

亞洲大學

經營管理學系

ASIA UNIVERSITY

DEPARTMENT OF BUSINESS ADMINISTRATION

碩士班研究生手冊

MASTER'S STUDENT

HANDBOOK

入學時間：民國 108 年 09 月/109 年 2 月

Enrollment Time: Sep. 2018/Feb 2019

Revised: Aug. 31, 2019

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亞洲大學

108 學年度經營管理學系碩士班全英語課程規劃表

Approved by the University Curriculum Committee on 05/06/2019

課程名稱:經營管理學系碩士班

Master Program in Department of Business Administration

類別 Category	科目名稱 Course Title	英文名稱 English Course Title	修課 年級 Year of the Program	修課 學期 Semester	學分數 Credits
(3) University Required Credits	碩士論文	Master's Thesis	2 nd	1 st or2 nd	3
(9) Program Required Credits	量化方法	Quantitative Research Methods	1 st	1 st	3
	產業策略與發展研 討	Seminar on Industrial Strategy and Development	1 st	1 st	3
	研究方法	Research Methodology	1 st	1 st or2 nd	3
(24) Program Elective Credits	大數據與資料採礦	Big Data and Data Mining	1 st	1 st	3
	行銷管理	Marketing Management	1 st	1 st	3
	統計方法與資料分 析	Statistics and Data Analysis	1 st	1 st	3
	綠色供應鏈管理	Green Supply Chain Management	1 st	1 st	3
	永續管理	Sustainable Management	1 st	1 st	3
	財務管理	Financial Management	1 st	2 nd	3
	人力資源管理	Human Resource Management	1 st	2 nd	3
	行銷研究	Marketing Research	1 st	2 nd	3
	策略管理	Strategic Management	2 nd	1 st	3
	國際企業策略理論	International Business Strategy Theory	2 nd	1 st	3
	作業管理	Operations Management	2 nd	1 st	3
	跨文化管理	Cross-Cultural Management	2 nd	1 st	3
	組織管理理論	Theory of Organization Management	2 nd	2 nd	3
科技與創新管理	Technology and Innovation of Management	2 nd	2 nd	3	
企業文化與倫理	Enterprise Culture and Ethics	2 nd	2 nd	3	

註:總畢業學分數為 36 學分(含校、院定必修核心課程 12 學分與院定選修課程 24 學分)

Graduation requirement: 36 credits (including 12 credits of Required Courses and 24 credits of Elective Courses)

亞洲大學經營管理學系 - 碩士班研究生修業流程表

Study Chart - Registration to Graduation

Process		Due Date	Attached Form
1	Registration	Before the school deadline!	
2	Course Selection	Before the school deadline!	
3	Select Advisor	By the end of 1 st Semester	Advisor Application Form
4	Proposal Presentation	By the end of 3 rd Semester	Thesis Proposal Form
5	Final Defense Application	By the end of 4 th Semester and <u>at least 2 months</u> after the proposal meeting.	<ul style="list-style-type: none"> ▪ Final Defense Application Form ▪ Final Defense Committee Members Form
6	Final Defense Presentation	The 4 th semester (at least 2 months after the proposal meeting and before the end of the 4 th semester)	<ul style="list-style-type: none"> ▪ Score sheet ▪ Ratings summary table ▪ Written approval ▪ Oral record sheet ▪ Paper printed ▪ Examination fees
7	Complete uploading your advisor's approved Thesis (follow library instructions)	By the end of 4 th Semester	
8	School Graduation Procedure	By the end of 4 th Semester	
9	Master's Degree Certificate	By the end of 4 th Semester	

亞洲大學經營管理學系

論文口試作業流程

Asia University, Department of Business Administration

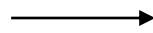
Thesis Application Process

Thesis Proposal Defenses Deadline :

Any time during or *before the end* of the 3rd semester, but no later than of the end at 3rd semester.

Thesis Final Defenses Deadline : By the end of 4th Semester

Before Defense



繳交論文口試相關資料：

Submit the following relevant documents for Thesis Defense to the Department Office

1. 畢業論文口試申請表

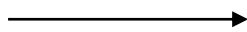
Application for Thesis Defense form

2. 口試委員名單

Announcement of Thesis Defense Committee Membership Form

There MUST be a period of at least 2 months separation between the **proposal meeting** date, and **final defense meeting**.

Defense



準備論文口試相關資料：

Prepare the following relevant documents for Defense Committee Membership.

1. 碩士班研究生學位考試評分表(3 copies)

Thesis Defense Evaluation Form

2. 碩士班研究生學位考試評分總表(1 copies)

Report of IMBA Thesis Defense

3. 碩士班畢業論文口試記錄表(3 copies)

Record Form for Master's Thesis Defense

4. 論文口試委員會審定書(1 copies)

Thesis Defense Committee Approval Page Format

5. 考試委員印領單據(3 copies)

Thesis Defense Committee Receipt

* After defense Submit to Department office:

After Defense



1. 審定書
Department chairman's signature
2. 授權書
Authorization
3. 上傳論文
Load the thesis to school library.

1. It is ***your responsibility*** to keep track of deadlines and submission of forms. Any delay from your part may result in **delaying your graduation.**
2. You **MUST** submit a copy of thesis to each member of Defense Committee **ten days prior** to the Thesis Proposal Defense (TPD) and Final Defense (FD) dates set by your advisor.
3. Also, you **MUST** hand in all other necessary forms to department office and your advisor in timely manner.
4. Please finish The Thesis Defense by January 31/July 31 (depending on your graduation date) including uploading the thesis to school library website.
5. You **MUST** present your Thesis Proposal orally in a public seminar before you can be allowed to present your Final Defense.
6. Any changes to the above dates and rules **MUST** be agreed by your advisor and the Chairperson of the Department of Business Administration.

亞洲大學經營管理學系

Asia University, Department of Business Administration

碩士班研究生基本資料表

Personal Information Sheet

姓名 (Student's Name)		學號 (Student ID)		二吋近照 (Photo)
入學年度 (Year Enrolled)	年 月 (Year) (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 7th Department Academic Affairs Council of the 1st 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 6th Department Academic Affairs Council of the 2st 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 12 學分與院定選修課程 24 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 12 credits of Required Courses and 24 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.

**Asia University, College of Management
Department of Business Administration**

Master Student Thesis Advisor Agreement Form

A. Basic Information

Name: _____ Student number: _____ Age : _____

Grade : _____ Initial Enrollment Date : _____

Graduated from : School _____ Department : _____

B. Master Thesis Directions

State purpose statement(s) and research question(s) of your Master's thesis.

I. I like to invite professor _____ from department of _____
to serve as my thesis advisor.

II. Student Signature : _____ Date : _____

III. Advisor Signature : _____ Date : _____

Note: If the advisor is not the faculty of this college, permission of the chairperson is necessary.

Chairperson Signature : _____ Date : _____

亞洲大學經營管理學系

碩士班、博士班更換指導教授及論文題目申請表

Application Form for Change of Thesis Advisor

學號 (Student ID Number)	姓名 (Name)	聯絡電話或郵件帳號 (Phone Number and/or Email)	
原申報論文題目 Original Thesis Topic	中文 (Chinese)		
	英文 (English)		
原指導教授 Former Advisor	原指導教授信函如附件 Attach Former Advisor's Agreement Form	學生簽名 Student's Signature	
擬更換之論文題目 New Thesis Topic	中文 (Chinese)		
	英文 (English)		
更換原因 Reason(s) for Change of Advisor			
原指導教授意見及簽名 Former Advisor(s) Signature		新任指導教授意見及簽名 New Advisor(s) Signature	
系(所)承辦人簽名 Department Assistant Signature		系(所)主任簽名 Department Chairperson Signature	

亞洲大學經營管理學系

論文計畫書審查表

Thesis Proposal Evaluation Form

Student ID Number		Name	
Thesis Title :			
Committee Member Comments :			

Pass

Resubmit after revision

Signature : _____

Year/Month/Date: _____

Sample Dissertation and Thesis Authorization Form (to Post Digital Copy Online)

(Please print this form from Electronic Thesis and Dissertation System.
<http://cloud.ncl.edu.tw>)

This form is authorize the use of the following dissertation/thesis (circle one) written to meet graduation requirements of Asia University in the department of 經營管理學系碩士班 for the 2 semester of academic year.

Title: _____

Advisor: _____ Signed: _____

I do hereby authorize individuals to access the full text of the above mentioned dissertation/thesis (including abstract) online for non-commercial purpose of searching, reading, downloading, and/or printing. This is a non-exclusive authorization without compensation granted to the Asia University and to National Central Library to reproduce this work in the format of microfilm, compact disc, or digital file without limits to location, time, or number of reproductions. I also agree to the public transmission of an electronic file.

- Immediate public access**
- Immediate access at my school, with public access after//**
- Open access at my school after// 日; open public access after//**
- Other _____**

Name: _____

Signed: _____ Date: _____

Notice:

1. Students are requested to submit 2 copies of this form in the library along with their thesis.
2. A non-exclusive license may not sublicense the rights inherent in the license to any third party for exploitation without the consent of the economic right holder. Do not sign this Authorization Letter if an exclusive license is existed to any third party member.
3. Don't include this form in your dissertation/ thesis.
4. Please deliver this form to school library for documentation purpose.

亞洲大學經營管理學系
Asia University
Department of Business Administration
碩士生申請學位考試作業流程
Application Procedures for Master's Degree Examination

本系為激發碩士生學習與研究潛能，豐碩研究成果，特依據本系碩士班研究生修業規則，明訂本系碩士生申請學位考試資格作業流程，相關注意事項如下：

In order to provoke master's students potential to learn and conduct research as well as increase their research performance, the Department of Business Administration hereby, upon the *Rules & Regulations Concerning IMBA Program*, establishes the following application procedures for Master's Degree Examination, described as below.

一、碩士生申請學位考試之前需修滿規定學分，通過學校畢業學分審核作業。

A master's student must complete all of the required and elective courses. (*Study Guide 1*) All of the earned graduate credits must be reviewed and approved by the school.

二、提出論文口試需經指導教授同意並請指導教授於畢業論文口試申請表上簽名。

The application to final defense must be approved by the thesis advisor. The student must submit the *Application for Thesis Defense (Form 11)* form to the Department Office, signed by his/her advisor.

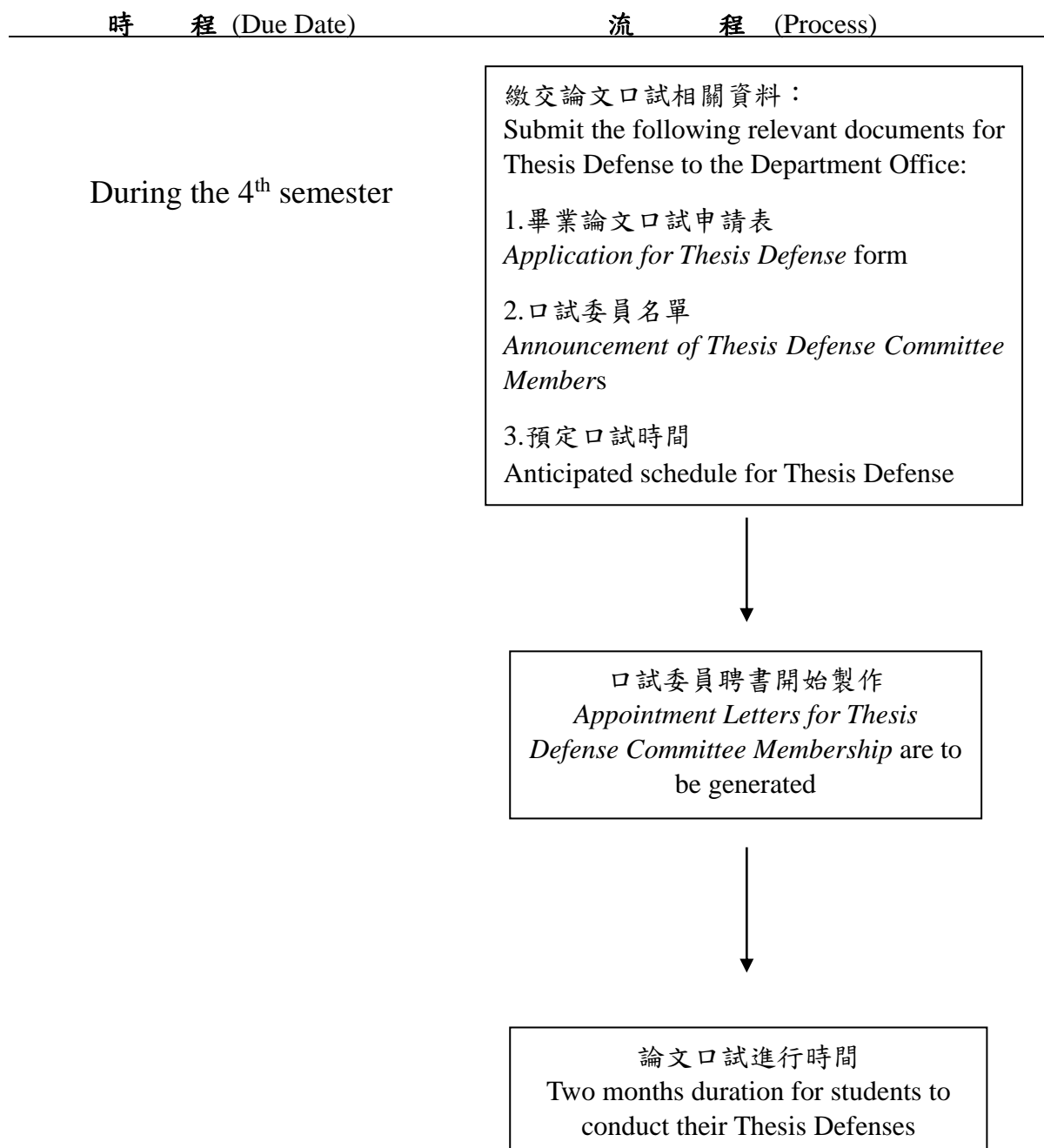
三、繳交畢業論文口試申請表之同時，一併提出口試委員名單及預定口試時間，但須經指導教授簽名同意。

While applying for Thesis Defense, the student must submit the *Announcement of Thesis Defense Committee Membership (Form 6)* form and anticipated oral presentation schedule. All of these must be signed by his/her advisor.

Study Guide 4

四、作業流程：

Thesis Defense Application Process



亞洲大學經營管理學系 Asia University
Department of Business Administration
碩士班口試委員名單

Announcement of Thesis Defense Committee Members

班 級 (Class year)	B	研究生姓名 (Name)		學號 (Student ID)
論文題目 (Thesis Title)				
口試委員姓名 (Name of Committee Members)				
校 內 (外) (Inside/Outside the Faculty)				
職 稱 (Job Title/Position)				
最 高 學 歷 (Highest Education Degree)				
服 務 單 位 (Affiliation)				
證 書 字 號 (Position Certificate Number)				
聯 絡 方 式 (Contact Information)				
<p>註： (一)碩士學位論文口試委員以聘請三人為限，除指導教授為當然委員外，其中校內委員一名，校外委員一名。</p> <p>(二) 所推薦之委員需具助理教授(含)以上之職稱者。</p> <p>(三) 口試委員之推薦，需先經由指導教授之同意，並簽章後始得送出本表。</p> <p>(四) 本表請於 年 月 日前送至所辦公室，謝謝。</p> <p>Notes: (1) The Master's Thesis Defense Committee is formed by no more than three members. Except for the thesis advisor, one of the Committee members shall be a faculty member of the Asia University, and the other shall be from outside the Asia University school system.</p> <p>(2) All Committee members must hold an academic position of Assistant Professor or higher.</p> <p>(3) This form must be approved by the advisor and be submitted to the Department Office upon the advisor's signature.</p> <p>(4) Please submit this form to the Department Office at least ONE MONTH prior to your defense date. Thank you!</p>				
<p>指導教授： (請簽名) (Advisor Signature)</p> <p style="text-align: center;">(year) (month) (day)</p>				

注意事項：

Notes:

一、考試委員之聘請，由各研究所所長先取得各考試委員之同意後，請詳填佐表，俾憑發聘。

The Thesis Defense Committee members must be appointed, upon agreement of each member, by Graduate Dean. Please fill in the *Announcement of Thesis Defense Committee Members (Form 6)* form, and submit it to the Department Office for internal process operation.

二、碩士班研究生論文考試之考試委員必須註明教授、副教授或助理教授證書字號，中央研究院院士或正副研究員可比照聘請，委員資格如下：

The teacher's license certificate number of the Thesis Committee members must be stated clearly. The academicians or researchers of Academia Sinica can be appointed in the same way. The Thesis Defense Committee members shall have one of the hiring qualifications described as follows:

- 曾任教授、副教授或助理教授，並擔任與碩士學位候選人所提研究論文之有關學科教學者。

He/She has served as Professor, Associate Professor, or Assistant Professor, and has been an instructor of the subject areas that are related to the thesis being studied by the master's candidate.

- 中央研究院院士或曾任中央研究院研究員、副研究員，對碩士學位候選人所提研究論文學科有專門研究者。

He/She is currently an academician of Academia Sinica, or used to be a researcher or an adjunct researcher of this institution. He/She is specialized in the subject areas that are related to the thesis being studied by the master's candidate.

- 在學術上有卓越成就，並對碩士學位候選人所提研究論文學科有專門研究者，其資格須經系（所）主任同意，必要時得召開所務會議討論。

He/She has outstanding academic or professional achievement and is specialized in the subject areas that are related to the thesis being studied by the master's candidate.

His/Her qualification must be approved by the Department Chair, and might be discussed in the Graduate School Academic Affairs Councils if necessary.

三、碩士學位論文考試委員以聘請三人為限，其中校內委員須至少一名，校外委員亦至少一名。

The Thesis Defense Committee must consist of no more than 3 members; one of the Committee members shall be a faculty member of the University, and the other shall be a faculty member from outside of the Asia University school system.

四、本表填妥後請於五月二十二日前送各所申請。完稿論文請於口試十天前送達各口試委員。務請依規定時間申請，逾期不予受理。

Please complete this form and submit it to the Graduate School by May 22nd. Please submit a copy of thesis to each member of Defense Committee ten days prior to the final oral examination. Please complete all applications within the regulation period of time. Any applications beyond deadline will be denied.

亞洲大學 學年度第 學期碩士班研究生學位考試評分表

Asia University Department of Business Administration

Thesis Defense Evaluation Form Academic year _____, _____ semester

系 所 別 (Department, Graduate School)		姓名 (Name)		學 號 (Student ID)	
論 文 題 目 (Thesis 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。 (Average score of 70% and above passing score) 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 students must have also 1/3 passing score from committee members) 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。 (If failed, must apply for re-examination upon approval of the department and the chairperson)		
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%)			
評 語 (Other Comments)	Committee Member Signature:	總成績 (Total Score)			
		(100%)			

亞洲大學 學年度第 學期碩士班研究生學位考試評分總表

Asia University

Department of Business Administration

Thesis Defense Report

Academic year _____, _____ semester

系 所 別 (Department, Graduate School)		姓 名 (Name)		學 號 (Student ID)			
論 文 題 目 (Thesis 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)	評 語 (Comments)	<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)
指 導 教 授 (簽 章) (Advisor Signature)							
召 集 人 (簽 章) (Convener Signature)							
考 試 委 員 (簽 章) (Committee Member Signature)							

亞洲大學經營管理學系 _____ 學年度第 _____ 學期

Asia University, Department of Business Administration

Academic year _____, _____ semester

碩士班畢業論文口試紀錄表

Master's Thesis Defense Committee Member Comments

Student ID Number		Name	
Thesis Title :			
Committee Member Comments :			

亞洲大學經營管理學系 _____ 學年度第 _____ 學期
Asia University, Department of Business Administration
 Academic year _____, _____ semester
碩士班學位考試申請表
Application for Master's Thesis Defense

所 組 別 (Graduate School, Concentration)	研究所 (School)			組 (Concentration)
姓 名 (Name)		學 號 (Student ID)		
口 試 地 點 (Location of Thesis Defense)	本校 Asia University 大樓 _____ Building 室 _____ Room	申 請 日 期 (Date of Application)	年 月 日 (Year) (Month) (Day)	
論 文 題 目 (Thesis Title)				
口 試 日 期 (Date of Thesis Defense)	_____ 年 (Year)	_____ 月 (Month)	_____ 日 (Day)	_____ 午 (A.M./P.M.)
	_____ 時 (from) (Hour)	_____ 分至 (Minute to)	_____ 時 (Hour)	_____ 分 (Minute)
指 導 教 授 (請 簽 章) (Advisor Signature)				

研究所碩士班

(Graduate Program)

論文口試委員會審定書

(Thesis Defense Committee Approval Page Format)

本校 經營管理學系 _____ 君 所提論文

_____ 合於碩士資格水準，業經本委員會評審認可。

(Dissertation Title)

by (Name of Student) _____, enrolled in the Master's program at the Department of Business Administration is approved by the Thesis Committee.

口試委員：

(Signature of Committee Members)

指導教授：

(Signature of Advisor)

系所主任：

(Signature of Dept. Chair)

教授

中華民國 年 月 日
(Republic of China) (Year) (Month) (Day)