

[2021]

Student Handbook for Master's Program in
Business and Operations Management,
College of Management
Chang Jung Christian University



2021 Student Handbook for Master's Program in Business and
Operations Management, College of Management
Chang Jung Christian University

Table of Contents

1. Regulations Governing Master's Program in Business and Operations Management, College of Management.....	2
2. List of Important Stages in Master's Program in Business and Operations Management, College of Management.....	7
3. Procedures for Oral Examination of Master's Program in Business and Operations Management, College of Management.....	8
4. 2021 Curriculum of Master's Program in Business and Operations Management, College of Management.....	9
5. Regulations Governing Thesis Format of Master's Program in Business and Operations Management, College of Management.....	11
6. Application Forms.....	17

Regulations Governing Master's Program in Business and Operations Management, College of Management Chang Jung Christian University

Chapter 1 Term of Study

Article 1 Term of Study

1. The term of study is up to 1-4 year(s) (except for suspension of schooling).
2. Students failing to complete required courses and credits or failing the oral examination within the given term of study shall be expelled from school.

Chapter 2 Curriculum and Examination

Article 2 Requirements for courses, credits, credit transfer and additional requirements for graduation are described as follows:

1. Regulations for required courses, elective courses, credits needed for graduation, please refer to the applicable curriculum according to student's admitted year.
2. Students in the first and second year of study should take at least one course in each semester, and the maximum number of credits taken in each semester is 31.
3. Credit transfer
 - (1) Students in the master's program may apply for credit transfer for courses offered in the master's program. For Students in the master's program in the first year of study or those taking courses first before being admitted to the program in accordance with the regulations, credit transfer is allowed as appropriate. The maximum number of credits to be transferred is 1/2 of credits needed for graduation.
 - (2) Notwithstanding the regulations in the preceding paragraph, students in the master's program from the undergraduate program who are qualified for admission to the master program may apply for transferring the credits with a score of 70 or more for up to 2/3 of the credits required for graduation (excluding the credits of thesis); however, if the courses in the master's program are included in the credits needed for graduation from the undergraduate program, such courses cannot be used for credit transfer again.
4. Additional requirements for graduation: please refer to the applicable curriculum according to student's admitted year.

English proficiency test

Type	Master's Program
Passing Standard	Before applying for the oral examination, students have to reach a score of 47 or more in TOFEL (iBT) or equivalents or take and pass Business Management English I & II offered in the master program (0 credit, 2 hours/week respectively) as an alternative.

Remarks	<ol style="list-style-type: none"> 1. This rule is not applied to students obtaining a bachelor’s degree undergraduate or master’s degree in English-speaking countries, or students applying for admission based on the “Regulations Regarding International Students Undertaking Studies in Taiwan” of Ministry of Education. 2. Alternative: Students may attend an academic conference and present the paper in English once.
---------	---

Mapping Table of TOFEL and Other English Proficiency Tests

Type	Score of 47 or more in TOFEL (iBT)
TOEFL	ITP: Score of 457 or more iBT: Score of 47 or more
GEPT (Listening, Reading)	Intermediate (first stage)
CSEPT	Score of 170 in Level 1 or more, or score of 180 or more in Level 2
TOEIC	Score of 550 or more
IELTS	Band score of 4 or above
FLPT	Written test: Score of 180 or more, or Oral test: Level S-2
Cambridge English (Main Suite)	PET or above
BEC	BEC BEC Preliminary or above
BULATS	ALTE Level 2

Chapter 3 Thesis Guidance

Article 3 Engagement of Advisor

Before proposing the research plan, students in the master’s program shall make a request that the director of the program engages advisors to give advice on their theses; the thesis topic/field and the practical research shall be in the field of business management.

Article 4 Qualifications for Advisor

1. Only full-time professors, associate professors or assistant professors with a doctorate (including project assistant professors) in the College of Management are qualified as advisors. The engagement of external professors, if required, shall be approved by the director of the program.
2. For primarily recruited full-time teachers in the College of Management being advisors to students of the master program, up to three students are allowed to be under guidance each year. For secondary recruited full-time teachers in the College of Management being

advisors to students of the master program, up to two students are allowed to be under guidance each year. For co-advisors, one student is allowed to be under guidance. For co-advisors, one student is allowed to be under guidance.

Article 5 Schedule of Application for Advisor and Research Plan

1. Application for advisor: Students shall apply for advisors by December 31 in the first semester after admission (refer to Appendix 1).
2. Application for research plan: Students shall apply for the research plan by August 30 in the first semester of the second year after admission (refer to Appendix 2) and submit the specific research plan to advisors.
3. Students failing to meet the aforesaid schedules shall be allowed to apply for the oral examination half a year after submitting the research plan.

Article 6 Change in Thesis Topic or Advisor

If one of the following situations occurs, students may apply for the change in the thesis topic or advisor: (refer to Appendixes 3-1~3-2)

1. Where the advisor is ill, resigns, retires, or goes abroad and is unable to proceed with guidance.
2. Other legitimate reasons that make the change in the thesis topic necessary.

Article 7 Termination of Guidance

If one of the following situations occurs, advisors may terminate guidance after seeking the consent of the director of the program:

1. Students do not select courses or write the thesis in accordance with the advisors' instructions.
2. Students do not contact the advisors for a certain period of time without legitimate reasons.
3. Students work full-time or part-time without seeking the advance consent of the director of the program or the advisor.

Chapter 4 Oral Examination

Article 8 Application for Oral Examination

1. Qualifications for the oral examination are described as follows:
 - (1) Students shall complete credits needed for graduation.
 - (2) Students shall complete the prerequisite course(s).
 - (3) Students shall complete the additional requirements for graduation.
2. Students shall apply for the oral examination three weeks prior to the oral examination with related application forms attached (refer to Appendixes 4-1~4-4 & 5-1~5-6) and with the consent of advisors, the director of the program, and the dean of the College of Management.

Article 9 Oral Examination Committee

1. The advisor shall recommend three professors, associate professors, or those with a doctorate (and academic achievements) for the examination committee. The average of the scores given by all advisors attending the oral examination represents the score given by one

examination committee member. These candidates are recommended by the director of the program to the president for engagement. At least 1/3 of the committee members shall be external members. A convener is elected among the committee members other than the advisor.

2. The oral examination committee members shall attend the oral examination in person rather than by proxy. The oral examination will only be organized when all committee members engaged attend. The part-time professors are considered external members.
3. For qualifications for the oral examination committee members, refer to the regulations of Ministry of Education.

Article 10 Evaluation of Oral Examination

The passing score of the oral examination is 70 (out of 100) and determined by the average of the scores given by the committee members attending the oral examination. Scores given by the examination committee members are averaged and rounded off to the nearest integral. If plagiarism or fraud of the thesis is verified by the committee members, the student shall be considered failed. If 1/2 of the examination committee members fail the oral examination, the student shall also be considered failed. Students failing the oral examination by the end of the term of study may retake the oral examination once in the next semester or year; those still failing the oral examination shall be expelled from school.

Chapter 5 Master Conferral and Score Calculation

Article 11 Master Conferral and Score Calculation

Students passing the oral examination will be conferred Master of Business Administration (MBA). For students of the master's program, the graduation result is the average of average academic results and the oral examination result.

Chapter 6 Supplementary Provisions

Article 12 Rules of Graduate Laboratory

1. Laboratory property shall be maintained by all students and managed by an elect student. If laboratory property is found lost or vandalized, the class in charge of laboratory management shall be liable for compensation.
2. The laboratory keys are distributed to users voluntarily and shall be returned to the office after graduation.

Article 13 Governing Law

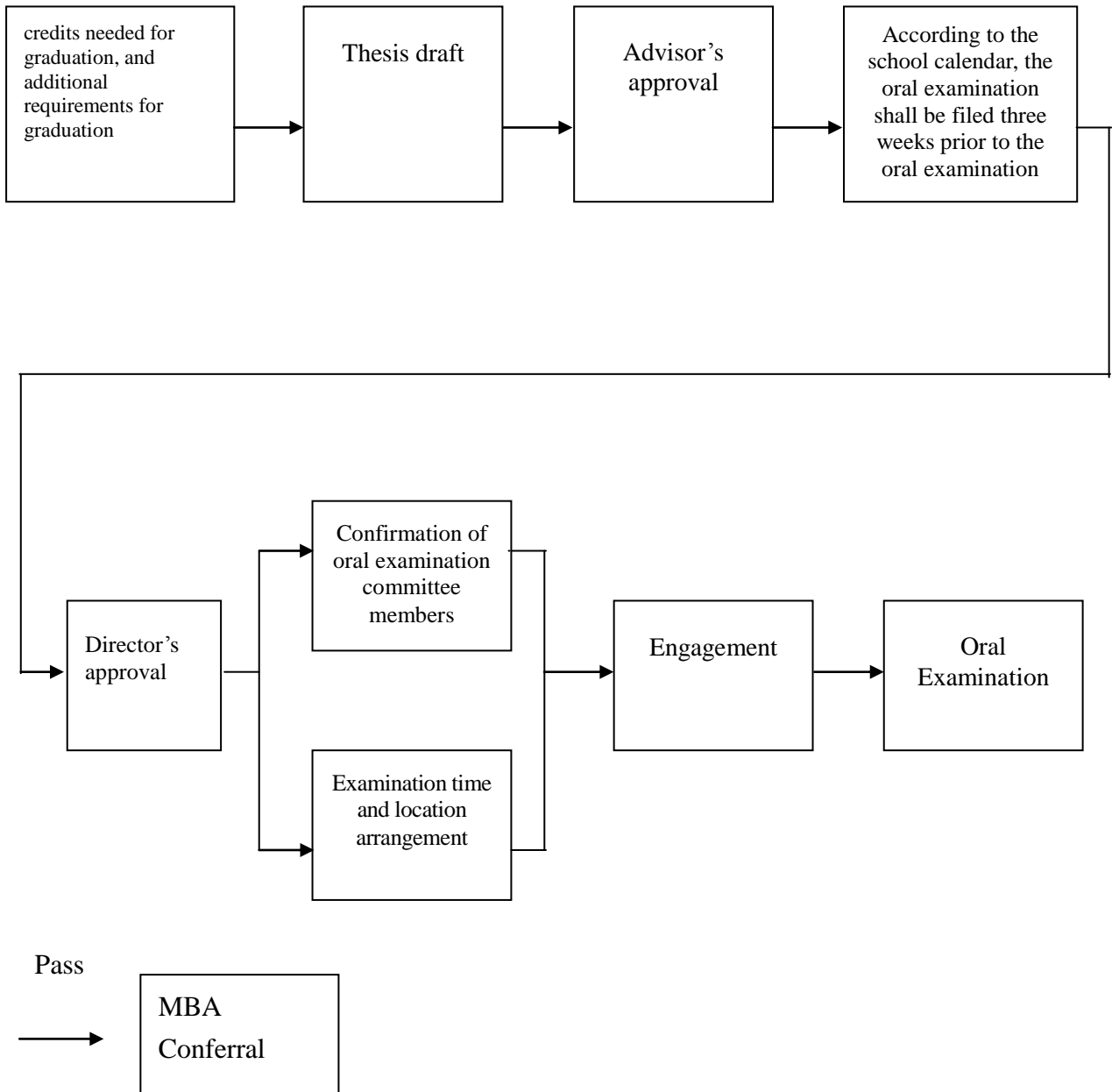
1. For matters not stipulated in the Regulations, refer to the Chang Jung University Regulations Governing Master's Programs, the Guidelines for Graduate Degree Examination for Master's Programs and related regulations.
2. The Regulations will be amended in accordance with the amendments to the Chang Jung University Regulations Governing Master's Programs, the Guidelines for Graduate Degree Examination for Master's Programs and related regulations specified in the preceding paragraph as it should be.

Article 14 The Regulations shall be promulgated after being approved in the program meeting and then submitted to the College of Management for future reference. The same procedures are applied to any amendments.

2. List of Important Stages in Master's Program in Business and Operations Management, College of Management

Stage	Tasks	Schedule	Descriptions
1. Admission and Course Taking	Registration, credit transfer, and course selection	Subject to the school calendar at the start of school in every semester	
2. Engagement of Advisor	Submission of application to the director for approval	By December 31 in the first semester of the first year	
3. Proposal of Research Plan	Application for Research Plan of Master Program in Business and Operations Management, Chang Jung Christian University	By August 30 in the first semester of the second year	
4. Qualification for Oral Examination	<ol style="list-style-type: none"> 1. Students shall complete credits needed for graduation. 2. Students shall complete the prerequisite course(s). 3. Students shall complete the additional requirements for graduation. 	During the semester and before application for the oral examination	Additional requirements for graduation: English proficiency test.
5. Oral Examination	<ol style="list-style-type: none"> 1. Students shall fill in the application form (available for download on the website) 2. Students shall submit the Notice of Oral Examination Result, Evaluation Form, Comment Form and Record of Examination. 	The oral examination shall be filed three weeks prior to the oral examination.	
6. Completion of Master of Business Administration	Four copies and an electronic file of the thesis and related files shall be submitted when students go through the school leaving procedures.	By the end of each semester	Master of Business Administration (MBA) is conferred.

3.Procedures for Oral Examination of Master’s Program in Business and Operations Management, College of Management



4. 2021 Curriculum of Master's Program in Business and Operations
Management, College of Management
Chang Jung Christian University

Required or Elective	Course Code	Course Name	Credits	Year				Teaching Hours /Week	Remarks
				1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Required		管理理論與實務專題 Seminar in Management Theory and Practice	3	3				3	
Required		校園學術倫理數位課程 Academic Ethics	0	0				0	Online course
Required		研究方法 Research Methodology	3		3			3	
Required		企業倫理專題 Seminar in Business Ethics	3			3		3	
Elective		會計研究專題 Seminar in Accounting Research	2	2				2	
Elective		管理經濟專題 Seminar in Managerial Economics	2	2				2	
Elective		組織行為專題 Seminar in Organizational Behaviour	2	2				2	
Elective		公司治理專題 Seminar in Corporate Governance	3	3				3	
Elective		管理講座 Seminar in Management	3	3				3	
Elective		行銷管理專題 Seminar in Marketing Management	2		2			2	
Elective		財務管理專題 Seminar in Financial Management	2		2			2	
Elective		投資學專題 Seminar in Investment	2		2			2	
Elective		作業管理專題 Seminar in Operations Management	2		2			2	
Elective		國際企業管理專題 Seminar in International Business Management	3		3			3	
Elective		管理英文 I Management English I	0		0			2	

Required or Elective	Course Code	Course Name	Credits	Year				Teaching Hours /Week	Remarks
				1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Elective		全面品質管理專題 Seminar in Total Quality Management	2			2		2	
Elective		企劃書撰寫 Planning and Writing	2			2		2	
Elective		策略管理專題 Seminar in Strategic Management	2			2		2	
Elective		企業管理個案研究專題 Seminar in Cases Study in Enterprise Management	2			2		2	
Elective		人力資源管理專題 Seminar in Human Resource Management	2			2		2	
Elective		管理英文 II Management of English II	0			0		2	
Elective		電子商務專題 Seminar in Electronic Commerce	2				2	2	
Elective		績效管理專題 Seminar in Performance Management	2				2	2	
Elective		創新與創業管理專題 Seminar in Innovation and Entrepreneurship Management	2				2	2	
Elective		科技管理專題 Seminar in Technology Management	2				2	2	
Elective		人力資源發展專題 Seminar in Human Resource Development	2				2	2	
Elective		金融機構管理實務 Financial Institutions Management Practice	3				3	3	
Elective		實務實習 Practical Internship	2				2	0	
Minimum Credits Needed for Graduation	Required Courses		15						Including 6 credits of thesis
	Elective Courses		23						
	Total		38						

【Remark 1】 Academic Ethics: This course is an online course, which students can access on the website of Center for Taiwan Academic Research Ethics Education to pass the test and obtain the certificate of completion. Students are required to pass this online course before applying for the oral examination; students cannot apply for the oral examination until they have passed this online course.

Curriculum Map of Master's Program in Business and Operations Management, College of Management (applicable for students admitted in AY 2021)

	First semester	Second semester	Third semester	Fourth semester	Core competency	Education Objectives
Required Courses	Seminar in Management Theory and Practice (3) Academic Ethics (0)	Research Methodology (3)	Seminar in Business Ethics (3)		<ul style="list-style-type: none"> ● Managerial and practical competency ● Cooperation, Communication, and Coordination competency ● Problem-solving competency ● Ethics 	To foster talents with managerial competency and Ethics
Elective courses	Seminar in Accounting Research (2) Seminar in Managerial Economics (2) Seminar in Organizational Behaviour (2) Seminar in Corporate Governance (3) Seminar in Management (3)	Seminar in Marketing Management (2) Seminar in Financial Management (2) Seminar in Operations Management (2) Seminar in Investment (2) Seminar in International Business Management (3) Management English I (0)	Seminar in Total Quality Management (2) Planning and Writing (2) Seminar in Strategic Management (2) Seminar in Cases Study in Enterprise Management (2) Seminar in Human Resource Management (2) Management English II (0)	Seminar in Electronic Commerce (2) Seminar in Performance Management (2) Seminar in Innovation and Entrepreneurship Management (2) Seminar in Technology Management (2) Seminar in Human Resource Development (2) Financial Institutions Management Practice (3) Practical Internship (2)		

Regulations:

1. 38 credits in total needed to be taken for graduation: 15 credits of required courses (including 6 credits of Master's dissertation) and 23 credits of elective courses.
2. Before applying for the oral examination, students have to reach a score of 47 or more in TOFEL (iBT) or equivalents (refer to the Mapping Table of TOFEL and Other English Proficiency Tests stated in Student Handbook).

5. Regulations Governing Thesis Format of Master's Program in Business and Operations Management, College of Management

1. Specifications for front cover and inner pages: The thesis copy should be sized in A4 paper of 210 cm*29.8 cm (80 pounds).
2. Margin of front cover:
Top: 2.54 cm; bottom: 2.54 cm; left: 3.17 cm; right: 3.17 cm.
3. Color of front cover: Subject to the school regulations.
4. Content of front cover:
 1. School name
 2. Department (Institute)
 3. Name of thesis
 4. Thesis topic in both Chinese and English
 5. Student's name
 6. Advisor's name
 7. Date
5. The Certificate of Qualification is attached to the second page with the signature of examination committee members, the advisor and the director of the program.
6. Margin of inner page:
Top: 2.54 cm; bottom: 2.54 cm; left: 3.17 cm; right: 3.17 cm.
7. Order of contents:
 1. Front cover
 2. Verification Letter from the Oral Examination Committee (Certificate of Qualification)
 3. Acknowledgements
 4. Abstract
 5. Table of Contents
 6. List of Tables
 7. List of Figures
 8. Main text
 9. Reference
 10. Citation
 11. Appendix
 12. Self-narration
 13. Back cover
8. Format of main text:
 - Chapter 1 Introduction
 - Chapter 2 Literature Review
 - Chapter 3 Research Methodology
 - Chapter 4 Research Content
 - Chapter 5 Conclusion and Recommendation

Note: For the format of fonts, chapters and tables and figures, refer to the Description of Dissertation Format.
9. School name, department (institute), thesis topic, student's name, and date shall be printed on the spine.
10. Format of dissertation proposal:
 - Abstract
 1. Introduction
 2. Literature Review
 3. Research Methodology
 4. Research Content
 5. Expected Findings
 6. Reference

Note: For the format of fonts, chapters and tables and figures, refer to the Description of Dissertation Format.

長榮大學管理學院經營管理碩士班
論文格式說明

- 一、中文字體：標楷體 英文字體：Times New Roman
- 二、內文：14 字型，左右對齊，1.5 倍行距，與前段距離 3pt，與後段距離 3pt，每段第一行縮排 1cm，取消行高格線根據版面設定。
- 三、對齊：左右對齊
- 四、邊界： 上：2.54cm 下：2.54cm 左：3.17cm 右：3.17cm
- 五、封面：學校標題 42 字型，（空一行 38 字型）所標題 28 字型，「博士論文」28 字型，（空二行 28 字型）中文論文題目 22~26 字型（視題目字數多寡調整），英文論文題目 16~20 字型（視題目字數多寡調整），（空三行 20 字型）研究生姓名 22 字型，指導教授姓名 22 字型，（空三行 22 字型）日期 24 字型。封面顏色以本班規定之顏色為標準，平裝本需加膠模。

第一章 緒論

(20 字型，置中，1.5 倍行距，與前段距離 6pt，與後段距離 12pt，取消行高格線根據版面設定)

第一節 前言

(18 字型，置左，1.5 倍行距，與前段距離 6pt，與後段距離 6pt，取消行高格線根據版面設定)

一、XXXX

(16 字型，1.5 倍行距，與前段距離 6pt，與後段距離 6pt，取消行高格線根據版面設定)

(一) XXX

(14 字型，1.5 倍行距，與前段距離 3pt，與後段距離 3pt，取消行高格線根據版面設定)

內文

(14 字型，左右對齊，1.5 倍行距，與前段距離 3pt，與後段距離 3pt，每段第一行縮排 1cm，取消行高格線根據版面設定)

- 六、圖表：圖表之標號，無論以中文或英文撰寫，一律以阿拉伯數字表之。

[範例]

表 1-1 XXXX

(表：14 字型，置中，1.5 倍行距，與前段距離 3pt，與後段距離 3pt，置於表之上面)

圖 1-1 XXXX

(圖：14 字型，置中，1.5 倍行距，與前段距離 3pt，與後段距離 3pt，置於圖之下方)

七、註解：正文中如果有參考文獻部分，請以 () 表之，() 中寫明文獻之作者及年代，如 Peter(1973)、(Simpson,1986)或(Engel et al.,1990)，中文亦同。

八、註腳：正文中如果有註腳，英文稿請用阿拉伯數字順序標明在右上角；中文稿請以 [] 表之，[] 中寫“註”及“編號”。(例：註一)

九、資料引用：

請參考 APA 格式，採文內注釋，標示說明如下：

(一)同時引用中英文參考文獻時，請將中文文獻置於前面並以全形分號隔開。

例：某些研究支持此論點 (張德功，1984；Doggins, 1982; Easy, 1978)

(二)根據張朋園 (1993) 的研究發現....

Harris (1970) investigated the relationship between....

(三)許多研究的結果 (張春興，1976；郭聰貴，1978；吳武典，1979) 也都指出...

Research has provided important insights into the relationship between interaction and second language acquisition and use (Ellis, 2003; Johnson, 2001).

(四)根據國外學者 (Rossignol, 1991) 的研究發現...

Serial processing refers to a set of processes which takes place one at a time (Carroll, 1994),....

(五)根據過去的研究發現，廠商若能積極推動綠色環保管理....將可塑造出企業的綠色形象 (Shrivastava, 1994; Steger, 1993)。

....more reflective self-evaluation, etc. (Imhof, 2001; Vandergrift, 2004).

(六)如引用同一作者同年度二篇以上的參考資料時，請在年度後標明 abc 等符號。如 (陳英豪，1989a)(陳英豪，1989b)。參考文獻中的寫法亦同。

Several studies (Imhof, 2001a; imhof, 2001b)

(七)當作者有二人時，每次引用時，兩人的姓氏 (中文為姓名) 須全列出，在文中，中文以「與」，英文以 and 連接，在括弧和參考文獻中，則中文以頓號，英文以&連接，同一段內則年代省略。

例：根據 Mark and David 的研究發現..人格中的自我免受傷 (Miller & Ross, 1975)。

(八)當作者有三人至五人時，第一次引須列出所有作者姓氏 (中文為姓名)，第二次及以後引用只須列出第一位作者姓氏，其餘作者中文以“等”，英文以“et al.” 取代，同一段內則年代省略。

例：第一次引用—Engel, Kollat, and Blackwell (1983) 或 (Engel, Kollat, & Blackwell, 1983)。

第二次及以後引註為：Engell et al. (1983)或(Engell et al., 1983)

(九)當作者有六人以上時，第一次及後續引用都僅需列出第一位作者姓氏，其後中文以“等”，英文以“et al.” 取代，同一段內則年代省略。

上述未舉例者請類推處理。

十、參考文獻：

(一)參考文獻必須以本文中引用者才能列出，以最新版 APA 格式為參考原則，如範例所示。

中文文獻在前，請按筆畫順序排列；英文文獻在後，按姓氏字首字母順序排列，作者姓名列出之方式，均以姓為起始，接著為名字之縮寫，無須編號。凸行縮排 2 字元、左右對齊。當作者人數在七人以上時，僅須列出前六位作者，第七位以後之作者，中文以“等”，英文以“et al.”取代。

(二)參考文獻範例如下：

1.書籍

作者（年份）。書名。出版地：出版者。

江亮演（2000）。社會福利與政策。台北市：五南。

Beck, C. A. J., & Sales, B. D. (2001). *Family mediation: Facts, myths, and future prospects*. Washington, DC: American Psychological Association.

2.期刊論文

作者（年份）。篇名。期刊名，期別，頁別。

李元墩、趙必孝、許恆勝（1998）。企業環境、人力資源管理者才能、人力資源管理效能與經營績效相關性之研究。長榮學報，2（2），23-45。

Klimoski, R., & Palmer, S. (1993). The ADA and the hiring process in organizations. *Consulting Psychology Journal: Practice and Research*, 45(2), 10-36.

若無卷期別，請列出出版年份及月份。

3.文集論文

作者（年代）。篇名。載於編者（主編），論文集名稱（頁別）。出版地：出版商。

鍾才元（2001）。生涯規劃：新手老師的就業準備與甄試須知。載於黃正傑、張芬芬（主編），為學良師—在教育實習中成長（425-57）。台北市：師大書苑。

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: Metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York: Springer.

4.研討會中發表之論文（未出版）

作者（年，月）。論文名稱。研討會主持人（主持），研討會主題。研討會名稱，舉行地點。

張芬芬（1995，4月）。教育實習專業理論模式的探討。毛連塏（主持），教師社會化的過程。師資培育專業化研討會，台北市立師範學院。

Lichstein, K. L., Johnson, R. S., Womack, T. D., Dean, J. E., & Childers, C. K. (1990, June). Relaxation therapy for poly-pharmacy use in elderly insomniacs and non-insomniacs. In T. L. Rosenthal (Chair), *Reducing medication in geriatric populations*. Symposium conducted at the meeting of the First International Congress of Behavioral Medicine, Uppsala, Sweden.

5.未出版學位論文

作者（年份）。論文名稱。未出版之博（碩）士論文，○○大學○○研究所，大學所在地。

柯正峰（1999）。我國邁向學習社會政策制定之研究—政策問題形成、政策規劃及政策合法化探討。未出版之博士論文，國立台灣師範大學社會教育學系，台北市。

Wilfley, D. E. (1989). *Interpersonal analyses of bulimia: Normal-weight and obese*. Unpublished doctoral dissertation, University of Missouri, Columbia.

6.DAI微縮片資料

作者（年份）。篇名。論文集。編號。

Bower, D. L. (1993). Employee assistant programs supervisory referrals: Characteristics of referring and non-referring supervisors. *Dissertation Abstracts International*, 54(01), 534B. (UMI No. 9315947)

7.技術報告

作者（年份）。報告名稱（報告編號）。出版地：出版者。

邱炯友、林信成（1999）。各國政府出版品電子化策略及措施之研究（行政院研考會委託研究報告 RDEC-LIB-088-005）。台北：淡江大學。

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHHS Publication No. ADM 90-1679). Washington, DC: U. S. Government Printing Office.

8. 電子媒體資料

作者（年份）。篇名。檢索日期。取自網址。

陳家聲（1998）。21 世紀人力資源管理發展趨勢。1998 年 12 月 9 日，取自 <http://www.jbjob.com.tw/html/centry.htm/>。

Encryption export control restrictions. (n. d.). Retrieved August 14, 2001, from <http://www.lawnotes.com/encrypt.html>

9. 光碟資料庫

作者（年份）。文章名稱【光碟】。來源（期刊、檢索系統、公司行號等）。光碟資料庫別以及編號（閱覽日期）。

石素娟（1991）。銀行業服務品質分析及量化之研究（摘要）【光碟】。靜宜管理研究所碩士論文。漢珍全文檢索系統：中國企業文獻摘要光碟資料庫。

10. 視聽媒體資料

製作人姓名（製作人），導演姓名（導演）（西元出版年份）。影片名稱【影片】。發行地：發行者。

教育資料館（編製）（1994）。教育資料與教育研究【影片】。臺北市：教育資料館。

Scorsese, M. (Producer), & Lonergan, K. (Writer/Director). (2000). *You can count on me* [Motion picture]. United States: Paramount Pictures.

11. 報紙

作者（年，月，日）。文章名稱。報紙名稱，版次。

文章名稱（年，月，日）。報紙名稱，版次。

余光中（2001，8 月 11 日）。春到齊魯。聯合報，37 版。

中文譯音的急轉彎：專業議題又演成政治問題（2000，10 月 9 日）。聯合報，2 版。

Schwartz, J. (1993, September 30). Obesity affects economic, social status. *The Washington Post*, pp. A1, A4.

New drug appears to sharply cut risk of death from heart failure. (1993, July 15).

The Washington Post, p. A2.

12. 法令

法令名稱（公佈或發布年代）。

師資培育法（1994）。

13. 藝術作品

藝術家姓名（扮演角色及功能）（年份）。作品名稱【創作的形式】。展出機構與地點。

Van Gogh, V. (Artist). (1888). Entrance to the public gardens in Arles [Painting]. NY: Metropolitan Museum of Art

十一、論文格式須依據 APA 格式書寫，請逕至本班網頁下載。

Chang Jung Christian University

Master's Program in Business and Operations Management, College of Management Thesis

A Study for Investigating the Influential Factors of Corporate
Technological Innovation Performance

Student: ○○○

Advisor: Dr. ○○○

Dr. ○○○

June 20 , 2020

6. Application Forms

(Appendix 1)

Application for Thesis Advisor of Master's Program Chang Jung Christian University

※ Apply online and print the form out

Instruction: log-into Student System, 1.choose Application Procedure→2. Application for Thesis Advisor



3. complete the personal information of your advisor

指導教授(-)

姓名：
指導教授姓名

單位：
教授服務單位

職稱：
教授職稱，例：教授、副教授、助理教授

指導教授(二)

姓名：

4. Save(still modifiable) or Submit(unmodifiable; if modification in need, contact Registration and Curriculum Section)



5. Print out the form. 6. Have advisor(s) and program director sign. 7. hand in to the program office.

Application for Thesis Research Plan of Master's Program in Business and Operations Management, College of Management Chang Jung Christian University			
The __st/nd/rd/th application			
Program/Year of Study		Date of Application	The __st/nd/rd/th semester of Year__ _____ (mm/dd/yyyy)
Student's Name		Student ID No.	
Thesis Topic			
Advisor's Signature			
Director's Signature			
Remarks	<ol style="list-style-type: none"> Students shall apply for the research plan by August 30 in the first semester of the second year after admission (refer to Appendix 4) and submit the specific research plan to advisors. Those failing to meet the aforesaid schedules shall be allowed to apply for the oral examination half a year after submitting the research plan. For the principle of engaging advisors, refer to the regulations of the Student Handbook. 		



(Appendix 3-1)

Application for Change in Thesis Topic and Advisor

Chang Jung Christian University

Date of Application: _____(mm)_____(dd)_____(yyyy)

Department (Institute)		Year of Study	
Student ID No.		Telephone No.	
Student's Name	(signature)		
Changed Item	<input type="checkbox"/> Change in advisor(s) (list all advisors if applicable) Advisor(s) before change: _____ (signature)		
	Advisor(s) after change: _____ (signature)		
Changed Item	<input type="checkbox"/> Change in thesis topic (enter the tentative topic if the topic has not been decided yet)		
	Thesis topic before change: _____ Thesis topic after change: _____		
Advisor: _____ (signature)			
Statement	(Enter the statement of change in this space. If more space is needed, an attachment may be affixed.)		
Director of Department (Institute)	(signature)		
Remarks	<ol style="list-style-type: none"> 1. Students intending to change the thesis topic or advisor due to special reasons shall fill out this form. 2. This form is executed in duplicate; one is kept by the original advisor and the other is kept by the department (institute). 3. After being approved by the director of department (institute), this form will be sent to the original advisor and the department (institute) office within a week. 4. For the change in the advisor, both this form and the Statement about Change in Advisor shall be submitted for approval. 5. For the change in the thesis topic, this form needs no approval and shall be kept by the department (institute). 		

Form No.: 120-3-01-0400 (amended on 2013/0314)

Change in Advisor

Department (Institute)		Year of Study	
Student ID No.		Student's Name	
Statement	<p>I hereby declare that I intend to apply for the change in the advisor due to the personal academic plan and that I will not use the research findings under guidance of the original advisor as the main body of the thesis without the written consent of the original advisor.</p>		
Remark	<ol style="list-style-type: none"> 1. Students intending to change the thesis topic or advisor due to special reasons shall fill out this form. 2. This form is executed in duplicate; one is kept by the original advisor and the other is kept by the department (institute). 3. After being approved by the director of department (institute), this form will be sent to the original advisor and the department (institute) office within a week. 4. For the change in the advisor, this form shall be submitted for approval. 5. For the change in the thesis topic, this form needs no approval and shall be kept by the department (institute). 		

Student's signature: _____

Date: _____



**Master's Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Application for Oral Examination**

※ Apply online and print the form out

Instruction: log-into Student System, choose 1. 申請作業 Application Procedure 2. 離校/論文 leaving school/thesis 3. 學位論文申請(輸入資料) Master thesis application(type in information) 4. 印出學位考試申請書(經學生本人簽章、指導教授簽章) Print out the application for oral examination form and sign (both student and advisor)



(Appendix 4-2)

**Master's Program in Business and Operations Management,
College of Management Chang Jung Christian University
Oral Examination Checklist**

Date of Application: _____(mm)_____(dd)_____(yyyy)

Oral Examination Checklist								
Matters related to the oral examination for the Master Program in Business and Operations Management are described as follows:								
Student's Name		Department (Institute)/Year of Study/Program			Student's ID No.			
Thesis Topic (Chinese)								
Thesis Topic (English)								
Time of Examination	_____ (hh) _____ (mm) _____ (a.m./p.m.), _____ (mm) _____ (dd) _____ (yyyy)							
Location of Examination								
Register of Oral Examination								
No.	Name	Service Unit	Inter- nal/E- xtern- al	Education	Telephon- e No.	Associate Professor, Associate Researcher or Above or Person with a Doctorate	Professor & Associate Professor Certificate No.	Remark
		Title						
1						<input type="checkbox"/> Yes <input type="checkbox"/> No		Convener
								(Advisor cannot serve as Convener)
2						<input type="checkbox"/> Yes <input type="checkbox"/> No		
3						<input type="checkbox"/> Yes <input type="checkbox"/> No		
4						<input type="checkbox"/> Yes <input type="checkbox"/> No		

Confirmation	<input type="checkbox"/> Yes <input type="checkbox"/> No First oral examination. <input type="checkbox"/> Yes <input type="checkbox"/> No 1/3 of the examination committee members are external members. <input type="checkbox"/> Yes <input type="checkbox"/> No Meeting minutes regarding the qualifications for engagement of oral examination committee members. <input type="checkbox"/> Yes <input type="checkbox"/> No Compliance with avoidance stipulated in Article 11 of the Guidelines for Graduate Degree Examination, Chang Jung Christian University.		
Clerk of Department (Institute)		Director of Department (Institute)	

Master's Program in Business and Operations Management, College of

Management Chang Jung Christian University

Review of Qualifications for Oral Examination

Student	Name	Student ID No.	Date of Admission	Date of Application
			___ (mm)___ (dd) _____(yyyy)	___ (mm)___ (dd) _____(yyyy)
Name and Title of Advisor				
Thesis Topic				
Review Items	<input type="checkbox"/> 1. Have completed the dissertation draft. (the thesis draft and its abstract attached)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the advisor
	<input type="checkbox"/> 2. Have completed the originality comparison file by the originality comparison system of Division of Library and Information Affairs	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the advisor
	<input type="checkbox"/> 3. Have taken courses and credits needed for graduation (including the prerequisite, required and elective courses).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 4. Have passed the English proficiency test and have completed Business Management English I & II.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 5. Have passed the academic ethics online. (passing score: 85)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
Director of Department (Institute)	(signature) _____(mm)_____(dd)_____(yyyy)			

Remarks	<ol style="list-style-type: none">1. The applicant shall fill in each field except for those circled by double grid lines.2. Review items 1-2 are reviewed by the advisor and review items 3-6 are reviewed by the office.3. The thesis draft will be returned to the applicant after being reviewed by the advisor. The application form and the comparison file by the originality comparison system, informal courses, and the certificate of English proficiency test will be submitted by the office for review and retention4. The office shall copy the review result and send them to the advisor and the applicant respectively.5. After the application is reviewed, the date of the oral examination and the list of oral examination committee members will be determined. The list of examination committee members shall be recommended by the advisor.
----------------	---

Affidavit of Academic Integrity for Master Thesis or Doctoral

Dissertation

Master's Program in Business and Operations Management, College of

Management

Chang Jung Christian University

Name: Student ID No.:

Supervisor:

I am the author of the paper entitled:

that is for qualification of master's or doctoral degree. I hereby certify that this paper is truthful work. I will take the full responsibilities and accept the disposals of discontinuing schoolings or recalling diploma made by the authorities of the Graduate School in case of violating laws or behaving against academic ethics, such as plagiarism, piracy, data fabrication and fraud, falsification, translation and revision of others' papers or even my own papers which are already used to apply for examination exempt.

Signature of Student:

Date: _____(mm)_____ (dd) _____(yyyy)

Master's Program in Business and Operations Management,
College of Management, Chang Jung Christian University

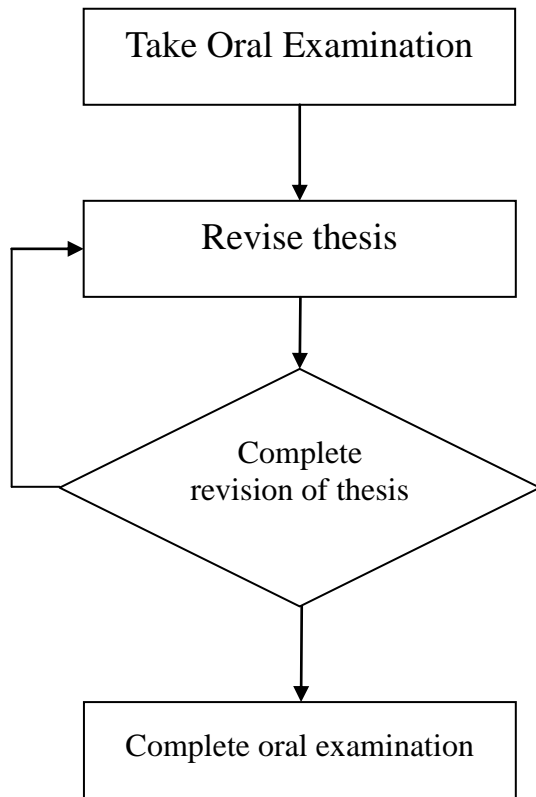
Application with Turnitin Original Comparison System Completion

Student ID No.		Name		Class	
Thesis Topic					
Application Item	<input type="checkbox"/> Draft of Master's Thesis <input type="checkbox"/> Full Paper of Master's Thesis for graduation				
Criterion Setting	Turnitin Original Comparison System Filters and Settings: <input type="checkbox"/> Exclude quotes <input type="checkbox"/> Exclude bibliography <input type="checkbox"/> Exclude source(s) of which percentage is under 1%		Match Overview		
<p>The student completed Turnitin original comparison system on _____(Y) _____(M) _____(D)</p> <p><input type="checkbox"/> The overall percentage is less than 18%</p> <p><input type="checkbox"/> No any single item percentage is over 7%</p> <p>and meets the above criteria. With the advisors' signature, it is approved that the student can apply for oral exam defense; Or</p> <p>and meets the above criteria. <input type="checkbox"/> Has reviewed the stapled copy of the student's graduation thesis. With the advisors' signature, it is approved that the student can apply for graduation and procedures to leave school.</p> <p style="text-align: center;">Advisor: _____ (signature) _____ (Y) _____ (M) _____ (D)</p>					

Precautions and instructions

1. When you complete this application form and apply for related applications, you are deemed to have consented to collecting, processing, or using of your personal information by CJCUC. The personal information collected by this form is used for a specific purpose only, and will not be transferred without the consent of the parties. We will follow the rules for personal information preservation and safety control. For related notifications, please refer to our website <http://www.cjcu.edu.tw/pims>.
2. Personal Data Protection Contact, Address: No.1, Changda Rd., Gueiren District, Tainan City 71101. Taiwan. Phone: 06-2785123#1022. Email: pims@mail.cjcu.edu.tw.

Flowchart of Oral Examination



Preparations and Notices

- 1-1 The oral examination will be video- or audio-taped.
- 1-2 Classmates help keeping the record of the examination committee members' questions and the candidate's answers and fill in the Record of Oral Examination.
- 2-1 Students revise the thesis based on comments made by the oral examination committee members.
- 2-2 Students fill in the Comments on Oral Examination.
- 3-1 The advisors confirm the completion of the revised thesis.
- 3-2 Students shall complete the revision of the thesis by the given time.
- 4-1 Students submit the revised thesis, the Comments on Oral Examination, and the Record of Oral Examination to the office for retention.

Flowchart of Oral Examination

Chang Jung Christian University

Master's Program in Business and Operations Management, College of Management

Student:

Topic:

It is hereby certified that _____ (student) has passed the oral examination.

Oral Examination Committee Members: _____

Advisor: _____

Director: _____

Date of Oral Examination: _____ (mm) _____ (dd) _____ (yyyy)

**Master's Program in Business and Operations Management, College of
Management
Chang Jung Christian University**

Comments on Oral Examination 【Sample】

Student's Name	Student ID No.	Advisor
Thesis Field		
Thesis Topic		
Committee Member's Comment	Description of Revision	
(Committee Member's Name)	(Page No.)	
1. (Committee Member's Comment) 2. (Committee Member's Comment) ⋮	【(Revision Page No.)】	
(Committee Member's Name)	(Page No.)	
1. (Committee Member's Comment) 2. (Committee Member's Comment) ⋮	【(Revision Page No.)】	

(If more space is needed, an attachment may be affixed.)

Advisor:

(signature)

Date: ____ (mm) ____ (dd) ____ (yyyy)

©This form shall be submitted along with the revised thesis and the Record of Oral Examination **within one week after the oral examination.**

**Master's Program in Business and Operations Management, College of
Management
Chang Jung Christian University
Comments on Oral Examination**

Student's Name		Student ID No.	Advisor
Thesis Field			
Thesis Topic			
Committee Member's Comments		Description of Revision	

(If more space is needed, an attachment may be affixed.)

Advisor:

(signature)

Date: ____ (mm) ____ (dd) ____ (yyyy)

©This form shall be submitted alone with the revised thesis and the Record of Oral Examination **within one week after the oral examination.**

**Master's Program in Business and Operations Management, College of
Management
Chang Jung Christian University**

Record of Oral Examination

Student's Name	Student ID No.	Advisor			
Date of Oral Examination	Time of Oral Examination	Recorder			
____(mm)____(dd)____(yyyy)	____(hh)____(mm)				
Thesis Topic					
Oral Examination Committee Members					
Process of Oral Examination					

(If more space is needed, an attachment may be affixed.)

**Master's Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Oral Examination Evaluation Form**

Student's Name					
Thesis Topic					
Evaluation of Oral Examination Committee Members	B-	B+	A-	A	A+
	70	75	80	85	Score of 90 or more: ()
	71	76	81	86	
	72	77	82	87	
	73	78	83	88	
	74	79	84	89	
<p>1. For members giving a score of 90 or more, please list three specific contributions or the score shall be 85:</p> <p>1. ()</p> <p>2. ()</p> <p>3. ()</p> <p>2. To fail the student, members may give a score below 70 (exclusive) () and specify the fact:</p> <p>()</p>					
Description	To improve the quality of thesis, the oral examination committee members shall raise questions and score in a professional, objective, and impartial manner.	Examination Committee Member's Signature			

Chang Jung Christian University

Notice of Oral Examination Result

Student Information	Student's Name		College									
	Student ID No.		Department/ Institute (Discipline)									
	Program		<input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Master's Program <input type="checkbox"/> On-the-job Master's Program <input type="checkbox"/> EMBA									
	Thesis Topic	Chinese										
		English										
Advisor		Remarks										
Notice of Examination Result	<p>The student has taken courses needed for graduation. The examination committee has organized the oral examination at _____(location) on _____(mm)_____(dd)_____(yyyy). The result of the oral examination is as follows:</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Pass/Fail</th> <th style="width: 35%;"></th> <th style="width: 15%;">Average</th> <th style="width: 35%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"> </td> <td> </td> <td style="text-align: center;"> </td> <td> </td> </tr> </tbody> </table>				Pass/Fail		Average					
	Pass/Fail		Average									
Examination Committee Member's Signature		Convener										
		(signature)										
Advisor		(signature)										
Director of Department (Institute)		(signature)										
Notices	<ol style="list-style-type: none"> 1. According to the Guidelines for Graduate Degree Examination, at least 2/3 of the oral examination committee members shall attend the oral examination; however, at least 3 and 5 committee members shall attend the oral examination of the master's program and the Ph.D. program respectively; in addition, the oral examination can only be organized when at least 1/3 of the oral examination committee members attending the oral examination are external members. 2. The passing score of the oral examination is 70 (out of 100) and determined by the average of the scores given by the committee members attending the oral examination; however, the student shall also be considered failed if more than 1/2 and 1/3 of the examination committee members (inclusive) fail the oral examination of the master's program and the Ph.D. program respectively. The score can only be given once. 3. After the oral examination is organized, this notice shall be signed by the advisor and the director of department (institute) and submitted to the Registration and Curriculum Section, Office of Academic Affair immediately for the score registration and the calculation of the number of graduates of that year. The department (institute) shall retain the copy of this notice. 											