

銘傳大學企業管理學系博士班進修實施細則

Ming Chuan University (MCU) Department of Business Administration Department Enforcement Rules for Doctoral Program

1. 為促使博士班研究生（以下稱博士生）在學期間學有所獲，並為教師對博士生要求之依據，特定本規則。

These enforcement rules are established for the purpose of making the period of doctoral study productive and to meet faculty members' requirements for all students currently pursuing a doctoral degree.

2. 博士生修業年限至少二年，得申請延長五年。延長年限之申請，以書面方式提出經系主任核准之。

The minimum study period for the doctoral program is two years; students can extend their study period up to a maximum of five years. Students who want to extend their study period must submit their hard copy application to the department office and this application must be approved by the chair of the department.

3. 博士生畢業最低學分為二十五學分(不含英文學分)。

A minimum of 25 credits is required for graduation for doctoral program students (not including the credits of English courses).

博士生於入學前修習過相關博士班課程，得提出抵免申請，提出抵免課程之修課成績須達八十分以上方得抵免。

Students who have earned credits for related doctoral degree courses prior to admission to the program may for apply credit waiver for each course for which their grade is over 80.

4. 博士生於第一學期結束後，須申請基礎學科檢定考試，依博士生之申請每學期舉行一次，考試日期為開學前一週內舉行。檢定考試之科目包括作業管理、行銷管理、人力資源管理（以上三科選擇二科）。考試標準以八十分為及格，一百分為滿分。每一科目考試以二次為限，第二次不及格者不得再提出該科之檢定考試。

Doctoral program students must apply for comprehensive examinations after their first semester is completed. According to applications received from students, the examinations will be held once a semester one week before to the start of classes. The examination subjects include operations management, marketing management, and human resources management (choose two of these three subjects for examination). Students who score 80 or above pass the examination standard; the full mark is 100. Students may take examinations for each subject a maximum of twice, and may not choose a subject for examination if they have already failed that subject twice.

考試科目之難易程度以碩士班畢業生應具備之程度為原則，評分等第分為及格、條件及格與不及格，條件及格可以繳交書面報告為之。各科目出題範圍及指定參考書應予公佈。檢定考試亦可以碩士班修課之成績（八十分以上）抵免。

The complexity of the subjects is based on the knowledge required of master's degree students. The grading ranks are pass, conditional pass, and fail. Students who earn a conditional pass must submit a hard copy report related to the subject. The range of material covered on the exam and the reference books are to be announced by the department. Students can apply for an examination waiver based on their master's program course grades (grades over 80 qualify).

5. 博士生應於修業一年後選定主修專長領域，畢業前應修畢專長領域之必修課程與一門選修課程，系方必要時可指定博士生修習碩士班課程。

Doctoral students must decide on their main field of study after they study in the program for one year. They must take all the required courses in their main study field and one elective course. The department can assign doctoral program students to take master's program courses when it is necessary.

6. 博士生於修業一年後，得申請參加學科資格考試，須於博士學籍三年內通過資格考試。請依以下規定辦理：

Doctoral students can apply for the academic qualifying exam after they study in the program for one year; they must pass the qualifying exam within 3 years and follow related rules stated below:

- (1) 資格考分專長領域及研究方法領域，依博士生之申請每學期舉行一次。前述二領域考試各以兩次為限，第二次不及格者應令退學。

The academic qualifying exam is divided into professional field and research method field. According to applications from students, the examinations are held once per semester. Students can take examinations up to twice in each field, and they must withdraw from the university if they fail an exam the second time.

- (2) 博士生選擇資格考試之專長領域，必須先通過該領域相關之基礎學科或檢定考試，並修畢該專長領域之必選課程。

Before doctoral program students choose the professional field of the qualifying exam, they must earn the credits for fundamental subjects or pass the comprehensive examinations and they must also complete the credits for all the required courses of the professional field.

- (3) 欲參加學科資格考者須於每學期結束前二週內提出書面申請，本系於接

到申請書後即成立「博士研究生資格考委員會」處理之，資格考試以博士生申請之次一學期開學前一週內舉行。考試標準以七十分為及格，一百分為滿分。

Students who want to participate in the academic qualifying exam must submit their hard copy application two weeks prior to the end of a semester. Students who score 70 or above pass the examination standard; the full mark is 100.

7. 博士生於通過基礎學科檢定考試及學科資格考試後，應向系方提出申請指定指導教授，須於資格考通過一年內繳交指導教授申請表，並請依下列規定辦理：

Doctoral program students may submit their application for dissertation advisor to the department after they have passed both comprehensive examinations and academic qualifying exams. The application must be submitted within one year after the student passes their academic qualifying exams, and students are to follow related regulations stated below:

- (1) 指導教授須為本系專任副教授以上之教師，或本校專任副教授以上教師且符合本院參與之國際商管學院促進協會（AACSB）認證規範之博士班教師資格。

Doctoral program student's dissertation advisor must be a full-time associate professor or above of the department or a full-time associate professor or above of the university and meet the doctoral degree faculty member qualification of the AACSB accreditation standard.

- (2) 本系退休教師於指導中尚未畢業之博士生可於退休後三年內繼續指導直到畢業。

Retired faculty members of the department can continue to advise doctoral program students for three years after they retire from the university until the students graduate.

- (3) 本所博士班任課之外校教師得參與共同指導，境外姊妹學校之博士班研究生，得邀請其任職學校之教授參與共同指導。

Faculty members from other universities who give lectures for doctoral program students in the department can participate in students' dissertation research as co-advisors. Doctoral program students who are from overseas sister universities can invite faculty members from their original universities to participate in their dissertation research as co-advisors.

- (4) 本校專任教師指導之博士生人數，每一年級包含共同指導人數最多不超過2人。

Full-time faculty members of the university cannot serve as dissertation advisor or co-advisor for more than two doctoral degree students of each year-level.

- (5) 更換指導教授之申請，需與提出論文指導教授申請日至少間隔一學期。博士生應填具更換論文指導教授申請表辦理，並提出原論文指導教授與新的指導教授之同意書，經博委會會議通過後變更。更換論文指導教授與提出論文計畫書口試及學位論文口試申請不能為同一學期，且更換論文指導教授以一次為限，博士生未依規定逕自更換指導教授時，其學位考試成績不予承認。

For doctoral program students who want to change dissertation advisors, the submission date of the application for changing dissertation advisor must be at least one semester later than the date they submitted their original dissertation advisor application. To manage related affairs, when doctoral program students submit an application to change advisors, a consent form signed by the original dissertation advisor and the new thesis advisor must also be submitted. Students can begin working with their new dissertation advisor after their application is approved by the Doctoral Degree Oral Examination Committee. Doctoral program students cannot change dissertation advisors in the same semester that they submit their dissertation oral examination proposal and doctoral dissertation oral examination application. Dissertation advisor can only be changed once. Doctoral program students' examination results will not be accepted by the department if they don't follow related regulations to change their dissertation advisor.

8. 博士生每學年應參加所內舉行之「博士生研究進度發表會」，接受系方對其研究進度之考核。

Doctoral program students should participate in the Annual Doctoral Research Progress Presentations and accept the research status evaluation from the department.

9. 博士生進行論文撰寫期間，每學期均應選修「獨立研究」課程，每一學期應就研究進度提出公開口頭報告，惟畢業當學期得提出免修申請，且每位博士生以免修一次為限，報告日期由系方公告之。

Doctoral program students must enroll in the "Individual Research" course every semester during the writing of their dissertation; they should participate in the public oral doctoral research progress presentations every semester. Doctoral program students can file for a course exemption for "Individual Research" only for the semester in which they graduate. Every student can file for an exemption only once, and the related oral presentation date will be announced by the department.

10. 博士候選人於提出論文考試申請之前，須有兩篇學術著作發表或正式被接受於有評審制度之學術期刊上，其中一篇必須為外文 SSCI 或 SCIE 所列之期刊。

Before doctoral candidates submit their dissertation defense application, they must meet the qualifications of having two academic publications or that their research has been accepted for publication by peer-reviewed academic journals, and one of the publications must be in a journal listed in SSCI or SCIE.

入學滿 7 年後上列兩篇論文得以認列 SSCI、SCIE、TSSCI、CSSCI、EI 或其他經學術著作認定委員會審議通過之優良期刊。

Doctoral candidates who have studied in the program for over seven years must have two academic publications accepted by journals which are listed in SSCI, SCIE, TSSCI, CSSCI, EI or by other journals which are recognized by Academic Publications Recognition Committee.

發表論文之作者必須包含指導教授及博士候選人，且第一作者或第二作者至少一人為指導教授或博士候選人，以銘傳大學企業管理學系全銜之名稱刊登。

Publication authors must include the dissertation advisor and doctoral candidate, at least one of them must be the first or second author, and the paper must list the authors' affiliation as Ming Chuan University Department of Business Administration.

上述博士候選人學術著作之認定，由本系系主任邀集相關領域教師三至五名組成學術著作認定委員會審議之。

The recognition of doctoral candidates' academic publications mentioned above will be reviewed by the Academic Publications Recognition Committee, which is convened by the department chair, who invites three to five faculty members in related professional fields to serve as members.

11. 博士生於通過資格考試後，得申請論文計畫書口試，論文計畫書審查以二次為限，第二次不及格者應令退學。論文計畫書之口試委員至少五位，校外委員至少二位。

Doctoral program students may apply for dissertation proposal oral examination after they pass the qualifying exam. Students can take the dissertation proposal oral examination two times, and must withdraw from university if they fail the dissertation proposal oral examination a second time. Each Doctoral Degree Oral Examination Committee must be comprised of five faculty members, and two of them must from off campus.

學生於提計畫書口試前須符合本校學術倫理教育修業實施要點。

Doctoral degree students must meet the requirements of Ming Chuan

University Procedures for Managing Academic Ethics before they apply for the dissertation proposal oral examination.

博士候選人提出論文初稿口試申請時，應檢附指導教授簽名確認之「銘傳大學學生完成論文比對結果報告」。口試時，須將比對結果報告提供給考試委員參考。依考試委員建議修正後之論文送交系主任審查時，應再次檢附指導教授簽名確認之「銘傳大學學生完成論文比對結果報告」。

Doctoral candidates must submit the Ming Chuan University Dissertation Result Comparison Report signed by their dissertation advisor at the same time as submitting the dissertation proposal oral examination. The report must be given to the Doctoral Degree Oral Examination Committee members to serve as a reference during the oral examination. Doctoral candidates must again submit the Ming Chuan University Dissertation Result Comparison Report signed by their dissertation advisor to the department chair when they submit the dissertation revised according to the Oral Examination Committee members' recommendations.

12. 博士學位候選人依規定提出博士學位論文考試，由系主任推薦經校長遴選五至九位副教授以上資格者組成「博士學位考試學位口試委員會」進行口試，校外委員須二分之一以上。論文考試成績不及格者，得於一學年內申請重考一次，重考仍不及格者應予退學。

Doctoral candidates must follow related regulations to apply for the doctoral degree dissertation defense, five to nine associate professors or professors will be recommended by department chair and be selected by the president to comprise the Doctoral Degree Oral Examination Committee for doctoral candidates' dissertation defense, and 50% of committee members must be from off campus. Doctoral candidates who fail their first dissertation defense can apply for second defense in the same academic year. Doctoral candidates must withdraw from the university if they fail the second dissertation defense.

13. 本規則經系務會議通過，並報請教務處核備後公佈實施，修正時亦同。

Upon being passed at the department affairs meeting and approved by the Academic Affairs Division, these procedures were implemented. Any revision must follow the same procedure.

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