

**The Admission Manual of MBA Degrees Class of 2020**

**National Sun Yat-sen University**

**9/1/2018**

**Thx Monroe Lin**

**Contents**

1. Department of Business Management, NSYSU···············································4
2. Faculty

Full-time teachers and Specialties······················································6

Adjunct Teachers and Specialties······················································11

Contact Info··············································································14

1. Outline of Courses

Structure of Courses·····································································15

English Proficiency Requirement······················································15

Courses Description and regulations··················································16

1. Major Events in the Institute of Business Management····························18

Appendix:

Appendix 1. Regulations of “Credits Exemption” and “Courses Exemption” ···············································································19

Appendix 2. Directions of Filling in the Form of Credits and Courses Exemption in Master’s Degree·······································································21

Appendix 3. Credit Transfer Application Form, National Sun Yat-Sen University ··········· ·····································································22

Appendix 4. Application Form of “Courses Exemption” In MBA Program······25

Appendix 5. Application Form of “Courses Exemption” (Template) In MBA Program ···················································································26

Appendix 6. Regulations of Scholarship/Financial Aid Review of Department of Business Management, NSYSU·····················································27

Appendix 7. Department of Business Management Scholarship Basis, NSYSU·····················································································28

Appendix 8. Thesis Regulations of Department of Business Management, NSYSU·····················································································29

Hello every freshman:

Albert Einstein had said: “*Life is like riding a bicycle. To keep your balance, you must keep moving*.” I hope everyone of you can keep urging, learning, and moving yourself in the future. Except the curriculums designed carefully by our department, students can choose other programs to learn. Moreover, students can take advantage of the intern platform of our department to strive for the opportunities of getting the internship in different enterprises, and also participate in the exchange project from the school and the college of management to broaden your horizon and get the precious learning experiences under exotic cultures. You can get all the information about programs and exchange through the website of business management department.

Except the diverse learning environments mentioned above, I urge students on participating in the activities of the department and learning to serve people or cooperate with people. A feature of our institute is that we have an organization “Seawoun Sharer,” which was founded by students spontaneously. It aims at sharing knowledge, learning for life, and self-growing by the power of students’ group who contribute the knowledge they learn to society. They hold various lectures, intern teams regularly and so on, which is worth it to take part in. I hope students can broaden your vision, get inspiration and creativity, create outstanding ability of teamwork and communication, and become a talent in academia and industries.

We believe that not only the integration of the teachers with marvelous teaching experiences and the resources of the college but also upholding the faith of cultivating excellent managerial talents, your life under master degree will be fantastic. In the end, everyone can build your own brand here. Let’s strive together. Hope the future of MBA program in National Sun Yat-sen University will be brighter after your joins. We are expecting enthusiastically and sincerely of your joins. Can’t wait to see you guys!

Department of Business Management Chair, NSYSU

Chang Chun-Tuan

2018

1. **Department of Business Management, NSYSU**

In 1980, in order to fulfill the need of southern Taiwan, Ministry of Education built National Sun Yat-sen University in Kaohsiung. Aimed at making Department of Business Management the domestic educational pioneers of business field. The main purpose of setting up this department is to meet the national policy which take commerce as the main one, and promote management philosophy. In terms of the domestic senior managerial talents in industries, we do academic research to make the department become the center of industrial talents education and the combination of academics and commercial developing. There are five best features of the institute. One of them is education objective, which aims at cultivate the talents with harmony and professional abilities, ethics, global vision, and local heart.

Our department contain outstanding teachers, excellent learning environment, vigorous and high caliber students, and frequent interaction with industries. There are 25 full-time teachers in NSYSU Department of Business Management. All of them have Ph D degree who graduated from prestigious schools from Taiwan, USA, UK, Japan, the Netherlands, and so on. Their research fields contain: organization, economics, strategy, marketing, finance, accounting, production management, quality management, laws, systematic thinking, international enterprise, managerial science, technology management, healthcare administration, and so on. Multiple teachers got fellowships from National Science Council every year. NSYSU Department of Business Management is one of the leading departments in domestic MBA education.

The NSYSU MBA has a great research and learning environment. The well-designed courses provide diverse learning opportunities and reinforce the practice in the area of specializations. We hope students can understand practical operation and the trend of changing environments through general courses and lectures, speeches, and corporate intern visit. In addition, we set up Management Studies Research Center, E-commerce Research Center, and Research Center for Creativity & Innovation to promote the research of combination of study and practice and promote service.

College of Management in NSYSU is the first one passing the censorship of joining Asia-Pacific Association for International Education (APAIE). We did international academic exchange student program in succession with San Diego State University, ESSCA, ESC Rennes School of Business, Euromed Management, Jönköping University,University of Victoria, Tongji University, Fudan University, Yamagata University, University of Hradec Kralove, University of Mannheim, Johannes Kepler Universitat (JKU) Linz, University of Ghent, and so on. We choose the students with excellent grades to go to the schools above to do research for one semester. At the same time, we also accept the exchange students above. We want to ensure the graduate students of Department of Business Management can get ideally professional and international learning effect through such a great learning environment, curriculum mapping, and language training.

1. **Faculty**

There are 25 full-time teachers in our department. All of them have Ph.D. degrees. 20 of them are Associate Professor or above.

  **Full-time teachers specialties and contact**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Teacher** | **Title** | **Education** | **Studies** | **Teaching Subject** | **Study Room** | **Extension Numbers** | **E-Mail** |
| Chun-Tuan (Debbie) Chang | Professor & Chair of Department | The University of Edinburgh, Ph.D. in Marketing | Consumer Behavior, Advertising, Marketing Management, International Marketing Management, Experimental Design | Marketing Management and Research, International Marketing Management, Integrated Marketing Communication, Marketing research and Consumer Behavior Insights | 4048-1 | 4627 | ctchang@faculty.nsysu.edu.tw |
| Wanncherng Wang | Professor | Ph.D. in Accounting, Syracuse University, Syracuse, NY, USA  | Accounting and Finance | Tax Accounting, Accounting | 4077 | 4657 | linsenw@gmail.com |
| Chi Cheng Wu | Professor | Ph.D. in Marketing, June , National Taiwan University, Taiwan | Microeconomic Analysis, Game theory, Marketing Strategy, Marketing Analytics | Game theory and Competitive Strategy, Comparative Study on Cross-Strait Business Management, International Business and Management, Behavioral Economics, Multivariate Analysis, Industrial Economics | 4095 | 4647 | chicheng@mail.nsysu.edu.tw |
| Chin-Tarn Lee | Professor | Ph.D., Warwick University, U.K | Business Law, Law and Market, Law and Society, Entrepreneurship Management, Management of Non-Profit Organization | International Economic Law, International Business Environment, Regulating Global Corporate Capitalism, Industrial Policy | 3032 | 4659 | ctjlee@mail.nsysu.edu.tw |
| Shu-Chuan Jennifer Yeh | Professor | Ph.D. in Health Services Organization and Research, Virginia Commonwealth University, Virginia, USA | Organizational Behavior, Human Resources Management, Health Care Management, Long-term Care | Organizational Behavior, Managed Care, Research Methodology of in Health Services Management | 4097 | 4636 | syehboston@gmail.com |
| Ping-Yi Chao | Professor | Ph.D., Department of Industrial Engineering, Purdue University, USA | Operation Management, Process Management, Patent Infringement , Entrepreneurship | High-Tech Industry Management Case Studies, Introduction to Intellectual Property Rights, Special Topics in Production Management Theory | 4059 | 4645 | chaopy@mail.nsysu.edu.tw |
| Stephen D. Tsai | Professor | Ph.D. in Business Administration, Cheng-chi University Taiwan | Entrepreneurial Research, Strategic Management, Qualitative Research Method, Complexity Science Theory, Knowledge Management | Introduction to Business, Entrepreneurial Management, Business Policy and Strategy | 4063 | 4623 | dhtsai@bm.nsysu.edu.tw |
| Hsien-tang Tsai | Professor | Ph.D. Krannert School of Management, Purdue University | Management Sciences, Quality Engineering & Management, Quantitative Analysis | Managerial Statistics | 4061 | 4622 | htt@mail.nsysu.edu.tw |
| Anlin Chen | Professor | Ph.D. in Finance, The University of Iowa, Iowa City, IA, USA | Finance | Financial research method, Financial management, Securities Markets Analysis, Corporate Finance | 4107 | 4656 | anlin@mail.nsysu.edu.tw |
| Min-Hsin Huang | Professor | Ph.D. The Ohio State University, USA | Services Marketing, Relationship Marketing, Retailing Management, Brand Management | Marketing Management and Research | 4109 | 4661 | minhsin@faculty.nsysu.edu.tw |
| Cher-Min Fong | Associate Professor | Ph.D. in Strategic Management, The University of Maryland, USA | Strategic Management, International Business Management | Business Policy and Strategy, International Business Management | 3023 | 4626 | cmFONG@bm.nsysu.edu.tw |
| Ying-Chun Li | Associate Professor | Ph.D. in Health Policy and Administration, Department of Health Policy and Administration, The University of North Carolina at Chapel Hill, USA | Health Services Research, Health Policy and Management, Quality of Care, Gerontology | Medical Statistics, Research Methodology in Health Services Management, Topics on Health Care Systems, Quality Management in Health Care, Health Care Issues in International Perspective, Research Project of Health Care Industry, Research Project of Medical Management, Research Project of Health Care Systems | 3034 | 4875 | ycli@mail.nsysu.edu.tw |
| Chien-Yuan Sher | Associate Professor | Ph.D. of Economics, Boston University | Public Economics, Cultural Economics, Empirical Microeconomics, Applied Micro-econometrics | Economics, Managerial Economics | 4067 | 4629 | cysher@mail.nsysu.edu.tw |
| Tai-Hwa Chow | Associate Professor | Ph.D. in Marketing, The University of Pittsburgh, USA | Marketing, Marketing Research, Customer Satisfaction | Marketing Research, Retail Management, Marketing Management, Strategic Brand Management, International Marketing, Marketing Research Method | 3041 | 4634 | cth@bm.nsysu.edu.tw |
| Feng Lee Lin | Associate Professor | Ph.D. inManagement Science*,* The University of Maryland, USA | Operations Research, Traditional Chinese Strategic Management, Human Resource Measurement, Knowledge Creating, Business Creativity | Statistics, Managerial Statistics, Strategic Dynamics, Knowledge Creating, Strategic Principles in the Art of War | 4110 | 4631 | fenglin@mail.nsysu.edu.tw |
| Hsing-Er Lin | Associate Professor | Tilburg University, Tilburg, Netherlands , Ph.D. in Economics  | Innovation Strategy, Knowledge Strategy, Ambidexterity, Social Entrepreneurship, Leadership | Business Ethics, Management, Human Resource Management, Organization Theory and Management, International Strategic | 4108 | 4643 | hsingerlin@cm.nsysu.edu.tw |
| Hao-Chieh Lin | Associate Professor | Ph.D. in Human Resource Management, NSYSU | Strategic Management, Strategic Leadership, Team Dynamics | Organizational Theory & Management, Human Resource Management, Management, Competitive Dynamics: Concepts, Cases, and Application, Management in a Cross-Cultural Environment | 4046-2 | 4616 | linhjtw@mail.nsysu.edu.tw |
| Hueimei Liang | Associate Professor | Ph.D. in Operations Research, The University of North Carolina at Chapel Hill | Management of Information Systems, Quantitative Methods and Supply Chain Managements | Management of Information Systems | 4060 | 4660 | hmliang@bm.nsysu.edu.tw |
| Tsuang Kuo | Associate Professor | Ph.D. Industrial Engineering, The University of Cincinnati | Production and Operations Management, Quality Management, Enterprise Resource Planning | Productions and Operations Management, Quality Management, Management Information System, Application of Life-Style Database, Six Sigma, Service Operation Management | 3053 | 4653 | kuo@bm.nsysu.edu.tw |
| Ni-Yun Chen | Associate Professor | Ph.D. National Taiwan University, Taiwan. | Financial Accounting and Capital Market (Taiwan Certified Public Accountant, Certificate No. 1132, American Certified Public Accountant, Certificate No. 8197) | Analysis of Financial Statement, Managerial Accounting, Intermediate Accounting | 4089-1 | 4632 | nychen@mail.nsysu.edu.tw |
| Chihyuan Wang | Assistant Professor | Ph.D., Manchester Business School, The University of Manchester, UK | Innovation and Technology Management, Industrial Analysis and National Competitiveness, Human Resource Management, Leadership; Business Ethics | Human Resources Management, Management, Research Paper Writing, International Strategic Management, Ethics, Leadership, and Decision, Innovation and technology management | 4106 | 4655 | Jack5756@gmail.com |
| Hsiao-Wen Ho | Assistant Professor | Ph.D. in Management, King’s College London, UK | International Business Strategy, International Strategic Alliances and M&As, Cross-border Knowledge Transfer/ Acquisition and Learnings, Internationalization of E-commerce Industries | Strategic Management, Small Business Internationalization | 3037 | 4628 | mia.hohw@mail.nsysu.edu.tw |
| Thijs Velema | Assistant Professor | Ph.D. in Sociology, Department of Sociology, National Taiwan University | Strategic Management, Social Network, Human Resource Management | Organizational Theory & Management, Human Resource Management, Strategic Management | 4064 | 4621 | thijs.velema@mail.nsysu.edu.tw |
| Li-Lin Liang | Assistant Professor | Ph.D. in Health Economics, London School of Economics and Political Science | Health Economic, Applied Econometrics, Impact Evaluations, China Health Reform, Health Expenditure, Prospective Payment System | Health Economic Evaluation, Policy and Management, Advanced Statistics with Applications To Health Services Research, Health Economics, Policy and Management | 3042 | 4616 | lliang@mail.nsysu.edu.tw |
| Shin-I Shih | Assistant Professor | Ph.D. in Industrial-Organizational Psychology, Pennsylvania State University, University Park, PA. | Personality in Teams. Team Learning, Innovation, and Adaptation. Judgment and Decision Making in Organizations. Scale Development and Validation. Survey Methods. Leadership. | Human Resources Management, Organizational Behavior | 4074-1 | 4625 | sishih@mail.nsysu.edu.tw |

* **Adjunct Teachers and Specialties**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teacher** | **Title** | **Education** | **Studies** | **Teaching Subject** |
| Ching-Fang Lee | Professor | Ph.D. in Business Management, NSYSU | Qualitative Research, Knowledge Management, Strategic Management, Organizational Behavior, International Business Management | Qualitative Research Method |
| Chang-yung Liu | Professor | Ph.D. in Industrial Engineering, Auburn University, USA | State-Owned Enterprises Management, Technology Management | Introduction to Technology Management, Entrepreneurship and Innovation Management |
| Chih- Hung Tseng | Professor | Ph.D. in Business Management, National Sun Yat-sen University | International Enterprises, Strategic Management, Organizational Theory | International Business Management, Business Policy and Strategy |
| Cheng-Shoung Chen | **Professor** | Ph.D. Candidate, Graduate School of Economics, Osaka University | International Economics, International trade, Japan economics, Business Japanese | Industrial Competition Analysis, Knowledge Management |
| Ming-rea Kao | Professor | Ph.D. in Philosophy, University of Munich | Natural Resources Conservation and Management, Green Marketing and Management, Non-Profit Organization Management and Marketing | Ethics, Leading, and Decision |
| Xian-Rui Zhong | **Professor** | Ph.D. in Business Management, National Sun Yat-sen University | Business Model, Analysis of Decision-making Thinking, History and Management, Strategic Management, Organizational Theory | Industrial Competition Analysis, Corporate Dynamic Strategy |
| Chen, Han-Jung | Professor | Ph.D. in Gunma University, Japan | Neurosurgery, Neuroscience, Neuro-Oncology  | Ethics in Medicine and Medical Research |
| Iuan-yuan Lu | **Professor** | Ph.D. in Engineering, Keio University, Japan | Industrial Engineering and Management, Technology Management | Production and Operations Management |
| H. Jason Huang | Professor | Ph.D. in Washington State University | Organizational Behavior, Organizational Theory | Organizational Behavior, Human Resources Management, Happiness Management |
| Pei-how Huang | **Associate Professor** | Dr. rer. Pol. Ph. D., Fakultät für Iudustriebetriebswirtschaftslehre, University of Mannheim, Mannheim, Germany  | Strategic Management Accounting, Financial Statement Analysis, Strategic Management, Cost Management and Cost Control. | Business Policy, Managerial Accounting, Cost Management, Control, and Planning, Financial Statement Analysis, Managerial Accounting for Strategic Decision |
| Showing Young | **Associate Professor** | Ph.D. in Civil Engineering, Virginia Tech, USA. | System Dynamics, Organizational Learning, Creativity in Business | System Dynamics, Creativity Thinking, Organization Learning |
| Hsi-Mei Chung | **Associate Professor** | Ph.D. in Business Management, National Sun Yat-sen University | Research of Director and Supervisors (Corporate Governance), Family Business, Conglomerate, Chinese Network Relations and Management, Chinese Network Relations and Overseas Expansion | International Business and Environment |
| Yu-Xi Liu | Assistant Professor | Ph.D. in Economics, Suffolk University, USA | Applied Microeconomics, Industrial Economics, Cultural Economics | Financial Management and Research |
|  Li-Ying Wu | Assistant Professor | Ph.D. in Linguistics, Lancaster University, UK | New Literacy Research, Social Linguistics, Narrative Research, Applied Linguistics | English for Business |
| Victor Chang | Assistant Professor | Master's degree in Management, Chang Gung University | Management Science, Clinical Medicine | Hospital Operations Management, Field Training in Health Care Industry, Research Methodology in Health Services Management |
| Shu-Ren Wan | Assistant Professor | Bachelor in Medicine, Department of Medicine, National Yang-Ming University | Infection Medicine, Emergency Medicine,  Critical Care Medicine, Internal Medicine | Hospital Operations Management |

1. **Outline of Courses**
* **Structure of Courses**
* **Core Courses: required courses**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **course credits** | **Subject** | **course credits** | **Subject** | **course credits** |
| **Organization Theory and Management (1st semester in the 1st year)** | **3** | **Business Policy and Strategy (2nd semester in the 1st year)** | **3** | **Ethics and Leadership (1st semester in the 2nd year)** | **3** |

* **Basic Management Courses** (only those courses openned by our department can get credits.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Subject** | **Course Credits** | **Subject** | **Course Credits** | **Subject** | **Course Credits** |
| **Productions and Operations Management** | **3** | **Human Resources Management** | **3** | **Management Information Systems** | **3** |
| **Financial Management and Research** | **3** | **Marketing Management and Research** | **3** | **Managerial Accounting** | **3** |
| **Managerial Statistics** | **3** |  |  |  |  |

1. Students can takeelective subjects on line in study period to exempt from graduation requirements (Only the course that opened by professors in schools on MOOCS, Coursera, or UdaCity), which are limited to 6 credits. Students should apply to Curriculum Committee for the confirmation of the credits before the course.
2. Except for Managerial Statistics and Managerial Accounting, students can choose only 3 out of the five Basic Management Courses offered in-class and 2 offered online (Only the course that offered by professors in schools on MOOCS, Coursera, or UdaCity).
3. The confirmation of graduation required credits of the course for international visit “International Strategic Management” opened by our department is limited to 3 each year.
* **English Proficiency Requirement:**

All the students should pass the items in the regulations of English ability examination **before applying for oral defense examination.** (Please check the “Regulations of Credits Exemption” and “Courses exemption”)

* **Courses Description and Regulations:**
* The minimum credits for graduation is 45, master’s thesis not included.
* **Graduate students are required to take a minimum of 6 credits per semester (maximum 15 credits).**
* Master’s degree students can take doctoral courses, the credits are confirmed as graduation requirements.
* Request for Reduced Course Load:
1. **Students are allowed to take only 3 credits per semester if your GPA is in top 10% of the class as of the previous academic year.**
* Request for Increased Course Load:
1. Taking credits over 15 is not allowed in the first semester after admission.
2. Graduate students are allowed to apply for increased course load after the second semester in the year of admission as long as your grades each course is in top one-third in the class.
3. The numbers for over taking credits are limited to 3 each semester, but the courses for undergraduates are not limited.
* Taking required and basic management courses, are limited to the courses offered by Business Management Department. Students can apply for the courses offered by other departments only if they retake it.
* **Student must complete the course from "Orientation for Academic Research and Ethic Education" online before the end of the first year. Students are not allowed to apply for oral defense examination if he or she does not pass the course online. Course' details and the method of logging in the course system are based on the declaration from the Office of Academic Affairs each year.**
* Students must follow the regulations for course taking set by the Office of Academic Affairs in case of the loss of interests.
* Notices for attending class:
	1. If students need to take a leave, they should print absence form from Student Affairs Division ([http://ag.osa.nsysu.edu.tw/files/15-1035-27439,c84-1.php](http://ag.osa.nsysu.edu.tw/files/15-1035-27439%2Cc84-1.php)), and contact the teachers directly. The way of taking a leave is instructed by teachers. The general office of the department would not convey the words to teachers for students.
	2. Students should borrow the key and related stuff before attending classes.
	3. Please return the key and related stuff immediately after class in case of affecting the students for attending class tomorrow.
* Class president and vice president are responsible for creating a way for classmates to connect with each other and assist in class affairs.
* Official documents or notifications are only be e-mailed by school to the mail box with student ID. The president should transfer the mails to every students' private mail box.
* All the documents required by the school or department should not be submitted directly, but through the transfer of class leader.
* Students are not allowed to apply for the parking certificate for car.
* Motorcycle pass should be attached when applying for the certificate for motorcycle passing.
* FB NSYSU MBA 109 is the website of the class.
1. **Major Events in the Institute of Business Management**

**1st semester in the 1st year**

1. Applying for credits or courses exemption affairs before admission.
2. Participating in commercial competitions like entrepreneurship and marketing (WISE, LOREAL, TSC Marketing Symposium, TIC100, and UNILIVER).

**2nd semester in the 1st year**

1. Starting thinking your research fields and have meetings with teachers.
2. Making plans of taking courses in summer vacation (depends on whether the teachers are willing to open or not).
3. Making plans of participating in the internship (each teacher or the office of department may offer different opportunities of internship).
4. Graduation activity
5. Before the end of the semester, please fill in the “Thesis Field and Research Field Application Form” and ask the advisor you choose to sign his or her name.
6. Participating in commercial competitions in entrepreneurship, marketing and so on (ATCC).

**1st semester in the 2nd year**

1. Do overseas business and/or academic visits before the semester starts. (e.g., China, Japan, Singapore, and Vietnam in recent years.)

**2nd semester in the 2nd year**

1. Apply for and fill in the oral defense form after handing in the transcript of English examination (Please attach the Transcript for All Semesters).
2. Complete the thesis and prepare for the oral defense.
3. Congratulations to your graduation!
4. Become alumni of the Department of Business Management in NSYSU!

Appendix 1

**Regulations of “Credits Exemption” and “Courses exemption”**

1. The regulations are made on the basis of the related regulations in NSYSU.
2. “Credits Exemption” means the courses and credits you have taken before be verified by Academic Affairs Office you apply for; “Course Exemption” means the courses you have taken before be verified but the credits do not count as graduation requirements, and the course should be verified by the department.
3. The application dates are based on the calendar of NSYSU in the semester you enroll.
4. “Credits Exemption” and “Course Exemption” are verified by the Curriculum Committee of Department of Business Management. Chair of the department and the coordinator of administrative affairs are the committee members. They can ask for help by related teachers if necessary.
5. Rules for “Credits Exemption” :
* The total numbers of exempted credits are limited to one-half of required credits, thesis’ credits not included.
* The courses for credits exemption should be in our department. The limited credits are 12 if they are in other departments.
* The principles of credits exemption are (1)the same subject’s name and the same content; (2)different subject’s names but the same content; (3)different names and contents but the same type.
* If the credits of the exempted course are less than the course be taken before, the less one counts after the exemption.
* Students who have taken the courses in management field in master degree in last 5 years before admission and attained scores over 75 can apply for credits exemption. Curriculum committee will verify them.
* Students who has attained scores over 80 and in the top 50% of the students who took it in Continuing Educational Credits Program can apply for credits exemption. Curriculum committee will verify them.
* Students can takeelective subjects on line in study period to exempt from graduation requirements (Only the course that opened by professors in schools on MOOCS, Coursera, or UdaCity), which are limited to 6 credits. Students should apply to curriculum committee for the confirmation of the credits before the course
* Other special cases should confirmed by curriculum committee.
1. The scope of “courses exemption” include basic business management courses. Students can apply for related business management courses exemption with excellent grades in college.
2. Students should pass the English proficiency test before applying for oral defense. The following are the passing criteria: (1)Native English speaking foreign students or acquired at least a university diploma from English speaking countries; (2)Have been an exchanged student for English learning; (3)Attaining a score of over 80 in Computer-based TOEFL IBT test within 3 years (which is equal to a score of 213 in computer-based TOFEL test, and a score of 550 in the old system); (4)Attaining a score of 750 in TOEIC test or attaining the score of 500 more than 5 times after admission, including 2 times 700, and be agreed by curriculum committee within 3 years; (5)Attaining a score of over 6.5 in IELTS within 3 years; (6)passing GEPT (High-intermediate Level).
3. Students who does not agree with the result of review in “credits exemption” and “courses exemption” can ask for reviewing again from our curriculum committee one time before deadline.
4. The credits who have earned in the universities which are acknowledged by ministry of education abroad or in China can be exempted based on these regulations.
5. These regulations are executed after extensive reviews in the department affairs meeting, and it will be the same if being revised.

Appendix 2

**Directions of filling in the form of credits and courses exemption in master’s degree**

1. The definition of “Credits Exemption”; the courses and credits you have taken before are acknowledged by school, and the credits can be exempted from the graduation requirements. (Follow the rules in your departments is needed)
2. The definition of “Courses Exemption”; the scope of “courses exemption” include basic management courses. Students can apply for related business management courses exemption with excellent grades in college but the credits do not count as graduation requirements that it is necessary to earn credits from other courses.
3. Please attach the original transcript for all semester respectively (separating the documents between credits and courses).
4. Please highlight the subjects you want to exempt.
5. If the transcript cannot show the subjects you apply for exemption belong to the credits from master’s degree, you should take attachments of the “Application Demonstration of NSYSU Credits Exemption” as follow.
6. Students need to sign or stamp the name on the form if altering.
7. The applicants need to sign his or her name on the application form.
8. Please remember to fill in the courses’ number (please look up the website of the department).
9. The president of the class should hand in the documents after collect the documents of credits exemption and course exemption respectively before deadline.

Appendix 3

National Sun Yat-Sen University

Credit Transfer Application Form

Academic year: \_\_\_\_\_\_\_　　　　　　Date: 　　　　　　　　　　　　Page 1/2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Student number | Name | Department/institute | Degree | Student |
|  |  | Department:Institute:  | □ Bachelor program □ Professional two-year program□ Master program □ Professional master program□ Ph. D. program | □ Freshman□ Transfer to the college (department, institute)□ Student |

＊The “Application Form for Credit Transfer of General Courses” must be filled out for the undergraduate to apply for **credit transfer of general courses**.

|  |  |  |
| --- | --- | --- |
| Credit transfer course | Course, credit and grade | Comments of the department/institute |
| Credit transfer of all course agreed | Credit transfer of partial courses agreed (Credits must be made up) | No credit transfer agreed | Signature |
| Obligatory/elective | Course | Credit | Course | Credit | Grade | Course(Not for credit transfer of all courses agreed) | Semester | Credit |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| After completing the column, the student must affix his/her signature in the Signature column and send the Application Form to the tutor, advisor or the supervisor of the department/institute for approval. The approved Application Form will then be sent to the Registry Section for further handling. |
| ApplicantSignature | The course that has been selected must be dropped if the credit transfer for it is approvedPhone number: | Tutor/advisor |  | Countersignature for upgrading to a higher academic year(For freshmen only) |
| Handled by(Department /institute) |  | Supervisor of department/ institute |  | To the Department of \_　 The student is allowed to be upgraded to the \_\_\_\_\_ academic year based on the credit transfer.Chairman of the departmentSignature: |
| Handling person (Registry Section) | Transfer of a total of 　　 credits is allowed. | Chief of Registry Section |  |

Notes: 1.Refer to the “Obligatory Course List” of the department/institute and the “Credit Transfer Guidelines” as well as “Credit Transfer Guidelines for the Students of Professional Program”.

2. The applicant shall submit the transcript (or credit certificate) and syllabus of each academic year.

3. The department/institute must indicate the name, semester and grade of the course for which credit transfer is approved or credits must be made up.

4. The freshman of the Bachelor program who is qualified to upgrade to a higher academic year does not need to take physical education courses before the upgrade, but the credit transfer procedure must be carried out according to related regulations.

**5. If the credit transfer of the course that has been selected or assigned automatically by the system is approved, the student must drop it during the course add/drop period.**

Retention period: 6 years

Form number: ACAA-3-03-0301

【Attachments】 Page 2/2

1. Transcript (or credit certificate) of each academic year

2. Syllabus

 (The attachments must be submitted together with the Application Form. The following form must be filled out if it is impossible to download the syllabus from the Internet.)

Syllabus and Contents List

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Student number |  | Name |  | Department/year |  |
| Finished courses | Chinese |  |
| English |  |
| University/college |  | Department/institute |  | Teacher |  |
| Year/semester | The semester in the academic year | Credits/  |  | Grade |  |
| Hours |  |
| Credit transfer course |  | Credits of the course |  |
| **Syllabus and contents** (including the units and contents of the course)**References/textbooks:** |

**Note: Documents are an important basis for the review. Please describe in detail. (If this page is insufficient, use A4 paper as attachment)**

Appendix 4

**Application Form of “Courses Exemption” The NSYSU MBA**

Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Exempted Courses | Related Courses That Had TakenCourse Grade Credits  | Results of Review | Signature |
| Human Resources Management | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Marketing Management and Research | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Financial Management and Research | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Productions and Operations Management | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Management Information Systems | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Managerial Accounting | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Managerial Statistics | **1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |

PS:

\*Students who apply for courses exemption should attach the transcript in college or related demonstration.

**\*The president of the class should collect the forms and hand in to the general office of department before deadline**

Appendix 5

 **(Template)**

**Application Form of “Courses Exemption” The NSYSU MBA**

Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Exempted Courses | Related Courses That Had TakenCourse Grade Credits  | Results of Review | Signature |
| Human Resources Management | **1.** Human Resources management (credits class)88 3**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_  | 🞎Pass🞎Fail |  |
| Marketing Management and Research | **1.** Marketing Management (college) 88 3**2.** Consumer’s Behaviors (college)88 3**3.** Service Marketing (college) 88 3 | 🞎Pass🞎Fail |  |
| Financial Management and Research | **1.** Financial Planning & Management (credits class)88 3**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Productions and Operations Management | **1.** Productions and Operations Management(credits class)88 3**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Management Information Systems | **1.** Information Management (college)88 3**2.** Introduction of Management Information System (college)88 3**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Managerial Accounting | **1.** Management Accounting (credits class)88 3**2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_ | 🞎Pass🞎Fail |  |
| Managerial Statistics | **1.** Statistics 1 (college)88 3**2.** Statistics 2 (college)88 3**3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_ \_\_\_\_\_\_ | 🞎Pass🞎Fail |  |

\*Students who apply for courses exemption should attach the transcript in college or related demonstration.

**\*The president of the class should collect the forms and hand in to the general office of department before deadline.**

Appendix 6

**Regulations of Scholarship/Financial Aid Review of Masters in Department of Business Management, NSYSU**

1. The rules are made in the basis of the related regulations in NSYSU.
2. The head of administrative affairs is the coordinator of “Committee of Financial Aid.” Three commissioners are chose from the teachers in master and doctoral program; commissioners are in charge of reviewing whether offering the aid or not.
3. All of the students in master degree of PhD are qualified to apply for the aid within the required time but the students who do not have other income would be the priority.
4. The committee review the financial aid application and do the related affairs after admission every year.
* The job requirements, working hours, and other limitations, including research, teaching, and departmental affairs will be announced when students enroll in the school.
* Qualified graduate students should apply for the aid within the required time.
* Salary per month each job will be confirmed elastically based on the difficulties of the jobs by commissioners.
1. The financial aid will be offered from the month students enroll to June in next year.
2. In order to attract outstanding students to study in our department, there are limited quotas of scholarships for first-year graduate students to apply; the numbers of salaries and quotas will be decided depends on different situations by commissioners.
3. People who receive the financial aid have the duty to assist in research, teaching, or other affairs in our department. People who do not suit the jobs will be decided to stop offering the aid after confirmation.
4. These regulations are executed after extensive reviews in the department affairs meeting and checked by vice president. Besides, it will be the same if being revised.

Appendix 7

|  |
| --- |
| Department of Business Management in NSYSU Scholarship Basis |
| Self-evaluation (written by student) Date: |
| Student ID:Name:Application Project:* TA/ Course Title:
* RA

Working content in the last month：    |
| Professor's permission |
| According to the regulation, the student who get NT$3,5000 every month should work 25 hours per month. However, the payment can be adjusted depends on the complexity of work.According to the regulation, the scholarship is NT$ .Professor's signature：  |

 \*Please hand in the form to the office of department after professor sign the name

Appendix 8

**Thesis Regulations of Department of Business Management in National Sun Yat-sen University**

1. In terms of the advisors of thesis, every full-time teacher can only instruct 7 students each year. If the teacher is from other department, he or she can only instruct 3 students. Moreover, the teachers from other department should instruct students with the teachers in our department mutually.
2. Each advisor is counted as 0.5 person when a student is instructed by two professors mutually.
3. The students who apply for oral defense in current semester must fill in the “Thesis Advisor and Research Field Application Form” before the final two months in last semester, declare the advisor to the office of department, and planning for the research field beforehand; freshmen must fill in the “Thesis Advisor and Research Field Application Form” before the final two months in the second semester, declare the advisor to the office of department, and planning for the research field.
4. The general office of department should report in December and June each academic year.
5. One of the committee who are in charge of the theses oral defense examination should belong to a full-time professor of our department. The examination time should be focused on the first and forth week in June.
6. If necessary, students can apply for changing advisors. But the applicants who change the advisors should postpone the oral defense for one semester. (Not include adding a professor).
7. The oral defense examination is conducted based on the second regulation of “The Regulations of Oral Defense Examination in Master Degree.” Moreover, it is necessary to have an English written test for those who need to attend the oral defense examination according to the and the international policy of Ministry of Education. In order to be standardized and objective, the examination is conducted based on the seventh regulation from “Regulations of “Credits Exemption” and “Courses exemption” in Institute of Business Management.”
8. These regulations are executed after extensive review in the departmental affairs meeting, it will be the same if being revised.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Remark** | **Chair of the Department** | **Comments from the Advisor** | **Thesis & Research Field** | **Name** | **Department of Business Management in NSYSU semester in academic Year** **Thesis Advisor and Research Field Application**  **Date: / /** |
| 1. This form is made according to Thesis Regulations of Department of Business Management in National Sun Yat-sen University.
2. The application time in the first semester: Nov. 11 – Nov. 30; the semester of applying this form and oral defense examination cannot be the same.
3. The application time in the second semester: May. 1 – May. 31; the semester of applying this form and oral defense examination cannot be the same.
4. Freshmen must fill in the “Thesis Advisor and Research Field Application Form” before the final two months in the second semester, declare the advisor to the office of department, and planning for the research field.
5. The review of this form does not include required graduation credits
 |  |  **(The signature from advisor is needed; If there are 2 advisors, both signatures are needed.)** | **(Chinese Topic: 60 words; English Topic: maximum words are 120; Chinese translation is need when writing English topic.)** |  |
| **Case Officer of the Department** | **Student ID** |
|  |  |