

Institute of International Management (IIMBA)

Rules & Regulations of the Master Program



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PART I. VISION, MISSION, AND EDUCATIONAL

OBJECTIVES

VISION

Globalization, Professionalism, Communication, Integrity

MISSION

Cultivate future business leaders with professional knowledge, communication and leadership skills while enhancing their ethical global vision in a multicultural environment.

EDUCATIONAL OBJECTIVES

- 1. Enhance students' global vision and perspectives through teaching how to conduct multinational businesses in diverse economies, political systems, cultures and changing patterns of international competitions.
- Learn qualitative and quantitative skills for cultivating students' professional knowledge in the fields of international strategic and marketing management, international finance, I.T. and operations management.
- Enhance students' communication and leadership skills such as self-awareness, selfmanagement, collaboration, and teamwork to better negotiate the potential complexities in organizations.
- 4. Provide students with skills and knowledge of business to ethically manage business operations for productivity and performance.

PART II. APPLICATION PROCEDURE FOR MBA

STUDENTS

1. Review of applicant's qualifications

An undergraduate degree from the following accredited academic institutions:

- a. Accredited public or private universities/colleges in Taiwan, or
- b. Other universities/colleges outside Taiwan recognized by the Taiwan Ministry of Education
- 2. Entrance examination (local students only)
- 3. Fulfillment of pre-requisite course requirements. If an applicant has neither a) fulfilled these requirements prior to enrollment, or b) applied for exemption within the first month of enrollment, the courses must be completed within the first two years of the program see more detailed information regarding the pre-requisites below.

PART III. STAGES FOR COMPLETING THE MBA

DEGREE

PART A: COURSE WORK

1. Length of study

- a. The Master Program must be completed within 2 to 4 years for international students and 2 to 5 years for local students.
- b. The scholarship for international students expires 12 months after enrollment.

2. Pre-requisite courses

Pre-requisite Courses
Statistical Methods
Managerial Economics
Managerial Accounting

- a. All Master students, including students in suspension, are required to take the three prerequisite courses if they have not previously taken these courses at either graduate or undergraduate level.
- b. An exemption is possible if students have already taken the course at undergraduate or graduate level. Students are required to submit an application for Course Exemption within 4 weeks after the first day of the enrollment period of first semester.
- c. The pre-requisite courses must be completed within two years after enrollment.
 - i. If the pre-requisite courses are not exempted, students must complete the courses within two years after enrollment.
 - ii. If students take pre-requisite courses in IIMBA during the summer, they will be credited in the coming Fall semester. However, these courses will **NOT** be counted as part of the required thirty-nine (39) course credits required for graduation.
- d. To have a course exempted, please refer to the exemption regulations in item 4

3. Course requirements for master students

The Master program requires each student to fulfill a minimum of forty-five (45) credit hours consisting of thirty-nine (39) credits for course work and six (6) credits for the thesis.

Note: the calculation of the Final Average Grade will be:

- 1) Average Grades During the Academic Years --- 50%
- 2) Thesis --- 50%

Of the thirty-nine course credits required, the following courses must be included:

- a. At least one (1) methodology course
- b. Research Method One (After having successfully completed twelve (12) credit hours, including at least one (1) methodology course)
- c. Eleven (11) elective courses

4. Policies for IIMBA course exemptions and waivers

The IIMBA Program allows students to either be exempted from or waived certain courses. The following are the rules that pertain to course waiving and exemptions:

a. Course exemptions (no credits transferred)

Students may choose to be exempted from pre-requisite courses if they have already completed similar subjects in the past. Please note, however, that the program will not credit any courses that students are exempted from.

The exemption is only for the pre-requisite courses. Please note that these pre-requisite courses will not count toward your graduation credits, but will be credited in the following fall semester.

The submission of exemption application documents does not mean the exemption will be automatically granted. The application for the exemption is subject to the approval of the review committee and the IIMBA faculty.

The following courses are qualified for exemption:

Pre-requisites Courses
Statistical Methods
Managerial Economics
Managerial Accounting

APPLICANT QUALIFICATION: COURSES COMPLETED WITH A GRADE OF 70 OR ABOVE IN COURSES OF SIMILAR CONTENT COMPLETED AT SCHOOLS OF UNDER-GRADUATE LEVEL OR ABOVE FOR AT LEAST 3 CREDITS.

*PLEASE NOTE THAT THIS RULE ONLY QUALIFIES THE STUDENT FOR THE REVIEW PROCESS FOR EXEMPTION.

Application Procedures:

- 1. Submission of the Exemption Form:
 - (1) Application Period: within 4 weeks after the first day of the enrollment period of first semester.
 - (2) Required Documents:
 - (a) Fill out the "Course Exemption Application Form" (this is emailed to you by the IIMBA Office. You can also get this form from the IIMBA Office if you did not receive an email).
 - (b) A copy of the transcript with requested course (s)(please also bring the original transcript while you submitted the application).
 - (c) A copy of the syllabus of the courses to be exempted.

Note: Please make sure that the grading system used by your university and the courses to be exempted are clearly stated and described in the transcript and the syllabus (if possible).

2. Exemption Ways:

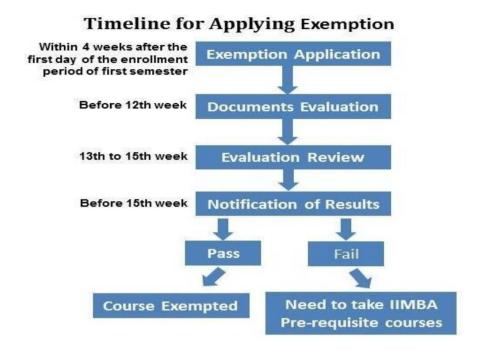
Documents Evaluation: Documents are reviewed by Subject Matter Experts forming the Exemption committees. The decision of the review committees is final.

3. After Evaluation:

If you fail the exam (Passing grade: 70 pts) or evaluation, then you need to take the IIMBA Pre-requisite courses (The courses offered during summer vacation). These courses should be taken within the IIMBA department.

4. Application timetable:

For more detailed information about the exact time please pay attention to the IIMBA office announcements regarding this matter.



b. Course Waiver

Students may also choose to waive certain courses. Waived courses will be credited in the IIMBA program.

There are no restrictions to which courses may be waived. However, there is a maximum number of credits that are allowed for waiving.

Maximum Credits for Waiving

Courses Taken	Maximum Credits Received of Waived Courses
Courses Taken in IIMBA Credit Program	18 Credits
Courses Taken in EMBA/AMBA Credit Program	6 credits
Courses Taken in NCKU Credit Program	6 Credits (50% of the original credits will be counted)
Courses Taken in other universities	6 Credits (50% of the original credits will be counted)

APPLICANT QUALIFICATION: WAIVERS MUST BE BASED ON COURSES COMPLETED **WITH A GRADE OF 70 OR BETTER** IN COURSES OF SIMILAR CONTENT COMPLETED AT SCHOOLS OF **GRADUATE LEVEL (OR ABOVE)** TO APPLY.

Required Documents:

- 1. Submit a completed "Application for Credit Transfer"
- 2. Submit an Original Transcript

3. Submit a Syllabus of the courses to be waived

Note:

- 1. All students (including students in suspension) should submit the application for Course Exemption or/and Course Waiver within 4 weeks after the first day of the enrollment period of first semester. This is the only chance to apply for exemption / waiver consideration. Late applications will not be accepted.
- 2. Students transferring from the EMBA/AMBA departments should submit the application for Course Exemption or/and Course Waiver up to the maximum of 9 credits. After this, if students would like to exempt or/and waive more courses, he/she needs to apply for the "Application of Exception".

5. Policy for Taking Courses in Other Departments

Students may take business related graduate-level courses in other departments under the College of Management (i.e. EMBA, AMBA) with the following restrictions,

- a. A maximum of six (6) credits coursework can be accepted. Thus, credits that have already been waived during your first month of Year 1 will be counted toward the quota for the maximum number of transferred credits allowed.
- b. Credits from courses taken in other departments can only be used as your elective course.
- c. You are not allowed to take a course in another department if that same course is offered in the IIMBA program in the same semester.
- d. Students who want to take courses in other departments must consult with their advisor and the IIMBA office before registering for the course.

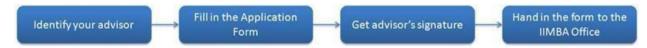
PART B. THESIS DEFENSE INFORMATION

The Master Program is designed to be completed in 2 years, with a maximum of 4 years (international students) and 5 years (local students). Students may select 1 to 4 courses per semester and apply for their proposal/final defense according to their respective individual progress.

A. PREPARATION BEFORE THESIS DEFENSE

Step 1: Choose your thesis advisor.

TIMELINE: SELECT YOUR THESIS ADVISOR AND COMPLETE THE FORM BEFORE THE END OF YOUR 2ND SEMESTER OF ENROLLMENT



Students may choose their thesis advisor based on interests and research fields.

Refer to the IIMBA website's faculty page or Advisor List (Office will announce it every semester).

*Regulation for Batch 104 and before (including those who enrolled in 2013 Spring Semester]

- 1. Please fill out and submit the form to the IIMBA office before the end of your 2nd semester of enrollment.
- 2. When selecting your thesis advisor, please ask the full-time professors and project- appointed professors of IIMBA first. If none of these professors can accept you, then this is the only time you can go and ask the supporting professors of IIMBA. If none of them still can accept you, then you can ask the adjunct professors of IIMBA to be your thesis advisor. (You need to get all the signatures from full-time and projected appointed professors of IIMBA and then you can find the supporting professors of IIMBA)
- 3. A professor's quota (advising load) for supervising students (The advising load is counted for a full school year):
 - a. Full-time/ Project Professors of the IIMBA: Maximum of 10 students for one school year (with a Minimum of 3 students)
 - b. Supporting Professors of the IIMBA: Maximum of 5 students for one school year
 - c. Adjunct Professors of the IIMBA: Maximum of 3 students for one school year
- 4. Thesis advisors from outside of IIMBA or not affiliated with IIMBA will not be allowed.
- 5. Please be aware of the maximum capacity of each professor.
- 6. The procedures of choosing advisor:
 - a. **Before the 12**th week of school calendar: please ask all the IIMBA full-time and project professors first.
 - b. **During 12th week to 17th of school calendar**: Only if all the IIMBA full-time and project professors have signed that they are not able to have you as advisee. Then you can select the IIMBA co-assigned (supporting) and adjunct professors as your advisor and get their signature.

Note: The capacity of each professor is counted on a school year basis (including one fall semester and one spring semester). If you are not sure about the capacity of each professor, please check with the IIMBA Office.

*For Batch 105 and after (including those enrolled in 2013 fall semester]

- 1. Please fill out and submit the form to the IIMBA office before the end of your 2nd semester of enrollment.
- 2. When selecting your thesis advisor, please ask the full-time professors and project- appointed professors of IIMBA first. If none of these professors can accept you, then this is the only time you can go and ask the supporting professors of IIMBA. If none of them still can accept you, then you can ask the adjunct professors of IIMBA to be your thesis advisor.
- **3.** A professor's limit for supervising students:

*The Capacity of each professor is counted on <u>every semester which you are enrolled</u>. If you are not sure of the capacity of each professor, please check with the IIMBA office

Professor		Maximum Number of Students as Thesis Advisees	Minimum Number of Students as Thesis Advisees
Master Students (Including Local Students)	Full-Time/Project Professors of the IIMBA	Total number of enrolled students / 8. Round up the number to 1 person after decimal point.	Total number of enrolled students / 8. Round down the number to 0 person after decimal point.
List of Supporting Professors	 Prof. Cheng-Han Wu (Institute of Information Management) Prof. Min-Hsien Chiang (Institute of International Business) Prof. Hsin-Hui Chou (Dept. of Business Administration) Prof. Miin-Jye Wen (Dept. of Statistics) Prof. Hsueh Wen Chow (Institute of Physical Education, Health and Leisure Studies) Prof. Ching-Fu Chen (Dept. of Transportation and Communication Management Science) Prof. You-Hung Lin (Dept. of Business Administration) 		

- **4.** Selecting a thesis advisor from outside of IIMBA or not affiliated with IIMBA will not be allowed.
- **5.** Please be aware of the maximum capacity of each professor.
- **6.** Co-supervision is not allowed.

B. APPLYING FOR FINAL DEFENSE

Requirements:

Complete graduation course work credit check (39 credits, including all required/core/elective courses)..

TIMELINE:

- 1) FOR GRADUATION IN JUNE: FINAL DEFENSE MUST BE COMPLETED BY JUNE 30.
- 2) FOR GRADUATION IN JANUARY: FINAL DEFENSE MUST BE COMPLETED BY JAN 15.



Step 1: Determine the Final Defense committee and set the date.

- 1. The defense committee including your advisor must consist of 3 to 5 members.
- 2. At least one of the committee member must be from the IIMBA in Tainan campus.

Step 2: Get draft approved by advisor.

At least four (4) weeks before scheduled final defense date:

Provide completed final thesis draft to your advisor for approval.

Note: 4 weeks before proposal date is an estimation – you should confirm this with your advisor as they may require you to hand it to them earlier. The approved version proposal draft may take more than 4 weeks, therefore please remember to keep in touch with your advisor as often as you can.

Note on writing quality: It is each student's responsibility that their writing is of academic standard and quality. Upon recommendation by committee member(s), a student will be requested to find a native English speaker to edit thesis a) abstract, b) introduction (chapter one) and c) conclusion (final chapter) at the very least; any fee incurred will be the responsibility of the student.

Step 3: Apply for final defense date.

At least three (3) weeks before the scheduled final defense:

Fill out the thesis defense application form and submit the following information to the IIMBA Office:

- Thesis topic/advisor
- Final Defense committee list

Final Defense date

Note: Students are responsible for any late submissions which might result in the delay of the final defense, as it may take more than one (1) week for the final defense administrative procedure to be processed by the University.

Step 4: Get format approved by the Format Checkers.

At least three (3) weeks before final defense date:

Provide revised thesis draft (including all revisions required by your advisor) to the Format Checking Center via their email address (brilliantcheckers@gmail.com) for style check.

Note: The process of getting your format approved may take between three days to more than one (1) week, depending on how well you were able to follow the formatting regulations.

Please NOTE: Again, if you are unable to get your format approved prior to two weeks before your final defense date (i.e. if you do not submit it on time, or if your format does not adhere to the regulations and you do not correct it in time), **YOUR FINAL DEFENSE WILL BE CANCELLED**. You will have to then arrange a new final defense date.

Step 5: Send an electronic copy of your thesis to the IIMBA office to do the similarity check on Turn It In.

At least three (3) weeks before final defense date:

Provide revised thesis draft (including all revisions required by your advisor) to the IIMBA Office (em53011@email.ncku.edu.tw) for Turn It In Similarity Checking.

Note 1: The IIMBA office will send the result to your advisor and you at the same time, students are required to discuss the result of the similarity check with their advisor. After the advisor approves the similarity check result, they will sign the percentage report, upon which students will submit this document to the IMBA office.

Step 6: Distribute copies and submit completed application.

At least two (2) weeks before final defense date:

1. Distribute hard copies to your committee members and get their signature.

Note: Students are responsible for submitting their thesis copies to the committee members themselves. The filled out application form must then be submitted to the IIMBA Office.

2. Submit the accomplished thesis defense application form to the IIMBA Office.

Note: If students complete the final defense after July 1, the students' graduation status will be postponed to the next semester. As a result, **students must pay for the tuition/miscellaneous fees** and select a 0 credit seminar course (for which there is no credit fee). Please control your own progress towards your final defense and submit the application in time.

General Schedule for Thesis Defense

	Graduate in June	Graduate in January
Identify a thesis advisor and select thesis topic	Before the end of the 2 nd	semester of enrollment
Apply for and complete Final Defense	Before 6/30	Before 1/15

C.

PROCEDURE FOR LEAVING CAMPUS

Step 1: Final revision of thesis

After finishing your final defense of the thesis, please revise your thesis according to your committee's comments. You must then submit a copy of the thesis to the Format Checking Center for a final style check. Before the final copy is printed, the student must have two certificates signed by their advisor(s), committee members, and the committee chairman. The book cover style must follow the IIMBA format. (Please refer to a senior's completed thesis that can be found in the IIMBA office). Students must prepare 2 hardcopies and 1 paperback copy (see Step 3 below).

Step 2: Upload the final version of the thesis as a PDF electronic file to the library

- 1. Check all of your course credits and grades with the Office of the Registrar; ensure you have completed 39 course credits and 6 credits for the thesis.
- 2. Make sure your thesis defense score has already been sent from the IIMBA Office to the Registrar.
- 3. Please consult the library for the regulation and manual for their uploading system.
- 4. Thesis upload log in: http://etds.lib.ncku.edu.tw/en/etdsystem/submit/submitLogin
- 5. Use your NCKU Cheng Kung Portal account to upload. (If you have not yet activated your NCKU Cheng Kung Portal account, please go to the Computer and Network Center to apply for your NCKU Cheng Kung Portal with your Student ID card before uploading your thesis; The NCKU Computer Center is located next to the Main NCKU Library in Cheng Kung Campus.)
- 6. The uploading process will take approximately 3-5 days. However, this may take longer depending on the progress of the uploading.

Step 3: Complete the Leaving Campus Procedure

- 1. After successfully uploading the thesis, you will get information regarding two authorization forms from the library to your email. Print it out. It must be signed by your advisor and you. Submit these forms along with the hard copy of your thesis to the NCKU Library staff.
- 2. Input: Student ID & Password (the default password is the last 4 digits of birth date/example: date of birth: May 20 (Password: 0520); OR the same as your NCKU Cheng Kung Portal). Save the Acrobat (.pdf) file and print the Leaving Procedure form in order get the proper signatures.
- 3. The clearance form needs 4 stamps by the following, and for you to submit your thesis copies:

- IIMBA Office: 1 hardcopy (the paperback copy for Registrar will be received here)
- Library: 1 hardcopy
- Office of International Affair (OIA): ARC card
- Registrar's Office Counter 9: 1 paperback copy, Student ID card, two photos with graduation gown for the Chinese Diploma and English Diploma
- 4. Students must submit the completed clearance form to get your Diploma from the Registrar/Continuing Education Center. You might need to provide photos (graduation photo of you wearing the NCKU Master Graduation gown; if you did not take graduation photos with the class, you can get them taken at the Fuji Photo store on the corner of DaXue Road and ShengLi Road; costs approximately NT350).

PART IV. OTHERS

APPLYING EXCHANGE PROGRAM IN NCKU

Regulations of IIMBA Students' Applying for University's Exchange Student Program and College of Management's Exchange Student Program:

- 1. The applicant must have finished three quarter (75%) of credits out of the graduation course credits.
- 2. The applicant must get his/her advisor's approval.
- 3. The applicant must have finished his/her proposal defense.
- 4. The applicant's waived credits during exchange plus the waived credits in College of Management, NCKU, must be no more than six (6) credits.
- 5. The maximum of applicants in every academic semester are one (1) international student and one (1) local student.

ATTENDANCE

Students are responsible for signing themselves in on the attendance list in every class. Please refer to NCKU Study Regulations.

TOEFL IBT80 EQUIVALENT

Starting from Batch 102, students are required to submit the TOEFL ibt equivalent with a score of at least 80 before his/her application of proposal defense. The regulation is as following:

The students who came from one of the following seven countries do not need to submit the English Proficiency Certificate:

United States of America; United Kingdom; Canada; Australia; New Zealand; Republic of Ireland; Republic of South Africa

The English Proficiency Standard is as following:

Toeic 750; Toefl ibt 80; Ielts 6.5

APPLYING FOR LEAVE

If a student is planning on being absent from class, they are required to:

- 1. Ask permission from the professor of the class(es) that will be missed.
- 2. Ask the professor(s) if s/he requires the student to fill out a Student-Leave Application form.

If the professor requests the student to fill out the Student-Leave Application form, the form must be picked up in the IIMBA office and filled out as per the Student-Leave Application Regulations on the back of the form.

FULL-TIME STUDENTS: DAY VS EVENING CLASSES

All international students are considered full-time students. International students are required to take at least two day-time (non-weekend, non-evening) classes each semester. Special requests for taking only one or no day-time classes must be approved by the Director.

If the Office finds that a student is in violation of the day-time course regulation after the final add/drop stage, the student may lose his/her NCKU Scholarship privileges for one year or longer.

MAXIMUM COURSE LOAD

In general, no student can take more than four (4) courses (included) per semester, including courses taken outside the IIMBA Institute. If a student wishes to take five (5) courses (i.e. an intensive course + four regular courses, or five regular courses), the regulation is as follows.

- First-semester students cannot take five courses
- The applicants must have shown acceptable level of academic performance within the past semester (i.e. an **average** grade of at least 86 points, and at least 80 points for each course) and
- The application timeline: from the beginning of first stage course selection to the end of second stage course selection
- Applicants should obtain the approval from their advisor, follow by the approval from the Director.
- They must ensure the fifth course is a non-evening, non-weekend course (bringing the total non-evening, non-weekend courses taken that term to three)

If the Office finds that a student is in violation of the maximum course load regulation after the final add/drop stage, the student may face consequences of losing their NCKU Scholarship privileges.

STUDENT'S NCKU EMAIL

Students are required to activate their NCKU email upon admission to NCKU, as all the official announcements from the IIMBA office and the university will only be sent to NCKU emails.

SPECIAL EXCEPTIONS

Special exceptions are made on a case-by-case basis. Please speak directly with your professor or IIMBA Office. Furthermore, such special exceptions are subject to final approval of the Director.

THESIS PLAGIARISM

A student may be barred from receiving graduation diploma if acts of plagiarism are reported and verified in his/her thesis content.

MASTERS DEGREE DIPLOMA

Upon the approval by the Taiwan Ministry of Education, the Master Degree Candidate will receive a diploma of Masters of Business Administration from the University.

MODIFICATION OF RULES & REGULATIONS

The Administration Office has approved the rules and regulations listed above; further revisions may be made by the IIMBA from time to time without further individual, advanced notice. Students are responsible for checking any updates of rules and regulations.

Rules	Rules & Regulations of the Master Program			
-				
	APPENDICES			
-				



Master's Requirements

Course Requirements

- 1. 39 required course credits include:
 - 1) Required: Research Method One (can only be taking after finishing / taking methodology course AND completing 12 credits)
 - 2) One (1) methodology course.
 - 3) Eleven (11) elective courses.
- 2. Three (3) pre-requisite courses:
 - 1) Managerial Economics.
 - 2) Managerial Accounting.
 - 3) Statistic Methods.

Advisor

Select thesis advisor and complete relevant form no later than the end of the 2nd semester after admission.

Final Defense

Requirements:

1. Having completed 39 required course credits and 3 pre-requisite courses as described above.

Master Program Course Map

Pre-requisites (non- credit)						
Managerial Economics (RA61200) Mai			Managerial Accounting (RA61000)		Statistic Methods (RA61100)	
M	ethodolo	ogy (r	nust take at l	east	1 course)	
Business Research Methods (RA60500)		Business Decision Qualitative Research So			orch Methods in ocial Science (RA73500)	Econometrics (RA70400)
Research Method 1 (required)						
After taking at least 12 credits of course work including 1 methodology course					urse	
Elective Courses						
Eleven (11) elective course						
Thesis (Required)						

IIMBA Course Requirements

	Managarial Economics		
Pre-requisite courses	Managerial Economics		
(non-credit)	Managerial Accounting		
	Statistic Methods		
	Business Research Methods RA60500		
Methodology	Business Decision Methods RA70700		
(must take at least 1)	Qualitative Research Methods RA62401		
	Research Methods in Social Science (RA73500)		
	Econometrics (RA70400)		
Seminar course (Required) after taking at least 12 credits of course work including 1 methodology	Research Method One		
course			
	Business Ethic and Law RA52000		
	Consumer Behavior RA60600		
	Human Resource Management RA61800		
	International Business Management RA63000		
	International Marketing Management RA63100		
	Leadership Theory and Practice RA53100		
	Marketing Strategy RA54100		
	Organizational Theory and Management RA60301		
	Organizational Behavior RA61300		
	Service Marketing RA62100		
	Investments RA53400		
	Business Ethic and Information Security RA50900		
	E-Business and Supply Chain Management RA60400		
	E-Commerce RA62900		
	Knowledge Management RA54200		
	Project Management RA54000		
	Quality Management R253000		
	Strategic Information System RA53700		
Elective Courses	Technology Management RA53500		
	Seminar in International Management RA54600		
	Marketing Modeling RA52700		
	Financial Pricing RA53300		
	Theory of Finance RA52900		
	Virtual Team Management RA54300		
	Service Innovation RA74400		
	Cultural Branding Strategy RA74300		
	Market-Based Marketing Management RA74200		
	Real Estate Finance RA74100		
	Financial Institutions Risk Management RA74000		
	Corporate Finance RA73800		
	*		
	Service Management: From Chinese Perspectives RA73700 Organizational Theory and Management RA60300		
	Marketing and Finance Interface RA54900		
	Personal Finance RA54800		
	Service Operations Management RA50500		
	Communication Network RA52400		
	International Business Management RA63000		
	Multinational Operations and Management RA62600		