

[2022]

Student Handbook for Ph.D. Program in
Business and Operations Management,
College of Management
Chang Jung Christian University



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2022 Student Handbook for Ph.D. Program in Business and Operations Management, College of Management Chang Jung Christian University

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1. Regulations Governing Ph.D. 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 2-7 years (except for suspension of schooling).
2. Students failing to complete required courses and credits or failing the qualifying examination, dissertation proposal or 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, prerequisite courses in master's program, credits needed for graduation, please refer to the applicable curriculum according to student's admitted year.
2. To apply for credit transfer of prerequisite courses in master's program by examination, students have to present the courses to be exempted (refer to Appendix 1) by the deadline of course add/drop. The director of the program authorizes instructors having related specialties in the College of Management to designate the textbook and to organize the examination one week prior to the final examination. Students having a score of 80 or more are exempted from taking the courses.
3. In the first and second years of study, students are required to take at least one course in every semester; the maximum number of credits taken in each semester is 15. For students retaking prerequisite courses, the maximum number of credits taken in each semester is 21 (including prerequisite and major courses)

4. Credit transfer

For students 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 required for graduation.

5. Additional requirements for graduation: please refer to the applicable curriculum according to student's admitted year.

(1) English proficiency test

Type	Ph.D. Program
Passing Standard	Before applying for the oral examination, students have to reach a score of 64 or more in TOFEL (iBT) or equivalents.

Remarks	<p>1. This rule is not applied to students obtaining a master's degree or doctorate in English-speaking countries or students applying for admission based on the "Regulations Regarding International Students Undertaking Studies in Taiwan" of Ministry of Education.</p> <p>2. Alternative: As an alternative, students may personally attend an international seminar on management once (excluding Taiwan and China) and publish research paper(s) in English (excluding international seminars stipulated in the additional requirements for graduation) with the advisor's review and approval (refer to Appendix 7-1~Appendix 7-4).</p>
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Mapping Table of TOFEL and Other English Proficiency Tests

Type	Score of 64 or more in TOFEL (iBT)
TOEFL	ITP: a minimum score of 507 iBT: a minimum score of 64
GEPT (Listening, Reading, Speaking, and Writing)	Intermediate (first & second stages)
CSEPT	A minimum score of 240 or more in Level 2
TOEIC	A minimum score of 630
IELTS	Band score of 5 or above
FLPT	Written test: a minimum score of 200, or Oral test: Level S-2 ⁺
Cambridge English (Main Suite)	FCE or above
BEC	BEC Business Vantage or above
BULATS	ALTE Level 3

(2) Paper publication

Refer to the Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management, Chang Jung Christian University (Appendix 4). The following documents shall be attached to the dissertation to be reviewed by the advisors. (Refer to Appendix 5-1~Appendix 5-4)

1. Paper Publication Review Form
2. Paper Publication Checklist
3. Affidavit of Academic Integrity for Doctoral Dissertation; each article must have the signature of all co-authors affixed.
4. Proof, submission instructions, cover, and acceptance letter of academic journal under the review system.

5. Recognized academic journals, with the submission guidelines under anonymous review attached. Failing to do so will lead to non-recognition.

Article 3 Qualifying Examination

- 1., Students of the Ph.D. program are eligible for the qualifying examination after (1) retaking prerequisite courses in accordance with the regulations and completing required and elective courses, or (2) before admission, take courses with the program class for at least one year and retake prerequisite courses in accordance with the regulations and completing required and elective courses in the forth semester after admission, and then with the consent of the program director.
2. The qualifying examination courses for students of the Ph.D. program please refer to the applicable curriculum according to student's admitted year. Two full-time instructors having related specialties in the College of Management are appointed by the director of the program as exam maker for 50% of the exam questions.
3. The passing score of each course in the qualifying examination is 70 (out of 100) or as stipulated in the program meeting, whichever is higher.
4. The qualifying examination is organized in the form of a written test; with the consent of the advisor and the director of the program, however, students of the Ph.D. program are allowed to be exempted from the qualifying examination through paper publication (refer to Appendix 6-1~Appendix 6-4). For the regulations governing exemption from the qualifying examination, refer to the Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management, Chang Jung Christian University (Appendix 4).
5. The qualifying examination is organized once every semester. Students failing the qualifying examination may retake the qualifying examination once.
6. The qualifying examination shall be filed by the end of October and organized by the end of December in the first semester; the qualifying examination shall be filed by the end of April and organized by the end of June in the second semester (refer to Appendix 3).
7. The qualifying examination shall be taken within five years after admission. Students failing to take the qualifying examination in accordance with the regulations shall be expelled from school.
8. After passing the qualifying examination, students of the Ph.D. program shall submit application form for dissertation topic review (refer to Appendix 12) and shall inform the Registration and Curriculum Section of recording it in the transcript.
9. Students passing the qualifying examination and complying with the Regulations Governing the Qualifying Examination for Doctoral Candidates in Chang Jung Christian University will be nominated by the director of the program as doctoral candidates to the Office of Academic Affairs.

Chapter 3 Dissertation Guidance

Article 4 Engagement of Advisor

Students shall make a request in accordance with the regulations that the director of the program engages advisors to give advice on their dissertations; the dissertation topic/field and the practical research shall be in the field of business management.

Article 5 Qualifications for Advisor and Oral Examination Committee Member

1. Only full-time professors, associate professors or assistant professors with a doctorate (including project assistant professors) are qualified as advisors. The engagement of external professors, if required, shall be agreed by the director of the program.
2. For the number of students of the Ph.D. program under advisor guidance, one student is allowed to be under guidance of co-advisors. The regulations are stipulated as follows:
 - (1) For full-time instructors primarily recruited in the College of Management being advisors to students of the Ph.D. program, up to two students (exclusive of foreign students) are allowed. Those who meet any criteria below are allowed to guide one more student, and up to four students are allowed cumulatively.
 - A. Cumulatively received principal investigators grant of the projects under Ministry of Science and Technology at least ten times
 - B. Received outstanding research award from Ministry of Science and Technology at least once
 - C. Received subsidies for college and universities research rewarding from Ministry of Science and Technology at least twice
 - (2) For full-time teachers not primarily recruited the College of Management being advisors to students of the Ph.D. program, one student is allowed to be under guidance.
 - (3) External teachers are not allowed to give advice to students of the Ph.D. program independently.
3. Only professors, associate professors or those with a doctorate and academic achievements are qualified as oral examination committee members.

Article 6 Application of Dissertation Advisor

Students shall submit the application form for dissertation advisor by June 30th in the second semester after admission. (refer to Appendix 2)

Article 7 Change in Dissertation Topic or Advisor

If one of the following situations occurs, students may apply for the change in the dissertation topic or advisor: (refer to Appendix 8-1~Appendix 8-3)

1. Where the advisor is ill, resigns, retires, or goes abroad and is unable to proceed with guidance.
2. Other legitimate reasons to apply for change in the dissertation topic and research direction. The student shall submit the application forms by the fourth week of each semester (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination on dissertation proposal or dissertation.

Article 8 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. The graduate student does not select courses or write the dissertation in accordance with the advisors' instructions.
2. The graduate student does not contact the advisors for a certain period of time without

good causes.

3. The graduate student works full-time or part-time without seeking the advance consent of the director of the program or the advisor.

Chapter 4 Oral Examination

Article 9 Dissertation Proposal

1. Qualifications for the dissertation proposal are described as follows:
 - (1) Students shall be qualified as doctoral candidates.
 - (2) Students shall comply with the provisions of Paragraph 1, Article 4 of the Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management, Chang Jung Christian University.
 - (3) Students shall present a specific preliminary research plan for the dissertation, including dissertation topic, research motivation, research purposes, research methodology, research outline, and references, to the advisors for consent and then to the director of the program for approval.
 - (4) Students shall apply for the open publication of the dissertation draft in the Administration Management Seminar with the office three weeks prior to the start of school. After the draft is presented, students are allowed to apply for the oral examination on the dissertation proposal. Refer to the Regulations Governing the Administration Management Seminar of Ph.D. Program in Business and Operations Management, Chang Jung Christian University (Appendix 9).
2. The dissertation proposal is organized in the form of an oral examination and shall be filed at least one month prior to the test with the dissertation draft and related application forms attached (refer to Appendix 10-1~Appendix 10-7) with the consent of the advisor, the director of the program, and the dean of the College of Management.
3. The advisor shall recommend five examination committee members who have expertise in the student's thesis field and meet the criteria regulated in "Guidelines for Recognition of the Qualification Criteria of the Ph.D. Degree Examination Committee Members at the College of Management, Chang Jung Christian University(Guidelines for regulations on qualifications of committee members for PhD students' degree exams, PhD Program in Business and Operations Management, College of Management, Chang Jung Christian University)" to form the examination committee. 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.
4. After the dissertation proposal is reviewed, the 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.
5. The score of the oral examination is determined by the average of the scores given by the examination committee members anonymously. If 1/3 of the examination committee members fail the student, the student shall be considered failed. Students failing the oral examination by the end of the term of study may retake the oral

examination once; those still failing the oral examination shall be expelled from school.

Article 10 Oral Examination

1. Qualifications for the oral examination are described as follows:
 - (1) Students shall pass the oral examination on the dissertation proposal.
 - (2) Students shall complete the additional requirements for graduation stipulated in Article 2.
 - (3) Students shall apply for the open presentation of the dissertation draft in the Administration Management Seminar with the office three weeks prior to the start of school. After the draft is presented, students are allowed to apply for the oral examination. Refer to the Regulations Governing the Administration Management Seminar of Ph.D. Program in Business and Operations Management, Chang Jung Christian University (Appendix 9).
2. The oral examination shall be organized at least three months after the oral examination on the dissertation proposal in the different semester; the oral examination shall be filed at least one month prior to the examination with related application forms attached (refer to Appendix 11-1~Appendix 11-11) with the consent of the advisor, the director of the program, and the dean of the College of Management.
3. The advisor shall recommend five examination committee members who have expertise in the student's thesis field and meet the criteria regulated in "Guidelines for Recognition of the Qualification Criteria of the Ph.D. Degree Examination Committee Members at the College of Management, Chang Jung Christian University(Guidelines for regulations on qualifications of committee members for PhD students' degree exams, PhD Program in Business and Operations Management, College of Management, Chang Jung Christian University)" to form the examination committee. 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.
4. The chairperson of the committee is elected among the committee members other than the advisor.
5. The 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.
6. The Advisor shall also meet the criteria regulated in "Guidelines for Recognition of the Qualification Criteria of the Ph.D. Degree Examination Committee Members at the College of Management, Chang Jung Christian University(Guidelines for regulations on qualifications of committee members for PhD students' degree exams, PhD Program in Business and Operations Management, College of Management, Chang Jung Christian University)" to be the examination committee members.
7. The average of the scores given by all advisors attending the oral examination represents the score given by one examination committee member.
8. For qualifications for the oral examination committee members, refer to the regulations of Ministry of Education.
9. 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. If plagiarism or fraud of the dissertation is verified by the committee members, the student shall be considered failed. If 1/3 of the examination committee members fail the oral examination, the student shall also be considered failed. Scores given by the examination committee members are averaged and rounded off to the nearest whole number. Students failing the oral examination by the end of the term of study may retake the oral examination once; those still failing the oral examination shall be expelled from school.

Chapter 5 Doctorate Conferral and Score Calculation

Article 11 Doctorate Conferral and Score Calculation

Students passing the oral examination will be conferred Doctor of Philosophy (Ph.D.). For students of the Ph.D. 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 elected 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 upon graduation.

Article 13 Governing Law and Amendment

1. For matters not stipulated in the Regulations, refer to the Chang Jung University Regulations, the Guidelines for Graduate Degree Examination and related regulations.
2. The Regulations will be amended in accordance with the amendments to the Chang Jung University Regulations, the Guidelines for Graduate Degree Examination and related regulations specified in the preceding paragraph as it should be.
3. Based on the needs of teaching research and academic development, the Regulations may be amended upon the institute meeting's resolution.

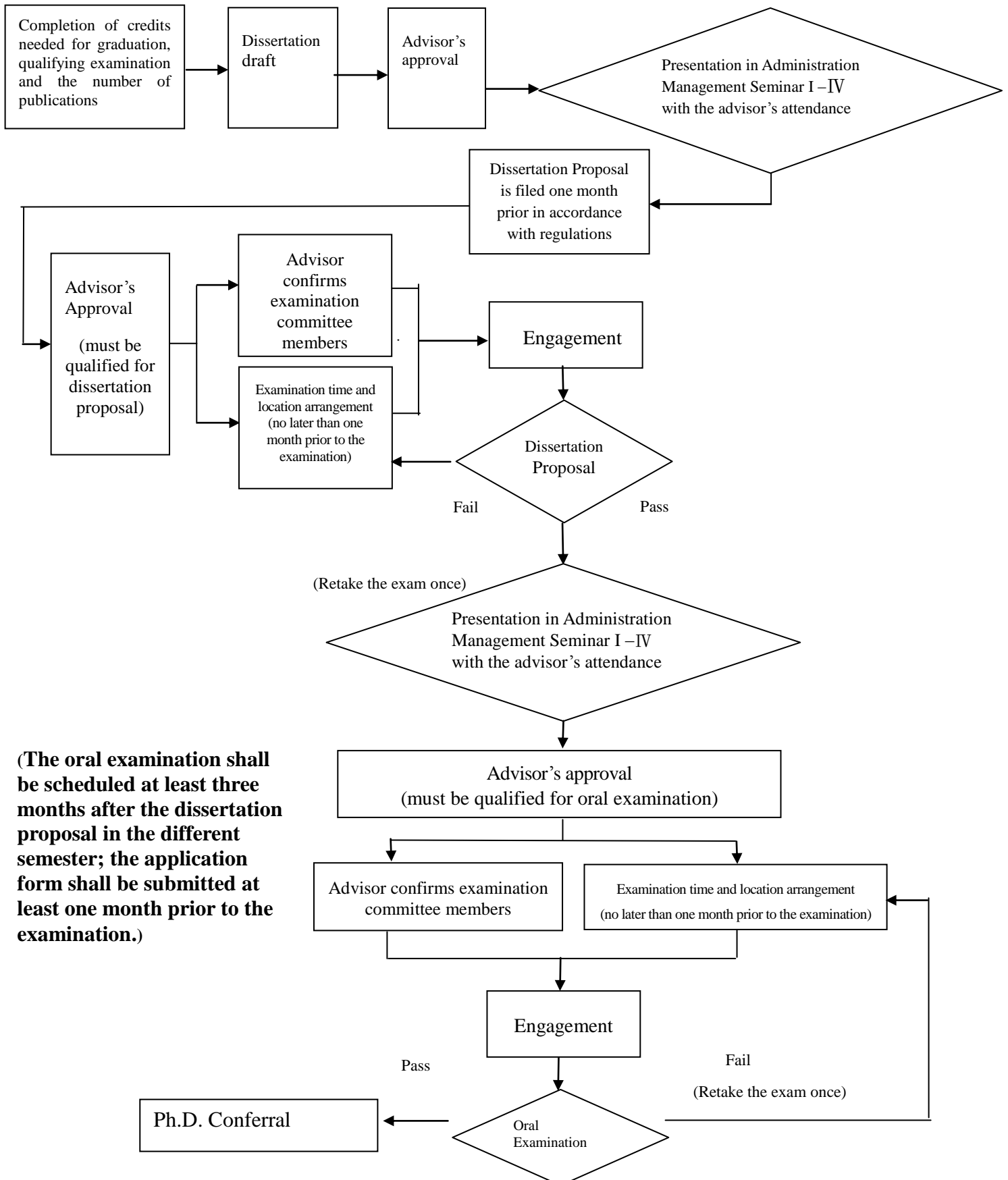
Article 14 The Regulations shall be promulgated after being approved in the program meeting and then submitted to the College of Management for future reference. The same procedures are applied to any amendments.

2. List of Important Stages in Ph.D. Program in Business and Operations Management, College of Management

Stage	Task	Schedule	Description
1. Admission and Course Taking	Registration, credit transfer, and course selection	Based on the school calendar at the start of school in every semester	During study, students being granted scholarships by Ministry of Education are required to assist with work assigned by related departments/institutes.
2. Engagement of Advisor	Application for Advisor	By June 30 in the second semester	
3. Qualifying examination	Application for qualifying examination	Completion of prescribed courses	<p>a. The qualifying examination shall be taken within five years after admission. Students failing to do so shall be expelled from school.</p> <p>b. The qualifying examination is organized once every semester. Students failing the qualifying examination may retake it once. Those still failing the qualifying examination shall be expelled from school.</p> <p>c. Students passing the qualifying examination will be nominated by the director of the program as doctoral candidates to the Office of Academic Affairs.</p>
4. Additional Requirements for Graduation	Submission of the completion of following: 1. English proficiency test 2. Paper publication.	Before dissertation proposal and oral examination	Subject to the Regulations
5. Dissertation Proposal	Application for dissertation proposal	The application form shall be submitted one month prior to the test.	The oral examination on the dissertation proposal may be filed only upon the advisor's referral.

6. Oral Examination	Submission of application form, register, and checklist	The oral examination shall be organized at least three months after the dissertation proposal in a different semester; the application form shall be submitted at least one month prior to the examination.	The oral examination may be filed only upon the advisor's referral.
7. Completion of Doctor of Philosophy	Four copies and an electronic file of the dissertation and related files shall be submitted when students go through the school leaving procedures.	By the end of the oral examination in the semester	Doctor of Philosophy (Ph.D.) is conferred.

3. Procedures for Dissertation Proposal and Oral Examination of Ph.D. Program in Business and Operations Management, College of Management



4. 2022 Curriculum of Ph.D. Program in Business and Operations
Management, College of Management
(Applicable to Students Admitted in 2022)

Required or Elective	Course Code	Course Name	Credits	Year				Teaching Hours/Week	Remark
				1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
R		經營管理理論與實務研討 Theory and Practice in Administrative Management Seminar	3	3				3	
R		校園學術倫理數位課程 Academic Ethics	0	0				0	Online course
R		經營管理專題研討 I Administration Management Seminar I	0	0				2	*
R		企業研究方法 Business Research Method	3		3				
R		經營管理專題研討 II Administration Management Seminar II	0		0			2	*
R		高等數量方法 Advanced Quantitative Methods	3			3		3	
R		經營管理專題研討 III Administration Management Seminar III	0			0		2	*
R		高等質性研究方法 Advanced Qualitative Research Method	3				3	3	
R		經營管理專題研討 IV Administration Management Seminar IV	0				0	2	*
E		人力資源管理專題研討 Human Resource Management Seminar	3	3				3	Field of Organization and Human Resources Management
E		行銷策略專題研討 Seminar: Marketing Strategy	3	3				3	Field of Marketing and Operations Management
E		策略管理專題研討 Strategies Management Seminar	3	3				3	Field of Business Decision Analysis
E		多變量分析專題研討 Multivariate Analysis Seminar	3	3				3	
E		組織行為與管理專題研討 Organizational Behavior And Management Seminar	3		3			3	Field of Organization and Human Resources Management

Required or Elective	CourseCode	Course Name	Credits	Year				Teaching Hours/Week	Remark
				1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
E		作業管理專題研討 Seminar in Operations Management	3		3			3	Field of Marketing and Operations Management
E		決策理論專題研討 Decision Theory Seminar	3		3			3	Field of Business Decision Analysis
E		產業分析專題研討 Seminar : Industry and Competitive Analysis	3		3			3	Field of Business Decision Analysis
E		多層次研究方法 Multi Level Research Methods	3		3			3	
E		倫理與社會責任專題研討 Ethics and Social Responsibility Seminar	3			3		3	Field of Organization and Human Resources Management
E		供應鏈管理專題研討 Seminar in Supply Chain Management	3			3		3	Field of Marketing and Operations Management
E		品牌管理專題研討 Brands Management Seminar	3			3		3	Field of Marketing and Operations Management
E		會計研究專題研討 Accounting Research Seminar	3			3		3	Field of Business Decision Analysis
E		結構方程模式 Structural Equation Model	3			3		3	
E		創新管理專題研討 Innovative Management Seminar	3				3	3	Field of Organization and Human Resources Management
E		領導學專題研討 Leadership Seminar	3				3	3	Field of Organization and Human Resources Management
E		顧客關係管理專題研討 Customer Relationship Management Seminar	3				3	3	Field of Marketing and Operations Management
E		財務金融專題研討 Finance Management Seminar	3				3	3	Field of Business Decision Analysis
E		隨機模式專題研討 Random Model Seminar	3				3	3	
Needed for	Required Courses		18						Including 6 credits of dissertation
	Elective Courses		21						
	Total		39						

【Remark 1】

Prerequisite courses in the master's program: choose three out of the six.

1. Organizational Behavior (0 credit; 2 hours/week)
2. Human Resources Management (0 credit; 2 hours/week)
3. Operations Management (0 credit; 2 hours/week)
4. Marketing Management (0 credit; 2 hours/week)
5. Financial Management (0 credit; 2 hours/week)
6. Strategic Management (0 credit; 2 hours/week)

【Remark 2】

Academic Ethics: This course is an online course, which students have access to 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; those failing this online course are not allowed to apply for the oral examination.

Curriculum Map of Ph.D. Program in Business and Operations Management, College of Management (applicable for students admitted in AY 2022)

	First semester	Second semester	Third semester	Fourth semester	Core competency	Education Objectives
Required Courses	Theory and Practice in Administrative Management Seminar (3) Academic Ethics (0) Administration Management Seminar I (0)	Business Research Method (3) Administration Management Seminar II (0)	Advanced Quantitative Methods (3) Administration Management Seminar III (0)	Advanced Qualitative Research Method (3) Administration Management Seminar IV (0)	<ul style="list-style-type: none"> business and management related professional knowledge problem diagnosis and problem-solving capability research capability research ethics 	Cultivate talents equipped with research and ethics traits for management education industry and business industry
Elective courses in three fields	Field of Organization and Human Resources Management Human Resource Management Seminar (3)	Organizational Behavior And Management Seminar (3)	Ethics and Social Responsibility Seminar (3)	Innovative Management Seminar (3) Leadership Seminar(3)		
	Field of Marketing and Operations Management Seminar: Marketing Strategy (3)	Seminar in Operations Management (3)	Seminar in Supply Chain Management (3) Brands Management Seminar (3)	Customer Relationship Management Seminar (3)		
	Field of Business Decision Analysis Strategies Management Seminar (3)	Decision Theory Seminar (3) Seminar : Industry and Competitive Analysis (3)	Accounting Research Seminar (3)	Finance Management Seminar (3)		
	Other Elective Courses Multivariate Analysis Seminar (3)	Multi Level Research Methods (3)	Structural Equation Model (3)	Random Model Seminar (3)		

Regulations:

- 39 credits in total needed to be taken for graduation: 18 credits of required courses(including 6 credits of Ph.D. dissertation) and 21 credits of elective courses
- Prerequisite courses in the master' s program: choose three out of the six
 - Field of Organization and Human Resources Management: " Organizational Behavior ", " Human Resources Management "
 - Field of Marketing and Operations Management: "Operations Management" , " Marketing Management "
 - Field of Business Decision Analysis: " Financial Management" , " Strategic Management "
- Students are eligible for the qualifying examination after taking Master' s prerequisite courses, completing required and elective courses. The Examination contains two subjects. One is "Research Method" and the other one shall be chosen by the students: choose one among "Organizational Behavior" , "Human Resources Management" , "Operations Management" , "Marketing Management" , "Financial Management" , or "Strategic Management" . The qualifying examination is organized once every semester. Students failing the qualifying examination may retake the qualifying examination once.
- Qualification to apply for dissertation proposal and oral examination:
 - Pass the qualifying examination
 - Paper publication: according to the Regulations Governing Review of Academic Works in Ph.D. Program
 - Present the paper in the Ph.D. program course "Administration Management Seminar"

5. Regulations Governing Dissertation Format of Ph.D. Program in Business and Operations Management, College of Management

1. Specifications for front cover and inner pages: The dissertation copy should be sized in A4 white paper of 21 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 dissertation 4. Dissertation 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 institute.
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. References 10. Citation 11. Appendix
 12. 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. Name of School, department (institute), dissertation 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. ReferencesNote: 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博士班
論文格式說明

- 一、中文字體：標楷體英文字體：Times New Roman 字體顏色：黑色
- 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。【範例】詳見 P7.

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

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(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

Ph.D. Program in Business and Operations

Management, College of Management

Dissertation

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

Student: ○○○

Advisor: Dr. ○○○

Dr.○○○

mm dd , yyyy

6. Application Forms

(Appendix 1)

<p>Ph.D. Program in Business and Operations Management, College of Management Chang Jung Christian University</p> <p>Application for Prerequisite Exemption through Examination</p> <p style="text-align: right;">The __st/nd/rd/th application</p>			
Program/Year of Study		Date of Application	The __st/nd/rd/th semester of Year__ _____ (mm/dd/yyyy)
Student's Name		Student ID No.	
Courses to be Exempted			
Student's Signature			
Remarks	Refer to the regulations of the program.		

Application for Dissertation Advisor of Ph.D. Program Chang Jung Christian University

※ Apply online and print the form out

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



3. complete the personal information of your advisor

The screenshot shows the '指導教授(一)' form. It has three input fields: '姓名' (Name) with the placeholder '指導教授姓名', '單位' (Unit) with the placeholder '教授服務單位', and '職稱' (Title) with the placeholder '教授職稱, 例: 教授、副教授、助理教授'. Below this is the '指導教授(二)' section with a '姓名' field.

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.

**Ph.D. Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Application for Qualifying Examination**

The ___st/nd/rd/th semester of Year___

Student:

Advisor:

Year of Study(first, second, third.....):

Course of Examination: (tick the checkbox in front of the selected courses)

- | | |
|---|----------------------|
| <input type="checkbox"/> Research Method | Date of examination: |
| <input type="checkbox"/> Organizational Behavior | Date of examination: |
| <input type="checkbox"/> Human Resources Management | Date of examination: |
| <input type="checkbox"/> Operations Management | Date of examination: |
| <input type="checkbox"/> Marketing Management | Date of examination: |
| <input type="checkbox"/> Financial Management | Date of examination: |
| <input type="checkbox"/> Strategic Management | Date of examination: |

Notes:

1. Applicants must complete all courses prescribed in the Ph.D. program (namely credits needed for graduation and prerequisite courses).
2. The original transcript of all courses taken shall be attached to the application form.
3. One or two courses of examination can be selected.

Advisor (signature):

Director (signature):

Regulations Governing Review of Academic Works in Ph.D. Program in
Business and Operations Management, College of Management
Chang Jung Christian University

Article 1 The Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management (the Regulations) are established to strengthen the study and academic research of students of the Ph.D. program.

Article 2 If the academic works to be reviewed have not been published, the document proving acceptance shall be presented.

Article 3 The date of submission shall be within the term of study. Academic works submitted before admission are not accepted.

Article 4 The publication of academic works in the name of Chang Jung Christian University is stipulated as follows: (reviewed by advisors)

1. A paper shall be presented in English in an international conference by the student personally. The location of the international conference is not limited. The student must present the paper in English throughout the entire course of the international conference to be recognized. Those successfully doing so and being qualified as doctoral candidates are allowed to apply for the oral examination on the dissertation proposal.
2. Academic works for journals must be meet one of the following requirements:
 - (1) One publication in SSCI, SCI, SCIE, EI Compendex, or TSSCI.
 - (2) Two publications in ABI, ECONLIT, EI(other), Scopus, or ESCI.
 - (3) Three publications in journals under the review system.

Article 5 If students intend to graduate earlier by the third year of study (inclusive), they shall publish the dissertation in the journal recommended by Ministry of Science and Technology. However, for the students admitted based on the “Regulations Regarding International Students Undertaking Studies in Taiwan” of Ministry of Education, they can propose their application to be discussed in the program meeting if they have special conditions.

Article 6 For the recognition of submissions, only students who are first authors (or first-author students) shall be recognized.

Article 7 Only the publication of academic works co-authored with the instructors of Chang Jung Christian University shall be recognized except for that authored by the student independently (namely the student being the single author).

Article 8 The exemption from the qualifying examination is stipulated as follows:

1. Exemption from the qualifying examination of the course “Research Method”: Students failing the qualifying examination of the major field once may be exempted from the qualifying examination by presenting one publication in SSCI, SCI, SCIE, EI Compendex, or TSSCI; the content shall match the major field. After review by the advisor, credit waiver and transference papers are excluded.
2. Choose one among the courses “Organizational Behavior”, “Human Resources Management”, “Operations Management”, “Marketing Management”, “Financial Management”, “Strategic Management” to be exempted from the qualifying examination: Students may be exempted from the qualifying examination by presenting two publications in ABI, ECONLIT, EI (other), Scopus, or ESCI, or one publication in SSCI, SCI, SCIE, EI Compendex, or TSSCI; the content shall match the minor field. After review by the advisor, credit waiver and transference papers are excluded.

Article 9 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.

**Ph.D. Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Paper Presentation Review Form**

Program/ Year of Study	Student's Name	Student ID No.		
No.	Paper Title/Author	Location of Paper presentation/Conference Name/Publication/Volume/Page/Att ribute	Date of Presentation	Number of Publications
1				
2				
3				
4				
5				
Remarks		<ol style="list-style-type: none"> 1. The academic paper is published in the name of Chang Jung Christian University. If the academic works to be reviewed have not been published, the document proving acceptance shall be presented. 2. For the recognition of submissions, only students who are first authors (or first-author students) shall be recognized. 3. Only the publication of academic works co-authored with the instructors of Chang Jung Christian University shall be recognized except for that authored by the student independently (namely the student being the single author). 4. The checklist and related documents shall be attached to each paper to be published. Please type this form by computer and send the electronic file of this form reviewed by the advisor to the mailbox of the program assistant. 		

I hereby certify that the documents are submitted in accordance with the regulations of the program and that I will fully be liable in case of any falseness.

Student (signature):

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

**Advisor's Review Result(specify whether the paper publication is
approved with the signature affixed)**

The paper publication shall be reviewed in accordance with the Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management, Chang Jung Christian University.

1. A paper shall be presented in English in the international conference by the student personally. The location of the international conference is not limited. The student must publish the paper in English throughout the entire course of the international conference to be recognized. Those successfully doing so and being qualified as doctoral candidates are allowed to apply for the oral examination on the dissertation proposal.
2. Academic works for journals must meet one of the following requirements:
 - One publication in SSCI, SCI, SCIE, EI Compendex, or TSSCI.
 - Two publications in ABI, ECONLIT, EI (other), Scopus, or ESCI.
 - Three publications in journals under the review system.

Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Advisor's Signature: Date: _____(mm)_____(dd), _____(yyyy)
-----------------	---	--

**Ph.D. Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Paper Publication Checklist**

1. Program and Year of Study:
2. Student ID No.:
3. Student's Name: (signature)
4. Advisor: (signature)
5. Date of Application:
6. **Please make sure that the following documents are attached. Incomplete application will not be accepted for review by the advisor.**

(1) Affidavit of Academic Integrity for Doctoral Dissertation:

(required in both Chinese and English versions with the signature of co-authors. One affidavit is attached to one paper only and cannot be shared.)

- Affidavit of Academic Integrity for Publication and Specific Contribution

(2) Publication of conference papers: (documents shall be submitted in order as follows)

- Letter of acceptance and certificate of oral presentation
- Table of proceedings
- Full text of published paper and conference program
- Flight ticket receipt and stub
- 2~4 pictures of paper presentation

(3) Publication of journal papers: (documents shall be submitted in order as follows)

- A certificate of anonymous review system
- A invitation of journal article (with the proof of the review system)
- A letter of acceptance
- Publication page number (for academic works having not been published, it shall be replenished on __ (mm) __ (yyyy) within one year)
- A published journal paper

Remark: One checklist is attached to one paper only.

Affidavit of Academic Integrity for Publication and Specific Contribution

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Name: _____ Student ID No.: _____

Co-author(s): _____

It is certified that the paper entitled _____
is published in _____. All the authors with
names signed below will take the full responsibilities and accept the disposals made
by the organizer of the conference or the editorial board of the journal in case of
violating laws or behaving against academic ethics, such as plagiarism, piracy, data
fabrication and fraud, translation and revision of others' papers or related articles.

Signed by:

Co-author(s) (signature):

Note: Specific description of co-authored research

(attach additional pages if necessary)

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

Affidavit of Academic Integrity for Submission or Publication

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Name: _____ Student ID No.: _____

Co-author(s): _____

It is certified that the paper entitled

_____ is truthful work which

is to be submitted to _____ or

has been accepted by _____.

All the authors with names signed below will take the full responsibilities and accept the disposals made by the authorities of the conference or the journal 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 related articles.

Signature(s) of All Author(s):

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

**Ph.D. Program in Business and Operations Management,
College of Management
Chang Jung Christian University
Qualifying Examination Exemption Review Form**

Program/ Year of Study		Student		Student ID No.	
Course to be exempted	<input type="checkbox"/> Research Method Having failed the qualifying examination once (Date of examination: ____ (mm) ____ (dd) ____ (yyyy)).				
	<input type="checkbox"/> Organizational Behavior <input type="checkbox"/> Human Resources Management <input type="checkbox"/> Operations Management <input type="checkbox"/> Marketing Management <input type="checkbox"/> Financial Management <input type="checkbox"/> Strategic Management				
No.	Paper Title/Author	Location of Paper Presentation/Conference Name/Publication/Volume/Page/Attribute		Date of Presentation	Number of Publications
1					
2					
3					
Remarks	<ol style="list-style-type: none"> 1. The academic paper is published in the name of Chang Jung Christian University. If the academic works to be reviewed have not been published, the document proving acceptance shall be presented. 2. For the recognition of submissions, only the first among the students who are authors shall be recognized. 3. Only the publication of academic works co-authored with the instructors of Chang Jung Christian University shall be recognized except for that authored by the student independently (namely the student being the single author). 4. The content published shall match the field to be exempted, The paper presented will be reviewed by the advisor and excluded from the count. 5. The checklist and related documents shall be attached to each paper to be published. Please fill out this form by computer and send the electronic file of this form reviewed by the advisor to the mailbox of the program assistant. 				

I hereby certify that the documents are submitted in accordance with the regulations of the program and that I will fully be liable in case of any falseness.

Student (signature):

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

Advisor’s Review Result (specify whether the paper publication is approved with the signature affixed)

The paper publication shall be reviewed in accordance with the Regulations Governing Review of Academic Works in Ph.D. Program in Business and Operations Management, Chang Jung Christian University.

1. Exemption from the qualifying examination of the Research Method:

Students failing the qualifying examination of the Research Method once may be exempted from the qualifying examination by presenting one contribution to SSCI, SCI, SCIE, EI Compendex, or TSSCI.

2. Choose one among the courses “Organizational Behavior”, “Human Resources Management”, “Operations Management”, “Marketing Management”, “Financial Management”, “Strategic Management” to be exempted from the qualifying examination.: (one of the following must be met)

Two publications in ABI, ECONLIT, EI (other), Scopus, or ESCI.

One international conference paper granted by Ministry of Science and Technology.

One publication in SSCI, SCI, SCIE, EI Compendex, or TSSCI.

Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Advisor’s Signature: Date: _____(mm)_____(dd), _____(yyyy)
-----------------	---	--

**Ph.D. Program in Business and Operations Management,
College of Management, Chang Jung Christian University
Paper Publication Checklist**

1. Program and Year of Study:
2. Student ID No.:
3. Student's Name: (signature)
4. Advisor: (signature)
5. Date of Application:
6. **Please make sure that the following documents are attached. Incomplete application will not be accepted for review by the advisor.**

(1) Affidavit of Academic Integrity for Doctoral Dissertation: (required in both Chinese and English versions with the signature of co-authors. One affidavit is attached to one paper only and cannot be shared.)

- Affidavit of Academic Integrity for Publication and Specific Contribution

(2) Publication of conference papers: (documents shall be submitted in order as follows)

- Copy of Letter of Grant by Ministry of Science and Technology
- Letter of acceptance and certificate of oral publication
- Table of proceedings
- Full text of published paper and conference program
- Flight ticket receipt and stub
- 2~4 pictures of paper publication

(3) Publication of journal papers: (documents shall be submitted in order as follows)

- A certificate of anonymous review system
- A invitation of journal article (with the proof of the review system)
- Letter of acceptance
- Publication page number (for academic works having not been published, it shall be replenished on __ (mm) ____ (yyyy) within one year)
- A published journal paper

Remark: One checklist is attached to one paper only.

**Affidavit of Academic Integrity for Publication and Specific
Contribution**

**Ph.D. Program in Business and Operations Management, College of
Management
Chang Jung Christian University**

Name: _____ Student ID No.: _____

Co-author(s): _____

It is certified that the paper entitled _____
is published in _____. All the authors with
names signed below will take the full responsibilities and accept the disposals made
by the organizer of the conference or the editorial board of the journal in case of
violating laws or behaving against academic ethics, such as plagiarism, piracy, data
fabrication and fraud, translation and revision of others' papers or related articles.

Signed by:

Co-author(s) (signature): _____

Note: Specific description of co-authored research

(attach additional pages if necessary)

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

Affidavit of Academic Integrity for Submission or Publication

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Name: _____ Student ID No.: _____

Co-author(s): _____

It is certified that the paper titled

_____ is truthful work which
 is to be submitted to _____ or
 has been accepted by _____.

All the authors with names signed below will take the full responsibilities and accept the disposals made by the authorities of the conference or the journal 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 related articles.

Signature(s) of All Author(s):

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

**Ph.D. Program in Business and Operations Management,
College of Management, Chang Jung Christian University
English Proficiency Test Exemption Review Form**

Student Name		Year of Study	
Student ID No.			
In-person presentation in English in the International Conferences on Management(excluding Taiwan and China)			
Author (in order):			
Paper Name:			
Conference Name:			
Date of Acceptance:			
Date(s) of Conference:		Date of publication	
Country where the conference is organized:		Region where the conference is organized:	

I hereby certify that the documents are submitted in accordance with the regulations of the program and that I will fully be liable in case of any falseness.

Student (signature):

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

Advisor's Review Result (specify whether the paper publication is approved with the signature affixed)

The English proficiency test exemption shall be reviewed in accordance with the Regulations Governing Ph.D. Program in Business and Operations Management, Chang Jung Christian University. Please provide the electronic file of this form reviewed by the advisor to the mailbox of the program's assistant.

Alternative: (one of the following must be met)

- Personally attend an international seminar on management once. (excluding Taiwan and China)

Approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Advisor's Signature:
-----------------	--	-----------------------------

※國際研討會：係指「對外公開徵稿」及有「審稿制度」，且會議發表者至少有3個國家/地區(含)以上(含臺灣地區)人員參與，即可認定為國際學術研討會。若參與者包括大陸、香港、澳門人士僅能算1國家(地區)數；若參與之外籍人士為舉辦學校校內外籍教師或學生者，不可列入前揭國別(地區)數之計算。(教育部)

**Ph.D. Program in Business and Operations
Management, College of Management, Chang Jung
Christian University
Paper Publication Checklist**

1. Program and Year of Study:

2. Student ID No.:

3. Student's Name: (signature)

4. Advisor: (signature)

5. Date of Application:

6. Please make sure that the following documents are attached. Incomplete application will not be accepted for review by the advisor. ◦

(1) Affidavit of Academic Integrity for Doctoral Dissertation: (required in both Chinese and English versions with the signature of co-authors. One affidavit is attached to one paper only and cannot be shared.)

Affidavit of Academic Integrity for Publication and Specific Contribution

(2) Publication of conference papers: (documents shall be submitted in order as follows)

Letter of acceptance and certificate of oral publication in English

Table of proceedings

Full text of published paper and conference agenda

Flight ticket receipt and stub

2~4 pictures of paper presentation

Remark: One checklist is attached to one paper only.

**Affidavit of Academic Integrity for Publication and Specific
Contribution**

**Ph.D. Program in Business and Operations Management, College of
Management
Chang Jung Christian University**

Name: _____ Student ID No.: _____

Co-author(s): _____

It is certified that the paper entitled _____
is published in _____. All the authors with
names signed below will take the full responsibilities and accept the disposals made
by the organizer of the conference or the editorial board of the journal in case of
violating laws or behaving against academic ethics, such as plagiarism, piracy, data
fabrication and fraud, translation and revision of others' papers or related articles.

Signed by:
Co-author(s) (signature):

Note: Specific description of co-authored research

(attach additional pages if necessary)

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

Affidavit of Academic Integrity for Submission or Publication

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Name:

Student ID No.:

Co-author(s):

It is certified that the paper entitled

_____ is truthful work which

is to be submitted to _____ or

has been accepted by _____.

All the authors with names signed below will take the full responsibilities and accept the disposals made by the authorities of the conference or the journal 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 related articles.

Signature(s) of All Author(s):

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



Application for Change in Dissertation 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 dissertation topic (enter the tentative topic if the topic has not been decided yet) Dissertation topic before change: _____		
	Dissertation topic after change: _____ <div style="text-align: right;">Advisor: _____ (signature)</div>		
Statement	(Enter the statement of change in this field. If the field is not big enough, an attachment may be affixed.)		
Director of Department (Institute)	(signature)		
Remarks	<ol style="list-style-type: none"> 1. The graduate student intending to change the dissertation 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 dissertation topic, this form needs no approval and shall be kept by the department (institute). 		

**Review Application for Change in Dissertation Topic of Ph.D.
Program in Business and Operations Management,
Chang Jung Christian University**

Group/ Year of Study		Date of Application (Filled in by the Program Office)	The ___ st/nd semester of Year___ ____/____/____(mm/dd/yyyy)
Student's Name		Student ID No.	
Dissertation Topic before Change			
Dissertation Topic after Change			
Research Direction after Change			
Advisor's Review	<p>The change in dissertation topic and the research direction meet managerial specialty field or development of this Program.</p> <p>Advisor's Review Confirmation: _____(signature) _____/_____/_____(mm/dd/yyyy)</p>		
Review by Program Affairs Meeting (Filled in by the Program Office)	<p>Review Item: In principle, dissertation topic and the research direction meet managerial specialty field or development.</p> <p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Shall improve by given deadline. Deadline: ____/____/____(mm/dd/yyyy)</p> <p><input type="checkbox"/> Does not pass</p> <p>Reviewed by the ___ st/nd/rd/th Program Affairs Meeting of the</p>		

	Academic Year _____ held on ____/____/____(mm/dd/yyyy).
Remarks	Students who change dissertation topic and research direction out of some reason shall submit the application forms by the fourth week of each semester (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination.

Change of Advisor

Department (Institute)		Year of Study	
Student ID No.		Student's Name	
Declaration	<p>I hereby declare that I intend to apply for the change of 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 dissertation without the written consent of the original advisor.</p>		
Remarks	<ol style="list-style-type: none"> 1. The graduate student intending to change the dissertation 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 dissertation topic, this form needs no approval and shall be kept by the department (institute). 		

Student's signature: _____

Date: _____

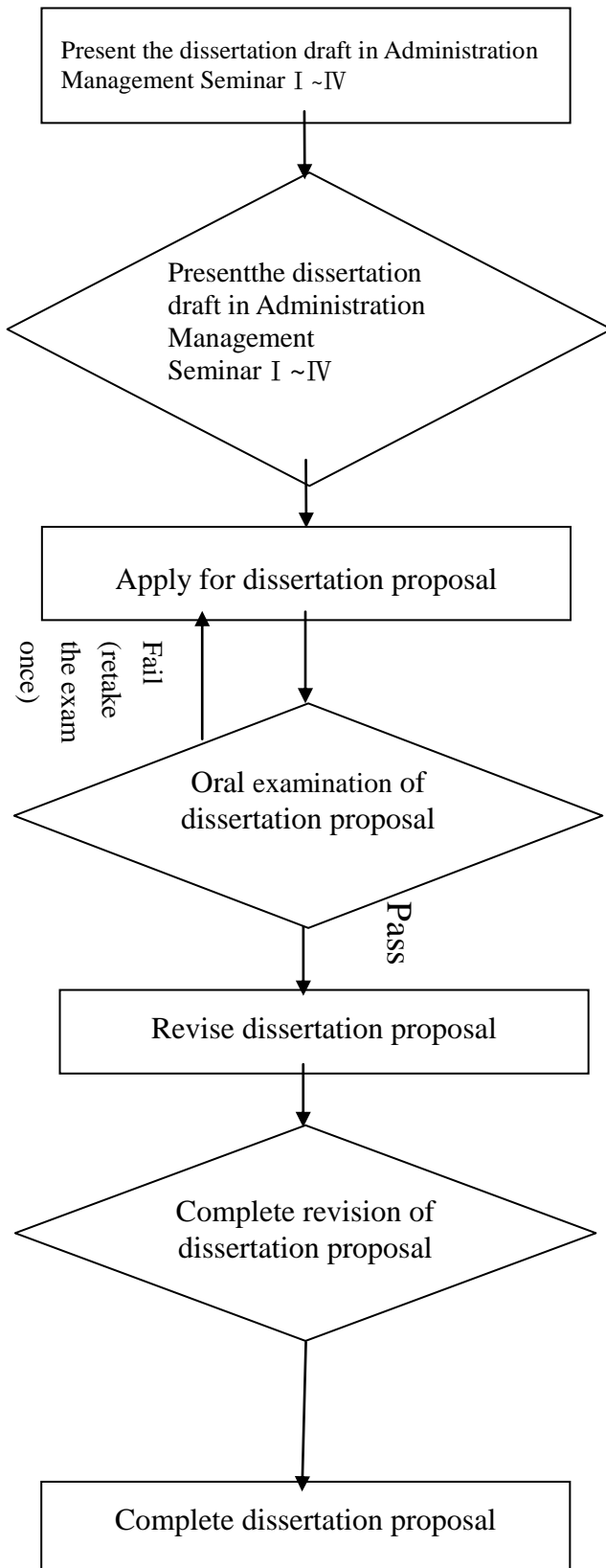
Regulations Governing the Administration Management Seminar of Ph.D. Program in Business and Operations Management
Chang Jung Christian University

Passed at the 1st program meeting of Ph.D. & Master Programs in Business and Operations Management on August 7, 2017

- Article 1 The Regulations Governing the Administration Management Seminar of Ph.D. Program in Business and Operations Management (the Regulations) are established to enhance students' understanding of methodology, method and practice of academic works, so as to improve their capabilities of doing academic research, publishing papers publication, and maneuver skills of submission, revision, and oral publication.
- Article 2 Organization
Students of the Ph.D. program in the first and second years of study must attend and sign in every week (ask for leave in advance if unable to attend). Students of the Ph.D. program in the third year of study or above must have open presentation in this course before applying for the dissertation proposal and the oral examination.
2. Every semester, this course gives priorities to students of the Ph.D. program intending to apply for the dissertation proposal and the oral examination to do a presentation. Those who intend to apply for the dissertation proposal and the oral examination shall apply for the open publication with the office three weeks prior to the start of school each semester. Those intending to change time or the application due to irresistible factors shall submit the written application to the office two weeks prior to the open presentation.
- Article 3 Course Content and Planning
1. Specialized scholars are invited to make keynote speeches
The instructor or the director of the program plans to invite internal or external specialized professors to make four keynote speeches each semester. All students of the Ph.D. program must attend every keynote speech. Those in the first and second years of study are required to submit their reflections to the instructor. Students of the master program are welcome to attend.
2. Present the paper before dissertation proposal and oral examination
Students of the Ph.D. program intending to apply for the dissertation proposal and the oral examination are required to present the draft in this course with the attendance of the advisor; and the advisor shall invite other instructors specialized in the field to participate the student's presentation. Only after the draft is published can the dissertation proposal and the oral examination be filed.
3. Instructors make keynote speeches
In remaining weeks, instructors will make keynote speeches and request students to hand in their reflections.
- Article 4 Scoring Method
In principle, instructors score students' academic results based on the written reports by students of the Ph.D. program in the first and second years of study, their attendance and class performance.
- Article 5 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.

Preparations and Notices

Flowchart of Dissertation Proposal



1-1 Before applying for the dissertation proposal, students of the Ph.D. program must present the dissertation draft in Administration Management Seminar I ~ IV with the attendance of the advisors.

2-1 Students of the Ph.D. program must apply for the open presentation with the three weeks prior to the start of school each semester. Only after the draft is presented can the dissertation proposal and the oral examination be filed.

3-1 Students of the Ph.D. program may apply for the dissertation proposal upon confirmation of the advisor one month prior to the oral examination.

4-1 The oral examination will be video- or audio-taped.

4-2 Classmates help keeping the record of the examination committee members' questions and these candidate's answers and fill in the Record of Oral Examination on Dissertation Proposal.

5-1 Students of the Ph.D. program revise the dissertation based on comments made by the examination committee members.

5-2 Students of the Ph.D. program fill in the Comments on Oral Examination on Dissertation Proposal.

6-1 Students of the Ph.D. program submit the revised dissertation proposal and the Comments on Oral Examination on Dissertation Proposal to the examination committee members and the advisors for confirmation.

6-2 Students of the Ph.D. program shall complete the revision of the dissertation proposal by the given time.

7-1 Students of the Ph.D. program submit the revised dissertation proposal, the Comments on Oral Examination on Dissertation Proposal, and the Record of Oral Examination on Dissertation Proposal to the office for retention.

Flowchart of Dissertation Proposal



(Appendix 10-2)

Ph.D. Program in Business and Operations Management, College of Management, Chang Jung Christian University

Application for Dissertation Proposal

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

Dissertation Proposal Checklist								
Student's Name		Department (Institute)/ Year of Study/Program		Student's ID No.				
Dissertation Topic (Chinese)								
Dissertation Topic (English)								
Time of Examination	_____(hh)_____(mm) _____(a.m./p.m.), _____(mm)_____(dd)_____(yyyy)							
Location of Examination								
Register of Dissertation Proposal								
No.	Name	Service Unit	Internal/ External	Education	Telephone 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		

5						<input type="checkbox"/> Yes <input type="checkbox"/> No		
6						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Confirmation	<input type="checkbox"/> Yes <input type="checkbox"/> No	First dissertation proposal.						
	<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 examination committee members for the dissertation proposal.						
	<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.						
Advisor (signature)				Director (signature)				

Ph.D. Program in Business and Operations Management, College of
Management

Chang Jung Christian University

Review of Qualifications for Oral Examination on Dissertation Proposal

Student	Name	Student ID No.	Date of Admission	Date of Application
				____(mm)____(dd) _____(yyyy)
Name and Title of Advisor				
Dissertation Topic				
Review Items	<input type="checkbox"/> 1. Have completed the dissertation draft. (the dissertation 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 Office of Library and Information Affairs.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the advisor
	<input type="checkbox"/> 3. Paper presentation: A paper shall be presented in English in the international conference by the student personally. The location of the international conference is not limited. The student must present the paper in English throughout the entire course of the international conference to be recognized.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the advisor
	<input type="checkbox"/> 4. Have taken courses and credits needed for graduation (including prerequisite, required and elective courses).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 5. Have passed the qualifying examination (2 courses) with the copy of the notice of doctoral	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office

	candidate qualifying examination attached.			
	<input type="checkbox"/> 6. Have presented the dissertation draft in Administration Management Seminar. (Date of presentation: _____(mm)_____(dd)_____(yyyy))	<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 1-3 are reviewed by the advisor and review items 4-6 are reviewed by the office. 3. The dissertation draft will be returned to the applicant after being reviewed by the advisor. The application form and other application documents will be submitted by the office to the Office of Academic Affairs for review and retention. 4. The office shall copy the review results and send them to the advisor and the applicant respectively. 5. After the application is reviewed, the date of the oral examination on the dissertation proposal and the list of examination committee members will be determined within one month. The list of examination committee members shall be recommended by the advisor. 			

Ph.D. 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	
Dissertation Topic					
Application Item	<input type="checkbox"/> Draft of Doctoral Dissertaion Proposal <input type="checkbox"/> Draft of Doctoral Dissertaion <input type="checkbox"/> Full Paper of Doctoral Dissertaion 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 13%</p> <p><input type="checkbox"/> No any single item percentage is over 5%</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 dissertation. 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.

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Comments on Oral Examination on Dissertation Proposal 【Sample】

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

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

Advisor:

(signature)

Date:

_____ (mm) _____ (dd) _____ (yyyy)

Note: The dissertation shall be revised based on each committee member's comments and approved by each committee member within one week after the oral examination; after being fully revised and approved by the advisor, the dissertation shall be submitted along with the Review Result of Dissertation Proposal.

Ph.D. Program in Business and Operations Management, College of Management

Chang Jung Christian University

Comments on Oral Examination on Dissertation Proposal

Student's Name		Student ID No.	Advisor
Dissertation Field			
Dissertation Topic			
Committee Member's Comments		Description of Revisions	Signature of Committee Members

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

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

Note: The dissertation shall be revised based on each committee member's comments and recognized by each committee member within one week after the oral examination; after being fully revised and approved by the advisor, the dissertation shall be submitted alone with the Review Result of Dissertation Proposal.

**Ph.D. Program in Business and Operations Management, College of Management
Chang Jung Christian University
Record of Oral Examination on Dissertation Proposal**

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

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

Ph.D. Program in Business and Operations Management, College of Management

Chang Jung Christian University

Review Result of Dissertation Proposal

The __st/nd/rd/th semester of Year ____ (mm)____(dd)____(yyyy)

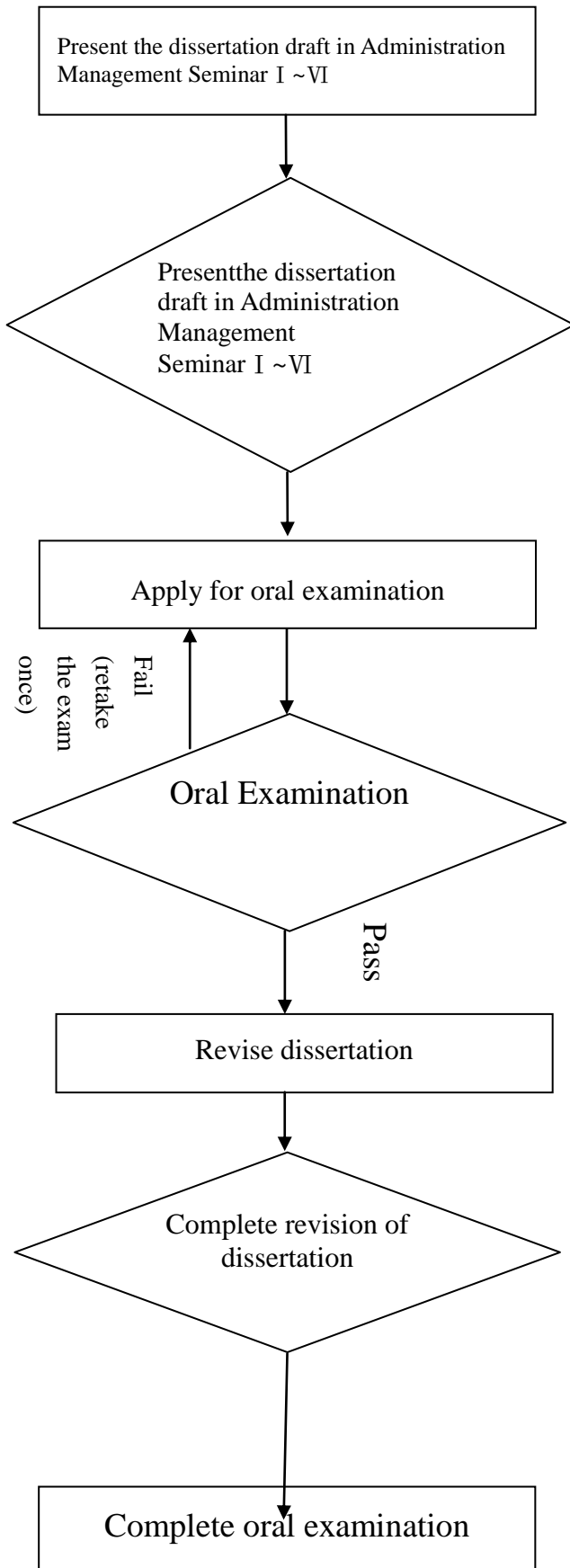
1. Student's Name:				
2. Title of Paper:				
3. Advisor:				
4. Time of Oral Examination: ____ (hh) ____ (mm), ____ (mm) ____ (dd) ____ (yyyy)				
5. Location of Oral Examination:				
6. Result of Oral Examination				
<input type="checkbox"/> Pass				
<input type="checkbox"/> Pass after Revision				
<input type="checkbox"/> Fail		Time of Reexamination: ____ (mm) ____ (dd) ____ (yyyy)		
7. Oral Examination Committee Members				
	Title	Name	Signature	Note
1.				
2.				
3.				
4.				
5.				
6.				

Advisor's signature:

Convener's signature:

Preparations and Notices

Flowchart of Oral Examination



Flowchart of Oral Examination

1-1 Before applying for the oral examination, students of the Ph.D. program must present the dissertation draft in Administration Management Seminar I ~ VI with the attendance of the advisors.

2-1 Students of the Ph.D. program must apply for the open presentation with the three weeks prior to the start of school each semester. Only after the draft is presented can the dissertation proposal and the oral examination be filed.

3-1 Students of the Ph.D. program may apply for the oral examination upon confirmation of the advisor one month prior to the oral examination.

4-1 The oral examination will be video-audio-taped.

4-2 Classmates help keeping the record of the examination committee members' questions and these candidate's answers and fill in the Record of Oral Examination on Dissertation Proposal.

5-1 Students of the Ph.D. program revise the dissertation based on comments made by the examination committee members.

5-2 Students of the Ph.D. program fill in Comments on Oral Examination.

6-1 Students of the Ph.D. program submit the revised dissertation and the Comments on Oral Examination the examination committee members and the advisors for confirmation.

6-2 Students of the Ph.D. program shall complete the revision of the dissertation by the given time.

7-1 Students of the Ph.D. program submit the revised dissertation, the Comments on Oral Examination, and the Record of Oral Examination to the office for retention.



(Appendix 11-2)

**Ph.D. Program in Business and Operations Management,
College of Management, Chang Jung Christian University
Application for Oral Examination**

Apply and print on the Student System

Instruction: log-into Student System, choose

1. 申請作業 Application Procedure
2. 離校/論文 leaving school/dissertation
3. 學位論文申請 PhD dissertation application
4. type in information on the Student System and print out the [application for oral examination form](#) and sign (both student and advisor)

**Ph.D. 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				
Dissertation Topic				
Review Items	<input type="checkbox"/> 1. Have completed the dissertation draft. (the dissertation 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 passed the number of paper publications	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the advisor
	<input type="checkbox"/> 4. Have taken courses and credits needed for graduation (including prerequisite, required and elective courses).	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 5. Have passed the qualifying examination (2 courses) with the copy of the notice of doctoral candidate qualifying examination attached.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 6. Have passed the dissertation proposal. (Date of examination: ____(mm)____(dd)____(yyyy))	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 7. Have presented the dissertation draft in Administration Management Seminar. (Date of publication: ____(mm)____(dd)____(yyyy))	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office

	<input type="checkbox"/> 8. Have passed the English proficiency test.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Signature and Date	Reviewed by the office
	<input type="checkbox"/> 9. Have passed Academic Ethics. (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 enclosed by double grid lines. 2. Review items 1-3 are reviewed by the advisor and review items 4-9 are reviewed by the office. 3. The dissertation draft will be returned to the applicant after being reviewed by the advisor. The application form and other application documents will be submitted by the office to the Office of Academic Affairs for review and retention. 4. The office shall copy the review results 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 examination committee members will be determined within one month. The list of examination committee members shall be recommended by the advisor. 			



**Ph.D. 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 Ph.D. Program in Business and Operations Management are described as follows:								
Student's Name		Department (Institute)/ Year of Study/ Program			Student's ID No.			
Dissertation Topic (Chinese)								
Dissertation 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	Internal /External	Education	Telephone No.	Associate Professor, Associate Researcher or Above or Person with a Doctorate	Professor & Associate Professor Certificate No.	Remarks
		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		
5						<input type="checkbox"/> Yes <input type="checkbox"/> No		
6						<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 examination committee members for the dissertation proposal.						
	<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)			

(Amended on 2014.10.15)

**Ph.D. Program in Business and Operations Management, College of
Management**

Chang Jung Christian University

Affidavit of Academic Integrity for Doctoral Dissertation

Name: _____ Student ID No. : _____

Advisor: _____

I am the author of the paper entitled

_____ ,

which is for the qualification of the 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 institute in case of violating laws or behaving against academic ethics, such as plagiarism, piracy, data fabrication and fraud, translation and revision of others' papers or even my own papers which are already used to apply for examination exemption.

Student (signature): _____

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

**Affidavit of Academic Integrity for Master Thesis or Doctoral
Dissertation**
**Ph.D. 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 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)

Ph.D. 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	
Dissertation Topic					
Application Item	<input type="checkbox"/> Draft of Doctoral Dissertaion Proposal <input type="checkbox"/> Draft of Doctoral Dissertaion <input type="checkbox"/> Full Paper of Doctoral Dissertaion 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 13%</p> <p><input type="checkbox"/> No any single item percentage is over 5%</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 dissertation. 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.

**Ph.D. 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
Dissertation Field		
Dissertation Topic		
Committee Member's Comment	Description of Revision	Signature of Committee Members
(Committee Member's Name)	(Page No.)	
3. (Committee Member's Comment)	【(Revision Page No.)】	
4. (Committee Member's Comment)		
⋮		
(Committee Member's Name)	(Page No.)	
3. (Committee Member's Comment)	【(Revision Page No.)】	
4. (Committee Member's Comment)		
⋮		

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

Advisor: _____ (signature)

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

Note: The dissertation shall be revised based on each committee member's comment and recognized by each committee member within one week after the oral examination; after being fully revised and approved by the advisor, the dissertation shall be submitted alone with the Record of Oral Examination, Notice of Score, Oral Examination Evaluation Form, and the signature page.

**Ph.D. Program in Business and Operations Management, College of
Management
Chang Jung Christian University
Comments on Oral Examination**

Student's Name		Student ID No.	Advisor
Dissertation Field			
Dissertation Topic			
Committee Member's Comments	Description of Revisions	Signature of Committee Members	

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

Advisor: _____ (signature)

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

Note: The dissertation shall be revised based on each committee member's comment and approved by each committee member within one week after the oral examination; after being fully revised and approved by the advisor, the dissertation shall be submitted along with the Record of Oral Examination.

Ph.D. 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)				
Dissertation Topic					
Oral Examination Committee Members					
Process of Oral Examination					

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

**Ph.D. Program in Business and Operations Management, College
of Management
Chang Jung Christian University
Oral Examination Evaluation Form**

Student's Name					
Dissertation Topic					
Scoring 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 () and specify the fact: ()</p>				
Description	To improve the level of dissertation, 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 (Division)					
	Program		<input type="checkbox"/> Ph.D. Program <input type="checkbox"/> Master Program <input type="checkbox"/> On-the-job Master Program <input type="checkbox"/> EMBA					
	Dissertation Topic	Chinese						
		English						
Advisor		Remark						
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;"> <tr> <td style="width: 20%; text-align: center; padding: 5px;">Pass/Fail</td> <td style="width: 30%;"></td> <td style="width: 20%; text-align: center; padding: 5px;">Total Average Score</td> <td style="width: 30%;"></td> </tr> </table>				Pass/Fail		Total Average Score	
	Pass/Fail		Total Average Score					
	Examination Committee Member's Signature	Convener						
Advisor		(signature)						
Director of Department (Institute)		(signature)						

Notice

1. According to the Guidelines for Graduate Degree Examination, at least $\frac{2}{3}$ 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 program and the Ph.D. program respectively; in addition, the oral examination can only be organized when at least $\frac{1}{3}$ 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 $\frac{1}{2}$ and $\frac{1}{3}$ of the examination committee members (inclusive) fail the oral examination of the master 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. The department (institute) shall retain the copy of this notice voluntarily.

**Review Application for Change in Dissertation Topic of Ph.D.
Program in Business and Operations Management,
Chang Jung Christian University**

Year of Study		Date of Application (Filled in by the Program Office)	The ___ st/nd semester of Year ___ ____/____/____(mm/dd/yyyy)
Student's Name		Student ID No.	
Dissertation Topic			
Research Direction			
Advisor's Review	<p>The dissertation topic and the research direction meet managerial specialty field or development of this Program.</p> <p align="center">Advisor's Review Confirmation: _____(signature) _____/_____/_____(mm/dd/yyyy)</p>		
Review by Program Affairs Meeting (Filled in by the Program Office)	<p>Review Item: In principle, the thesis topic and the research direction meet managerial specialty field or development.</p> <p><input type="checkbox"/> Pass</p> <p><input type="checkbox"/> Shall improve by given deadline. Deadline: ____/____/____(mm/dd/yyyy)</p> <p><input type="checkbox"/> Does not pass</p> <p>Reviewed by the ___ st/nd/rd/th Program Affairs Meeting of the</p>		

	Academic Year _____ held on ____/____/____(mm/dd/yyyy).
Remarks	<ol style="list-style-type: none"> 1. After the student passes the qualification examination and submits proposal on dissertation plan draft, and reviewed by the Program Affairs Meeting, inform the Registration and Curriculum Section of recording it in the transcript. 2. With other legitimate reasons to apply for change in the dissertation topic and research direction, the student shall submit the application forms by the fourth week of each semester (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination on dissertation proposal or dissertation 3. If the outcome is "shall improve by given deadline", the improvement period shall be no longer than one month.