先登記答辯地點。
Please reserve in advance a room for the Dissertation Proposal Defense.

Asia University, Department of Business Administration

論文計畫書審查表

Ph.D. Dissertation Proposal Evaluation Form

學生姓名 (Student's Name)		學號 (Student ID)	
計畫書題目 (Dissertation Proposal Title) 中文： (in Chinese) 英文： (in English)			
委員審查意見： (Comments from the Committee)			

通過 (Pass)

修正後通過 (Pass after Revisions)

審查委員：_____

簽章

(Committee Member Signature)

日期：_____

(Date)

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士學位候選人資格審查申請表
Admission to Doctoral Candidacy Form

日期： 年 月 日
(Date) (Year) (Month) (Day)

學生姓名 (Student's Name)	學號 (Student ID)	入學年月 (Enrollment)	年 月 (Year) (Month)
論文名稱 (Dissertation Title)	中文： (in Chinese) 英文： (in English)		
繳驗資料 (Submission Checklist)	<input type="checkbox"/> 歷年成績單：已修_____學分 (Academic Transcript: Credits Taken) <input type="checkbox"/> 學科考試通過成績單— (Ph. D. Written Qualifying Examination Report) <input type="checkbox"/> 論文計畫書審查表 (Ph.D. Dissertation Proposal Evaluation Form) 指導教授簽章： (Advisor Signature) _____		
學術委員會 (Academic Council)	總審核 (Overall Review)		
	<input type="checkbox"/> 通過 (Pass)	<input type="checkbox"/> 不通過 (No Pass) 意見： (Comments)	
	學術委員簽章： (Academic Council Member Signature)		

系主任簽章：_____ (Department Chair Signature)

日期：_____ (Date)

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士班 學位候選人資格考核合格證明書

Advancement to Candidacy Certificate of Approval

學生 (學號：)，

(Student's name) (Student ID)

已於 年 月 日通過本所博士學位候選人資格考核，
特此證明。

(has met Doctoral Program Requirements necessary for Advancement to Candidacy, which is certified by:)

學術委員會考核委員：

(Signature of Department Academic Council Members)

指導教授： _____

(Signature of Committee Chair/Major Advisor)

系主任： _____

(Signature of Department Chair)

中 華 民 國 年 月 日

(Republic of China)

(Year)

(Month)

(Day)

Asia University, Department of Business Administration

博士學位考試申請表
Application for Dissertation Defense

學生姓名 (Student's Name)	學號 (Student ID)	
口試日期 (Date)		
論文名稱 (Dissertation Title)	中文(in Chinese) : 英文(in English) :	
繳驗資料 (Submission Checklist)	<input type="checkbox"/> 指導教授推薦函 (Advisor Recommendation) <input type="checkbox"/> 博士學位候選人資格考 (Advancement to Candidac) <input type="checkbox"/> 學科考試通過成績單 (Ph. D. Written Qualifying) <input type="checkbox"/> 學術論文發表清冊 (需 及研討會發表接受函或 (Publication List: Acceptan TSSCI journals and inter <input type="checkbox"/> 博士學位考試委員名冊 (Announcement of Doctor 指導 (Advi	
學術委員會 (Academic Council)	<input type="checkbox"/> 准予申請 (Approved)	<input type="checkbox"/> 不准 (Non-a 意見 (Comm
	學術委員簽章 : (Academic Council Member Sig	

系主任簽章：_____ (Department Chair Signature)

日期：_____ (Date)

Asia University, Department of Business Administration

指導教授推薦書
Advisor Recommendation Form日期： 年 月 日
(Date) (Year) (Month) (Day)學生姓名：
(Student's Name)學號：
(Student ID)

本系博士班研究生_____，所撰寫之博士論文（初稿），經考
核委員會審查通過，同意提出博士學位考試。

The doctoral candidate, _____,
is submitting his/her application for the Doctoral Dissertation Defense. His/Her
doctoral dissertation (first draft) has been reviewed and approved by the Doctoral
Dissertation Committee. I hereby approve his/her application for the Doctoral
Dissertation Defense.

指導教授：_____（簽名）
(Advisor Signature)

亞洲大學經營管理學系

Asia University, Department of Business Administration

博士生論文發表清冊

Publication List

日期： 年 月 日
(Date) (Year) (Month) (Day)

學生姓名： (Student's Name)	學號： (Student ID)
一、發表 SCI、SSCI、EI、TSSCI 期刊論文清冊 (Articles published or accepted for publication in SCI, SSCI, EI, or TSSCI journals)	
二、發表國際研討會論文清冊 (Articles presented or accepted in international conferences)	

注意事項：請檢附 SCI、SSCI、EI、TSSCI 期刊發表接受函或刊登本、國際研討會發表接受函或刊登本。

Note: Please enclose acceptance letters or publication copies in SCI, SSCI, EI, or TSSCI journals or international conferences.

Asia University, Department of Business Administration
Doctoral Dissertation Defense Evaluation Form
 Academic year _____, _____ semester

日期：
(Date)

系所別 (Department, Graduate School)		姓名 (Name)		學號 (Student ID)	
論文題目 (Dissertation Title)					
項目 (Items)	評語 (Comments)		得分 (Scores)	備註 (Remarks)	一、學位考試成績評分以七十分為及格，一百分為滿分。考試成績以出席委員評定分數平均決定之。 The Doctoral Dissertation Defense is graded on a 100-point scale. Doctoral candidates must receive an average of ≥ 70 in the content area to pass. The final score is an average score determined by adding the total scores given by the Committee members attended the Defense meeting and dividing the sum by the total number of Committee members present.
研究方法 (Research Methods)			(20%)		
資料來源 (Citations, References)			(20%)		
文字與結構 (Wording and Structures)			(20%)		
心得創見或發明 (Originality or Creativity, or Novel Inventions)			(40%)		

<p>評語 (Other Comments)</p>		<p>總成績 (Total Score)</p>	
		<p>(100%)</p>	
	<p>考試委員： (Committee Member Signature)</p>	<p>簽章</p>	<p>二、學位考試成績評定，博士班須有三分之一以上委員評定為不及格者，以不及格論。評定以一次為限。 Doctoral candidates whose final oral examination is graded “No Pass” by more than one-third Committee members fail their Ph.D. Dissertation Defense. The evaluation is given only once.)</p> <p>三、學位考試成績評定不及格，而其修業年限尚未屆滿者，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，應令退學。 Doctoral candidates who fail their first Dissertation Defense, while they have not yet reached their timeline to complete their doctoral degree, they may apply for retaking the examination. It can be retaken only once. If students still fail their second Dissertation Defense, they are subject to dismissal from the Ph.D. program.</p>

亞洲大學 年度第 學期 經營管理學系博士班研究生學位考試評分總表

Asia University, Department of Business Administration
Report on Final Oral Examination

Academic year _____, _____ semester

日期：
(Date)

系所別 (Department, Graduate School)		姓名 (Name)		學號 (Student ID)	
論文題目 (Dissertation Title)					
考試日期 (Date of Final Oral Examination)	年 (Year)	月 (Month)	日 (Day)	時 (Hour)	分 (Minute)
考試地點 (Location of Final Oral Examination)	本校 教室 (Asia University, Room_____)				
總平均成績 (Total Average Score)					(取整數)
指導教授 (簽章) (Advisor Signature)					評語 (Comments)
召集人 (簽章) (Convener Signature)					
考試委員 (簽章) Committee Member Signature					
					<input type="checkbox"/> 通過 (Pass) <input type="checkbox"/> 修正後通過 (Pass after Revisions) <input type="checkbox"/> 不通過 (No Pass)

亞洲大學 Asia
University 經營
管理學系

Department of Business Administration

博士論文考試委員會審定書
Dissertation Defense Committee Approval Page Format

本校經營管理學系 _____ 君所提論文

合於博士資格水準，業經本委員會評審認可。

(Dissertation Title:)

by (Name of Student:),
who enrolls in the Ph.D. program at the Department of Business Administration, is
approved by the Doctoral Dissertation Committee.)

考試委員：

(Signature of Committee Members)

指導教授：

(Signature of Committee Chair/Major Advisor)

系主任：

(Signature of Department Chair)

中 華 民 國 年 月 日
(Republic of China) (Year) (Month) (Day)

亞洲大學
經營管理學系
博士論文考試委員會審定書

本校經營管理學系 _____ 君所提論文

合於博士資格水準，業經本委員會評審認可。

考試委員：

指導教授： _____

系主任： _____

中華民國 年 月 日

亞洲大學 Asia
University 經營
管理學系
Department of Business Administration
博士生年度學業進度報告書
Annual Progress Report for Ph.D. Students

請注意：博士生請於每年九月十五日前將本報告書繳交至系辦。
 (NB--to be submitted to the BA Department Office by September 15th)

學生姓名 (Student's Name)		學號 (Student ID)	
指導教授 (Advisor's Name)		學級 (Year of Admission)	

1. 過去一學年修畢的科目：
 (List all coursework completed in the past academic year)

科目名稱及課號 (Course Name & Number)	年級、學期 (Year, Term)	學分數 (Credit Hours)	類別 (Divisions)

2. 過去一學年發表的期刊及研討會論文：
 (List any publications and conference presentations by the student during the past academic year)

3. 過去一學年參加的論文研討會、講座或工作坊：
(List any research colloquiums, lectures, and/or workshops attended during the past academic year)

4. 過去一學年獲得的獎項或榮譽、提供的社會服務、專業貢獻等：
(List any awards and/or honors received, and/or social and professional services offered by the student during the past academic year)

5. 過去一學年論文研究計畫之準備情形：
(List the status of dissertation research project preparation by the student during the past academic year)

章節、內容 (Chapters Titles, Working Contents)	完成 (Completed)	尚未完成 (Not Completed)

6. 學科考通過與否 (Two Subjects Field Written Examination Passed)：
 是，日期：_____ (Yes, List date passed: __)
 否，預計完成時間：_____ (No, List expected date of completion: __)

7. 論文計畫書通過與否 (Dissertation Proposal Approved)：
 是，日期：_____ (Yes, List date approved: __)
 否，預計通過時間：_____ (No, anticipated date of approval: __)

8. 博士候選人資格取得與否 (Admission to Ph.D. Candidacy)：
 是，日期：_____ (Yes, List date admitted: __)
 否，預計取得時間：_____ (No, anticipated date of admission: __)

9. 預計論文答辯時間 (Anticipated Dissertation Defense Date)：_____

10. 過去一學年與指導教授見面(諮詢、討論)的次數，頻率大約：_____ (如：一學期兩三次、一個月一次等)
(How many times have you seen your Advisor during the past academic year? For example, 2-3 times each semester, once a month, etc.) ?

11. 過去一學年中，是否曾獲得在學業上適時的指導與幫助（如：來自授課教師、指導教授、論文考核委員會、系上、同儕等等）？是否有遭遇到較大的學習困難？若有，請描述。

(Did you get the support you felt you needed from your course instructors, guidance/ dissertation committee, your committee chair, the BA Department, or your peers? Are there any issues or difficulties hindering your process in the program? If yes, please describe.)

學生簽名：_____ 日期：_____

(Student's Signature) (Date)

總審核
(OVERALL EVALUATION)

	整體表現 優 (Excellent)	整體表現 佳 (Satisfactory)	整體表現 需要一些改善 (Need some improvement)	整體表現 需加強改善 (Need much improvement)	無依據可評 (No Basis to Evaluate)
修課 (Coursework)					
研究進度 (Research Progress)					

委員審查意見：
(Comments from the Supervision Committee)

委員簽章：
(Supervision Committee Member Signature)

日期：_____

(Date)