

National Chengchi University Department of Business Administration  
Guidelines for Research Students in the Doctoral Program Academic Division

Doctoral program of the National Chengchi University Department of Business  
Administration, since 1976

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## A. Daily and Class Advisor Meeting Attendance Rules

October 2, 1997            Revised in the 1st department affairs meeting in the 1st semester of academic year 1997.  
September 28, 2006      Revised in the 1st department affairs meeting in the 1st semester of academic year 2006.  
May 10, 2007            Revised in the 3rd department affairs meeting in the 2nd semester of academic year 2006.

- I. The Guidelines were established to encourage learning and participation in academic activities by doctoral students.
  
- II. Except for the following reasons, doctoral students of the Department are required to sign in and out.
  1. Students who applied for part-time study during enrollment due to special reasons.
  2. Exempted from signing in and out by approval of the department chair.
  3. Approved by the class advisor for leave with reason.
  4. Due to an incident and having gained approval from the class advisor after providing the reason.
  
- III. Doctoral students of the Department are required to be in attendance during the following hours:
  - (I) **Daily Attendance**
    1. Attendance of seven half days a week (including classes); fill out a daily "whereabouts form" within two weeks after the beginning of each semester.

Morning: 9:00-12:00.  
Afternoon: 14:00-17:00.  
Evening: 17:00-20:00. (Class hours of credit courses)
    2. Subjects required to sign in:
      - (1) First and second year graduate students who applied for "full-time study" during enrollment (including students receiving and not receiving scholarships from the Ministry of Education).
      - (2) Students third year or above who applied for a research room or study room.
    3. Other remarks:
      - (1) If students sign in on a holiday, the hours are accumulated in attendance hours.
      - (2) If a student could not sign in for a certain period that the student is in attendance, the student can report it to the department office, and then find other free time to provide signatures for within the week.
      - (3) If the daily attendance is a seminar room period and the student needs to leave the school to find data or has other arrangements, the student must fill out a "case form" (available at the department office) as proof.
      - (4) Students must fill out an "audit form" (available at the department office) to audit a course, and the hours may only be counted in attendance after the form is signed by the professor teaching the course.

- (5) Attendance in a class advisor meeting is counted once.
- (6) Classes on Saturdays or at night are counted.
- (7) Article 8, Item 2 of the Guidelines for Doctoral Students require doctoral students to hold teaching positions outside the University for four hours (or more). These hours are not calculated in attendance.

**(II) Attendance in class advisor meetings**

The time of class advisor meetings is in principle from 13:00 to 15:00 every Friday.

- IV. The administrative assistant shall compile statistics on the daily and class advisor meeting attendance of doctoral students in the Department each month, and shall submit results to the department chair and class advisor. The attendance records of doctoral students are also provided to their advisor after the second year.
- V. If doctoral students of the Department fail to sign in or sign out, it will be counted as an absence unless the student has proper cause that is reported by the administrative assistant and approved by the class advisor.
- VI. Doctoral students must personally sign in and out during daily and class advisor meeting attendance.
- VII. Students who do not reach attendance standards (please refer to: Article 4 of the Daily and Class Advisor Meeting Leave-Taking Rules) and fail to make improvements after being urged by their advisor may not apply for overseas travel subsidies, research room seat, or graduate student scholarship.
- VIII. Any matters not specified in these Guidelines may be submitted to the department chair to approve a revision.
- IX. These Guidelines shall take effect after being approved and announced by the department chair.

## B. Daily and Class Advisor Meeting Leave-Taking Rules

I. Except for holidays, doctoral students of the Department must apply for leave if they are unable to attend or participate, with cause, in class advisor meetings.

II. Types of leave that doctoral students of the Department may apply for are as follows:

1. Official Leave

Participation in examinations, gatherings, and other events in accordance with NCCU regulations.

Participation in gatherings and other events in accordance with government laws and regulations.

2. Personal Leave

Private matters.

Participant of a research project with a professor of the Department as the principal investigator and cannot be in attendance due to a business trip. (Please fill out a “case form”)

3. Sick Leave

4. Marriage/Funeral Leave

III. Leave procedures for doctoral students of the Department are as follows:

Type of Leave	Timeline	Attached documents	Department	Approved
Official Leave	Before	Related certificates	Administrative Assistant	Department Chair
Personal Leave	Before	Please submit a case form for private matters	Administrative Assistant	Department Chair
Sick Leave	Before, after	Supporting documents	Administrative Assistant	Department Chair
Marriage/Funeral Leave	Before	Supporting documents	Administrative Assistant	Department Chair

IV. Doctoral students of the Department may apply for leave no more than 10 times for daily attendance each semester; limited to one time only for class advisor meetings in the first and second year; limited to four times after the third year, and may be handled separately by the department chair due to special reasons.

V. These Rules shall take effect after being approved and announced by the department chair.

## C. Course Requirements

March 5, 1998	Revised in the 1st department affairs meeting in the 2nd semester of academic year 1997.
March 30, 2006	Revised in the 2nd department affairs meeting in the 2nd semester of academic year 2005.
March 6, 2008	Revised in the 1st department affairs meeting in the 2nd semester of academic year 2007.
March 8, 2013	Revised in the 1st department affairs meeting in the 2nd semester of academic year 2012.
October 24, 2014	Revised in the 2nd department affairs meeting in the 1st semester of academic year 2014.
June 3, 2016	Revised in the 4th department affairs meeting in the 2nd semester of academic year 2015.

### **Article 1: Subject**

These Guidelines were established for doctoral students in the academic division of the Department to take necessary courses, carry out their study plans, and pass necessary examinations under the good guidance of a professor, so that they can successfully complete their studies.

### **Article 2: Field of study**

Specialty divisions are established under the academic division of the Department's doctoral program, including strategic management, operations and supply chain management, electronic businesses, marketing management, organizational behavior, human resource management, and international business management. Students in the academic division shall major in one specialty division and may minor in several specialty divisions.

### **Article 3: Required courses**

Required course "Social Science Research Methodology." ("Seminar on Management Theory" was listed as an elective course from academic year 2007)

### **Article 4: Number of major courses**

The number of master's and doctoral program courses students are required to take in the specialty division they major in shall be in accordance with the regulations of each division.

### **Article 5: Number of minor courses**

The number of master's and doctoral program courses and qualifying exam students are required to take for each specialty division they minor in shall be in accordance with the regulations of each division.

### **Article 6: Verification of specialty division**

Students shall select a specialty division to major in when they apply for examination.

### **Article 7: Change of major**

Students shall fill out an "Application Form for Changing Specialty Division in the Doctoral Program Academic Division" when they need to change the specialty division they major in. Students shall submit the application form to both the student's original and new specialty divisions for review, and then submit it to the department chair for approval. Students may only change the specialty division they major in after gaining approval in a department affairs meeting. Application for change of major is limited to one time.

### **Article 8: Part-time**

1. Before doctoral students of the Department become Ph.D. candidates, they may engage in research projects related to their major together with a full-time or adjunct professor in the Department each year, but may not engage in more than three research projects within the same period of time.
2. Before doctoral students of the Department become Ph.D. candidates, they may hold teaching positions outside the University, but such positions are limited to four hours a week. Doctoral students must gain approval from the department chair to teach for more than four hours a week.

**Article 9: Implementation and revision**

These Guidelines shall be implemented after approval by a department affairs meeting. The same applies to all subsequent amendments.

Strategic Management Division Course Selection Process

<p><b>Strategic Management</b></p> <p>Corporate Policy_old</p>
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**Master's program course**

Core Courses	Seminar on Business Strategy_Dr. Wu	<p><b>Seminar on Strategic Management</b>_Established in the 1st semester of academic year 2005</p> <p>Seminar on Corporate Policy_old</p>
	<p>Seminar on Organization Theory (1)_Established in the 1st semester of academic year 2005</p> <p>Seminar on Organization Theory and Management_old</p>	<p>Seminar on Organization Theory (2)_Established in the 1st semester of academic year 2005</p>
	<p>International Businesses Theory</p> <p>_Established in the 1st semester of academic year 2005</p> <p>Seminar on International Business Management (1)_old</p>	<p>Seminar on Organizational Behavior</p>
	<p>Seminar on Corporate Issues</p>	<p>Seminar on Industry Economics_Department of International Business Dr. Tan</p>
	<p>Seminar on Quantitative Methods (1)</p>	<p><b>Seminar on Management Theory</b></p>

**Doctoral program course**

- Note: 1. Major: Take at least 5 courses.
2. Minor: Must take the master's program course "Strategic Management" and two doctoral program core courses.
3. Students must pass the qualifying exam to minor in this division; test subjects are the same for majoring in this division.

## Human Resource Management Division Course Selection Process

1. Students majoring in this division must complete the following required courses (six) to participate in the qualifying exam.
2. The subjects, questions, and format of qualifying exams shall be determined by the advisor based on the individual situation of students. The research methodology test will be on (1) Professor Paul S.C. Hsu's "Social Science Research Methodology" and (2) "Human Resource Research Methodology" or "Seminar on Quantitative Methods (1)." (Choose one of the two Revised in the human resource management meeting on November 10, 2017.)
3. Master's program prerequisite courses are based on the courses taken by each student in the past, and must comply with the General Guidelines for the Doctoral Program.
4. Students must take any three-degree program courses (including required and elective courses) of this division to minor in this division, and must select two of the three courses for the qualifying exam (each subject accounts for 50% with a total score of 100 points). Questions are drafted by drafters invited by the convener. Students become qualified to minor in this division after passing the qualifying exam.
5. To provide students with greater space for learning and for them to more extensively engage in academic exchange, multiple teachers take turns offering most courses for more diverse learning.

### **[Doctoral Program - Common Required Courses]**

Year/Semester offered	Course title	Course instructor
Second semester of first year	Social Science Research Methodology	Professor Paul S.C. Hsu

### **[Doctoral Program - Courses of this Division]**

**Notes: 1. Required courses are offered at least once every two years because they will affect the qualifying exam.**

**2. "\*\*\*" indicates the teacher responsible for the course.**

Year/Semester offered	Course title	Proposed teacher
1st semester of 1st year	1-1 Strategic Human Resource Management (Required) 1-2 Management Theory and Seminar (Required)_Offered every two years 1-3 Seminar on Organization Theory and Human Resource Management (Elective)	Professor Huang Jia-Chi**, Professor Lin Yeh-Yun Associate Professor Huang Ping-Der, Professor Han Tzu-Shian  Professor Han Tzu-Shian  Professor Han Tzu-Shian
Second semester of first year	1-4 Seminar on Organizational Behavior (Required)_Offered every two years (Original name: Seminar on Organizational Behavior Studies) 1-5 Human Resource Research Methodology (1) (Required)_Offered every two years or Seminar on Quantitative Methods (1) (Required)	Professor Tsai Wei-Chi**, Associate Professor Huang Ping-Der Professor Huang Jia-Chi, Professor Hu Chang-Ya  Professor Tsai Wei-Chi**, Professor Huang Jia-Chi Professor Hu Chang-Ya

1st semester of 2nd year	2-1 Seminar on Organizational Change (Elective) 2-2 Human Resource Research Methodology (2) (Elective) 2-3 Seminar on Human Resource Management (Required)_Offered every two years	Professor Lin Yeh-Yun, Associate Professor Huang Ping-Der Professor Han Tzu-Shian**, Associate Professor Huang Ping-Der Professor Tsai Wei-Chi, Professor Huang Jia-Chi Professor Hu Chang-Ya
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### [Doctoral Program - Related Courses]

This division utilizes the resources of other divisions or related departments whenever possible to meet students' needs in research. Related courses are as follows:

Field of Course	Course title	Offered by
Type of Research Methodology	Experiment design, multivariate analysis Quantitative Methods	Department of Psychology Department of International Business
Macro-HR	Seminar on International Business Seminar on Management Theory Seminar on Organization Theory	Department of Business Administration
Micro-HR	Contemporary Social Psychology, Industrial and Commercial Psychology	Department of Psychology

### [Master's program prerequisite courses of this division - Choose two of three]

Year/Semester offered	Course title	Course instructor
Master of Business Administration 1st semester of 1st year	Organization Theory and Management (Prerequisite) Human Resource Management (Prerequisite)	Associate Professor Lin Shu-Chi Professor Seetoo Dah-Hsian Associate Professor Huang Ping-Der
Master of Business Administration 2nd semester of 1st year	Human Resource Management (Prerequisite)	Professor Han Tzu-Shian
Master of Business Administration 1st semester of 2nd year	Organizational Behavior (Prerequisite)_Note	Professor Huang Jia-Chi

**Note: Except for students who have applied for credit transfer, if the course was not offered in the current academic year, students can either 1) Take an examination instead or 2) Take the course at another department after gaining approval from the convener of this division.**

## International Business Management Division Course Selection Process

International Marketing Management	International Business Administration	International Financial Management
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### Master's program course

Seminar on Strategic Management __Established in the 1st semester of academic year 2005 Seminar on Corporate Policy_old	International Businesses Theory __Established in the 1st semester of academic year 2005 Seminar on International Business (1)_old
Seminar on International Marketing	Seminar on International Business Administration __Established in the 1st semester of academic year 2005 Seminar on International Business (2)_old
Seminar on International Finance	Seminar on International Business (1) __Established in the 1st semester of academic year 2005 Seminar on International Business (3)_old
Seminar on Management Theory	Seminar on International Business (2) __Established in the 1st semester of academic year 2005 Seminar on International Business (4)_old

### Doctoral program courses (1)

Seminar on Corporate Issues	Seminar on Organization Theory (1) __Established in the 1st semester of academic year 2005
Seminar on Quantitative Methods (1)	Seminar on Organization Theory and Management_old

### Doctoral program courses (2)

- Note: 1. Major: At least two prerequisite courses (excluding undergraduate program courses), at least four courses from Doctoral program courses (1), and at least one course from Doctoral program courses (2).
2. Minor: The prerequisite courses "International Business Administration," "Seminar on International Business Theory," and "International Business Administration" are required courses. If "Seminar on International Business Theory" is already counted in the credits of other specialty divisions, then a different course must be selected from Doctoral program courses (1).
3. Students must pass the qualifying exam to minor in this division; the test subject is "Seminar on International Business Theory."

## Operation and Supply Chain Management Division Course Selection Process

Statistics (or Applied Statistics)	Operations Management
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### **Master's program prerequisite course**

Operation and Supply Chain Management Research Methodology		Operation and Supply Chain Strategies	
Seminar on Operation and Supply Chain Management (1)	Seminar on Operation and Supply Chain Management (2)	Seminar on Operation and Supply Chain Management (3)	Seminar on Operation and Supply Chain Management (4)

### **Doctoral program course**

#### Marketing Management Division Course Selection Process

Consumer Behavior	Marketing Research	Marketing Management (old) Marketing Management (2) Marketing Strategy (1)
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### **Master's program prerequisite course**

Marketing Theory (First Semester_Hong)	Marketing Research Methodology (First Semester_Lou) <i>Note: Offered every two years</i>
Marketing Quantitative Methods <i>Note: Offered every two years</i>	Seminar on Consumer Behavior (Second Semester_Bie) <i>Note: Offered every two years</i>
Seminar on Marketing Management	Independent Research on Marketing Management - (Subtitle)
Seminar on Quantitative Methods (1)	

### **Doctoral program course**

- Note: 1. Major: Take at least six doctoral program courses, in which "Marketing Quantitative Methods" is a required elective course. At most two independent research courses (such as: Seminar on Marketing Management" and "Independent Research on Marketing Management") may be taken.
2. Minor: First take the master's program courses "Marketing Management 2 + Strategic Marketing 1" and take at least three doctoral program courses. "Marketing Theory" and "Marketing Quantitative Methods" are required elective courses and the other course may be selected from the remaining four courses.
3. Students must pass the qualifying exam to minor in this division; test subjects are "Marketing Theory" and "Marketing Quantitative Methods."

## D. Guidelines for Implementing Ph.D Candidacy Examinations

January 3, 1997	Revised in the 2nd department affairs meeting in the 1st semester of academic year 1996.
March 28, 1997	Revised in the 1st department affairs meeting in the 2nd semester of academic year 1996.
May 30, 1997	Revised in the 2nd department affairs meeting in the 2nd semester of academic year 1996.
October 2, 1997	Revised in the 1st department affairs meeting in the 1st semester of academic year 1997.
March 5, 1998	Revised in the 1st department affairs meeting in the 2nd semester of academic year 1997.
April 16, 1998	Revised in the 1st extraordinary department affairs meeting in the 2nd semester of academic year 1997.
June 18, 1998	Revised in the 2nd department affairs meeting in the 2nd semester of academic year 1997.
September 27, 2001	Revised in the 1st department affairs meeting in the 1st semester of academic year 2001.
2003	Revised in the 1st department affairs meeting in the 1st semester of academic year 2003.
February 26, 2004	Revised in the 1st department affairs meeting in the 2nd semester of academic year 2003.
March 25, 2004	Revised in the 2nd department affairs meeting in the 2nd semester of academic year 2003.
May 27, 2004	Revised in the 4th department affairs meeting in the 2nd semester of academic year 2003.
September 28, 2006	Revised in the 1st department affairs meeting in the 1st semester of academic year 2006.
September 27, 2007	Revised in the 1st department affairs meeting in the 1st semester of academic year 2007.
June 13, 2008	Revised in the 4th department affairs meeting in the 2nd semester of academic year 2007.
November 26, 2010	Revised in the 4th department affairs meeting in the 1st semester of academic year 2010.
December 6, 2013	Revised in the 2nd department affairs meeting in the 1st semester of academic year 2013.
October 23, 2015	Revised in the 2nd department affairs meeting in the 1st semester of academic year 2015.
June 3, 2016	Revised in the 4th department affairs meeting in the 2nd semester of academic year 2015.
March 31, 2017	Revised in the 2nd department affairs meeting in the 2nd semester of academic year 2016.
September 21, 2018	Revised in the 1st department affairs meeting in the 1st semester of academic year 2018.
November 30, 2018	Revised in the 3rd department affairs meeting in the 1st semester of academic year 2018.
September 27, 2019	Revised in the 1st department affairs meeting in the 1st semester of academic year 2019.
October 25, 2019	Revised in the 2nd department affairs meeting in the 1st semester of academic year 2019.

**Article 1:** National Chengchi University Department of Business Administration (hereinafter referred to as the "Department") established these Guidelines for doctoral students in the academic division to fully understand examination related regulations and protect their rights and interests.

### **Article 2: Course Requirements**

These course requirements aim to let graduates from the academic division of the Department's doctoral program to not only specialize in a major and minor, but also have general knowledge of business administration.

1. Regardless of their major and minor(s), students are required to take five of the following seven subjects: Organization Theory and Management, Operations Management, Human Resource Management, Marketing Management, Strategic Information Management, International Business Administration, and Financial Management, and the score of their publications must be at least 20 points; Or take four of the seven subjects, but the score of their publications must be at least 25 points.
2. Students who did not graduate from a commerce related graduate institute and did not take the prerequisite courses before must take the courses offered by a master's program, and the qualifying score is 80 points. If the student took the prerequisite courses before, then the teacher of the specialty division will determine whether or not the credits may be transferred.
3. Students who graduated from a commerce related graduate institute with a score of 80 points or higher may transfer their credits.
4. Besides courses offered by the master's program of the Department, students may also select the same course offered by other departments of NCCU.
5. Students must also take research-oriented courses, and course contents and selection principles shall be decided by teachers in each specialty division.

### **Article 3: Qualifying Exam**

1. Qualifications required to apply for the qualifying exam:
  - (1) Completed the required courses "Social Science Research Methodology," "Academic Ethics" and courses required by the division of their specialty.
  - (2) Comply with class advisor meeting attendance requirements for four semesters<sup>1</sup>.
  - (3) Must publish conference papers or journal articles after enrollment.
2. Subjects of the qualifying exam include major courses, Social Science Research Methodology, or Research Methodology of each specialty division; two subjects in total.
3. Minor courses shall be in accordance with the course requirements for minoring in each division, and students must complete the courses and pass the qualifying exam.
4. Questions for the research methodology examination may be drafted by two teachers (may include the advisor) who taught the student's research methodology course at the request of the advisor, and the examination time is three hours.
5. Qualifying exams must be completed in the second week of September each year. If the student does not pass the examination subjects that academic year, the student may take an additional examination for the subjects that the student failed in February the following year, provided that approval is obtained from the student's advisor and the convener of the specialty division, and that the application is submitted within one month after results of the qualifying exam are announced. Students must pass the qualifying exam within three years after enrollment (suspension of study is not included in the period). Those who fail to pass the examination within the specified time period will lose their qualifications. In the event of force majeure, the student may submit an application to extend the period for up to two semesters after gaining approval from the department affairs meeting.
6. The number of times a student may take the qualifying exam for their major is limited to two times. If the student fails the qualifying exam both times, the student shall be withdrawn or change a major within original testing division. The number of times students may take the examination for Social Science Research Methodology or the research methodology of each specialty division is limited to two times; the student shall be withdrawn after failing both examinations. The additional examination in the preceding paragraph is counted in the limit.
7. Leave of absence for qualifying exams shall be in accordance with the National Chengchi University Student Leave of Absence Regulations, but a make-up exam will not be held. The qualifying exam will not be included in the total number of qualifying exams taken.
8. Doctoral students who apply for oral defense of the first three chapters and to serve as an adjunct lecturer of "Management" must pass the qualifying exam and complete all courses.

**Article 4:** Students become Ph.D. candidates after passing the qualifying exam.

**Article 5: Dissertation publication**

1. Students in the academic division must participate in the common required course "research publication camp" and publish a paper during the camp within three years after enrollment.
2. After students in the academic division pass the qualifying exam, they must publish a paper during a class advisor meeting in the second semester at the latest. Students must publish at least one paper before participating in the oral defense of the first three chapters of their dissertation.

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<sup>1</sup> The 2nd department affairs meeting of the 2nd semester of academic year 2016 decided that students enrolled from academic year 2017 (including full time and part time) must comply with class advisor meeting attendance requirements for four semesters: Doctoral students may only be absent during class advisor meetings once in the first and second year, and may only be absent a total of four times after the third year.

3. Before students in the academic division participate in the oral defense of their doctoral dissertation, they must publish or have several papers accepted, and the academic journals they publish those papers in must have a review system. The author of the papers is not limited to one. Students may be co-authors of the papers. According to the paper-rating standard, students who select five out of seven prerequisite courses need a total of 20 points or more to apply for an oral defense. Students who select four out of seven prerequisite courses need a total of 25 points or more to apply for an oral defense.
4. Based on the paper-rating standards, a different number of points is awarded based on the rating of different journals and the order of the authors, and the journal rating and points are in accordance with the Classification of Journals for the Academic Division of the Doctoral Program of the Department of Business Administration.
5. The contents of papers do not need to be related to the dissertation, but must be related to the student's major or minor.

**Article 6: First three chapters and preliminary examination**

1. There may be 1-3 advisors, one of which must be a full-time professor, associate professor, or assistant professor at the Department. Change of advisor requires approval from both the original advisor and new advisor.
2. After a doctoral student passes the qualifying exam and becomes a Ph.D. candidate, a Ph.D. Degree Examination Committee is formed as soon as possible. Qualifications of committee members must comply with Article 7, Subparagraph 4 of the NCCU Guidelines for Graduate Degree Examinations; committee members must be an assistant professor or higher.
3. The Ph.D. Degree Examination Committee is composed of five to seven members, who may be recommended by the advisor and will be decided by the department chair. Half of the committee members or more (inclusive) must be individuals outside of the University faculty.
4. Students who intend to apply for the first three chapters and preliminary examination of their dissertation must submit the list of committee members to the department chair for approval one month in advance. After the list of committee members and date of oral defense is determined, the Department will send invitation letters to professors of other universities.
5. Application for the first three chapters and preliminary examination requires written approval from the student's advisor, and must be registered at the department office two weeks prior. During registration, the student must hand the dissertation to each examination committee member, and also a copy to the department office for teachers and students to review. The oral defense shall be postponed if the student is unable to submit copies of the dissertation.
6. For the oral defense of the first three chapters and preliminary examination, at least five examination committee members must be present. The Department will not accept written reports from committee members who did not attend the examination, and will deem the committee members to be absent.
7. The student passes the first three chapters and preliminary examination if two thirds or more of the committee members vote in favor of the student. If the number of committee members who vote in favor is between half and two thirds, the advisor will make the decision after thorough discussion among the committee members who are present.

8. After completing the first three chapters and preliminary examination, the student must submit records of the oral defense signed by the advisor, regardless of whether or not the student passed, and the opinions of professors in attendance must be listed and signed by the advisor within two weeks. After describing the revision method, the student must request the signature of each professor to approve the revision method. The original shall be retained by the Department.
9. If necessary, the doctoral student may organize an expert forum, but such forums will not be subsidized by the Department.

**Article 7: Doctoral degree examination**

1. Ph.D. candidates may submit an application for doctoral degree examination after passing the first three chapters and preliminary examination, and completing the requirements in Article 5.
2. Application for doctoral degree examination must be completed before the deadline for suspension of study, and the examination must be completed before the end of the semester (before January 31 for the first semester, and before July 31 for the second semester). The preliminary examination and doctoral degree examination must be at least one month apart.
3. The criteria for the advisor and defense jury members shall be in accordance with Items 1-3 in the preceding article. The degree examination score shall be in accordance with Article 8 of the NCCU Guidelines for Graduate Degree Examinations.
4. Students who pass the degree examination shall submit relevant documents to the University through the Department to apply for graduation and degree granting.

**Article 8:** In the event of delay or losses sustained by the student due to failure to comply with the provisions above, the student shall be solely responsible.

**Article 9:** These guidelines have been implemented with approval from a department affairs meeting. The same applies to all subsequent amendments.

## E. List of Required Courses for the [Doctoral Program Academic Division] of the Department of Business Administration

(Applicable to students enrolled from academic year 2018)

Course title	Required Partially Required	Credit requirements	Year 1		Year 2		Remarks  (Description of prerequisite course or group)
			1st	2nd	1st	2nd	
Academic Ethics	Required	<i>1</i>	<i>V</i>	<i>V</i>			<i>Students must pass this course before taking the qualifying exam</i>
Social Science Research Methodology	Required	3		V			
Total	Required	<i>4</i>					
Minimum graduation credits: 24							
Special course requirements: <ol style="list-style-type: none"> <li>1. Please request the "Guidelines for Doctoral Students in the Academic Division of the Department of Business Administration of National Chengchi University" related requirements.</li> <li>2. Students must provide the reason for taking courses in other departments or institutes to the class advisor, the department chair, or advisor, and may make adjustments according to recommendations.</li> </ol>							

Department office tel: 02-29393091 ext. 87073

(Applicable to students enrolled from academic year 2012, renamed and applicable to the academic division from academic year 2016)

## Academic Division of the **Doctoral Program of the Department of Business Administration**

### **Classification of Journals**

Tier 1: 50 points per paper. (At most five tier 1 journals may be listed for each specialty division)

Grade **A**: 35 points per paper.

Published in (1) SCI or SSCI journal with an impact factor of 0.4 or above.

(2) If there are less than 20 such journals, the department shall list the 20 top journals in the field (but must be an SCI or SSCI journal with an impact factor of at least 0.1).

Grade **B**: 25 points per paper.

Published in (1) Other SCI and SSCI journals.

(2) Paper published in **Management Review or Journal of Management and Business Research. (TSSCI)**

(3) If the total number of journals for Items 1 and 2 of grade A and grade B do not reach 40, each field may add non-TSSCI foreign journals with anonymous review that were rated as excellent in the field and evaluation results were publicly disclosed.

Grade **C**: 10 points per paper.

(1) **Published in a TSSCI journal other than Management Review and Journal of Management and Business Research.**

(2) International academic journal other than grade B and has a review system, international conference paper, or special case; Or research project of the National Science Council (served as the principal or co-principal investigator).

Grade **D**: 5 points per paper.

Domestic journal with a review system, domestic conference paper, or special case.

The total score from domestic conference papers may not exceed 10 points.

Overseas exchange: 10 points

Apply according to formal overseas exchange procedures, 2 points per month, with a maximum of 10 points.

[Note] The following method will be used for calculation when there is more than one author for the same paper or research report:

1. First author: Publication level score  $\times$  0.7

2. Second author: Publication level score  $\times$  0.5

3. Third author and after: Publication level score  $\times$  0.3

September 2006

Revisions to additional requirements of each division decided in the 3rd department affairs meeting in the 2nd semester of academic year 2011 (May 11, 2012) are as follows:

(Applicable to students enrolled from academic year 2012)

[Marketing Division]

1. Published one conference paper or journal article before the qualifications examination.
2. Must have at least one paper published or accepted by an international journal or TSSCI journal before the final oral defense of the doctoral dissertation.
3. “The number of points is increased to 50 points for publication in a tier 1 marketing journal recommended in the field of management 2 by the National Science Council or a top 20 journal; the number of points for publications in other recommended journals of management 2 (including TSSCI journals) is 40 points; points for co-authors is calculated according to current regulations.”

(Article 3 of the Marketing Division revised in the 2nd department affairs meeting (December 6, 2013) in the 1st semester of academic year 2013)

[Strategic International Business Division]

1. “The number of points is increased to 50 points for publication in a tier 1 journal recommended in the field of management 1 by the National Science Council; the number of points for publications in other recommended journals of management 1 (including TSSCI journals) is 40 points; points for co-authors is calculated according to current regulations.”

[Human Resource Management Division]

1. “The number of points is increased to 50 points for publication in a tier 1 journal recommended in the field of management 1 by the National Science Council; the number of points for publications in other recommended journals of management 1 (including TSSCI journals) is 40 points; points for co-authors is calculated according to current regulations.”

[Electronic Business Division]

1. Published one conference paper or journal article before the qualifications examination.
2. Must have at least one paper published or accepted by an international journal or TSSCI journal before the final oral defense of the doctoral dissertation.
3. “The number of points is increased to 50 points for publication in a tier 1 journal recommended in the field of management 2 by the National Science Council or a top 20 journal; the number of points for publications in other recommended journals of management 2 (including TSSCI journals) is 40 points; points for co-authors is calculated according to current regulations.”
4. “The number of points is increased to 50 points for publication in a tier 1 journal recommended in the field of management 1 by the National Science Council; the number of points for publications in other recommended journals of management 1 (including TSSCI journals) is 40 points; points for co-authors is calculated according to current regulations.”

(Added in the 4th department affairs meeting (December 26, 2014) in the 1st semester of academic year 2014)

The first department affairs meeting (September 21, 2018) in the 1st semester of academic year 2018 made

the decision to add the requirement for all students in the academic division to "publish conference papers or journal articles after enrollment and before applying for the qualifying exam." (Applicable to students enrolled from academic year 2019)