

[2023]

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



SINCE 1993

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2023 Student Handbook for Master's Program in Business and
Operations Management, College of Management
Chang Jung Christian University

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

Chapter 1 Term of Study

Article 1 Term of Study

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

Chapter 2 Curriculum and Examination

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

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

English proficiency test

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

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

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

Chapter 3 Thesis Guidance

Article 3 Engagement of Advisor

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

Article 4 Qualifications for Advisor

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

year. For co-advisors, one student is allowed to be under guidance. For co-advisors, one student is allowed to be under guidance.

Article 5 Schedule of Application for Advisor and Research Plan

1. Application for advisor: Students shall apply for advisors by December 31 in the first semester after admission (refer to Appendix 1).
2. Application for research plan review: Students can submit the application form (refer to Appendix 2) by the fourth week of each semester after admission (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination.
3. Students who change thesis topic and research direction out of some reason shall submit the application forms (refer to Appendixes 3-1 ~ 3-3) 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.

Article 6 Change in Thesis Topic or Advisor

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

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

Article 7 Termination of Guidance

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

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

Chapter 4 Oral Examination

Article 8 Application for Oral Examination

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

Article 9 Oral Examination Committee

1. The advisor shall recommend three 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 Master's Degree Examination Committee Members at the College of Management, Chang Jung Christian University(Guidelines for regulations on qualifications of committee members for master students' degree exams, Master Program in Business and

Operations Management, College of Management, Chang Jung Christian University)” to form the examination committee. At least 1/3 of the committee members shall be external members. These candidates are recommended by the director of the program to the president for engagement.

2. The chairperson of the committee is elected among the committee members other than the advisor.
3. The oral examination committee members shall attend the oral examination in person rather than by proxy. The oral examination will only be organized when all committee members engaged attend.
4. The Advisor shall also meet the criteria regulated in “Guidelines for Recognition of the Qualification Criteria of the Master's Degree Examination Committee Members at the College of Management, Chang Jung Christian University(Guidelines for regulations on qualifications of committee members for master students’ degree exams, Master Program in Business and Operations Management, College of Management, Chang Jung Christian University)” to be the examination committee members.
5. The average of the scores given by all advisors attending the oral examination represents the score given by one examination committee member and the score is calculated by the regulation stated in Article 10.
6. For qualifications for the oral examination committee members, refer to the regulations of Ministry of Education.

Article 10 Evaluation of Oral Examination

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

Chapter 5 Master Conferral and Score Calculation

Article 11 Master Conferral and Score Calculation

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

Chapter 6 Supplementary Provisions

Article 12 Rules of Graduate Laboratory

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

after graduation.

Article 13 Governing Law

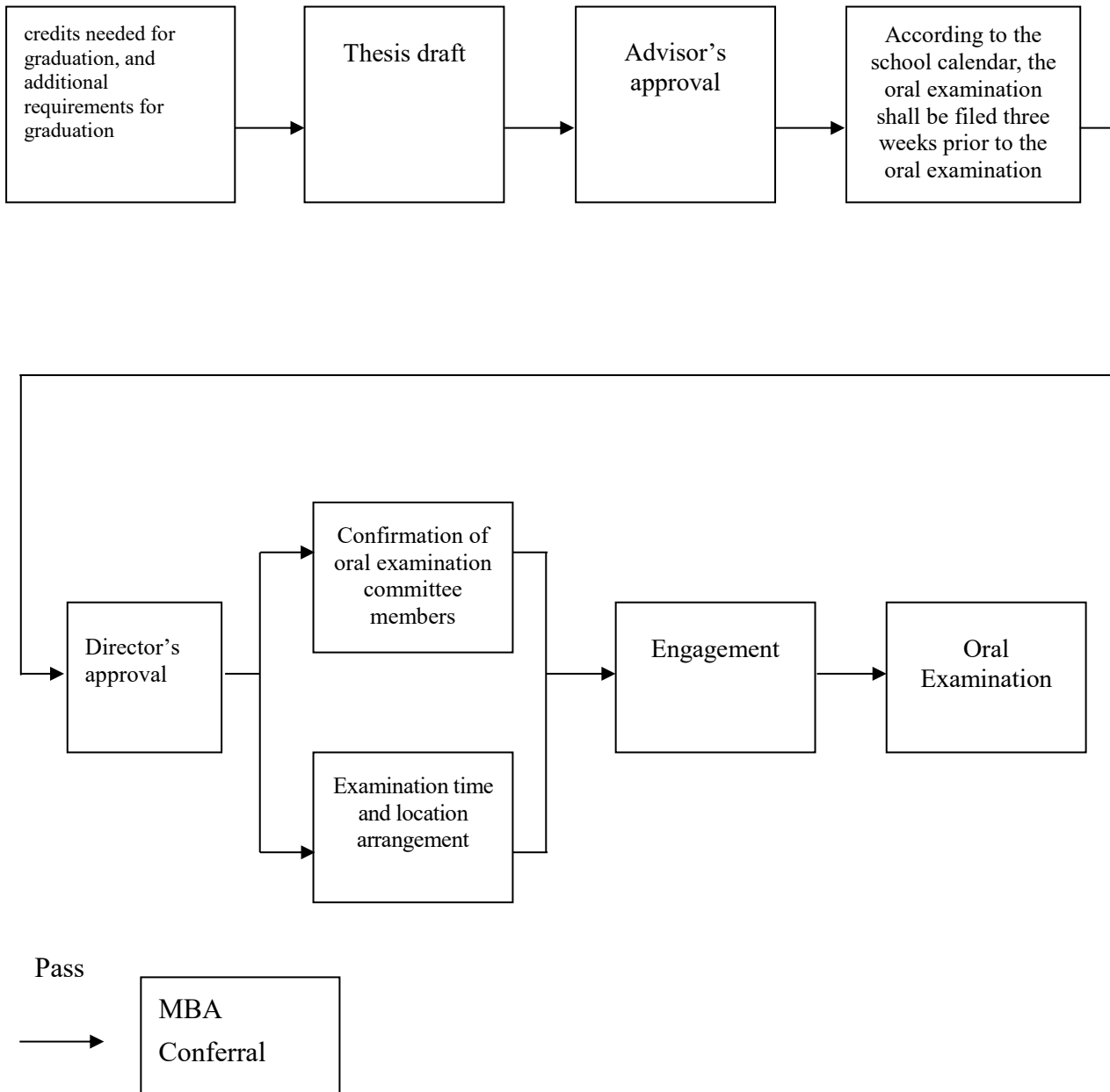
1. For matters not stipulated in the Regulations, refer to the Chang Jung University Regulations Governing Master's Programs, the Guidelines for Graduate Degree Examination for Master's Programs and related regulations.
2. The Regulations will be amended in accordance with the amendments to the Chang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

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

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

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

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



4. 2023 Curriculum of Master's Program in Business and Operations
Management, College of Management
Chang Jung Christian University

Required or Elective	Course Name	Credits	Year				Teaching Hours/Week	Remarks
			1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Required	管理理論與實務專題 Seminar in Management Theory and Practice	3	3				3	
Required	校園學術倫理數位課程 Academic Ethics	0	0				0	Online course
Required	研究方法 Research Methodology	3		3			3	
Required	企業倫理專題 Seminar in Business Ethics	3			3		3	
Elective	生產與作業管理專題 Seminar on Production and Operations Management	2	2				2	Global Management Business and Operations Management
Elective	行銷管理專題 Seminar on Marketing Management	2	2				2	
Elective	人力資源管理專題 Seminar on Human Resource Management	2	2				2	
Elective	財務管理專題 Seminar on Financial Management	2	2				2	
Elective	運輸管理專題 Seminar on Transportation Management	3	3				3	Aviation and Maritime Transportation Management
Elective	空運管理專題 Seminar on Aviation Management	3	3				3	
Elective	海運管理專題 Seminar on Maritime Management	3	3				3	
Elective	航空運輸專題 Seminar on Air Transport	3	3				3	
Elective	研究調查設計 Survey Research Method	2	2				2	Land Management and Development
Elective	土地使用管制專題 Special Topic on Land Use Control	2	2				2	
Elective	管理英文 Management English	0	0				2	
Elective	專題研討 I Study on Special Topics I	1	1				1	
Elective	會計研究專題 Seminar on Accounting Research	2	2				2	

Required or Elective	Course Name	Credits	Year				Teaching Hours/Week	Remarks
			1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Elective	管理經濟專題 Seminar on Managerial Economics	2	2				2	
Elective	學術論文習作 Writing on Research Papers and Reports	3	3				3	
Elective	地質災害評估及應變 Geological Disaster Assessment and Response	3	3				3	
Elective	地理數據處理分析 Geographical Data Processing and Analysis	2	2				2	
Elective	土地資源保育與管理 Protection and Management of Land Resources	3	3				3	
Elective	組織行為專題 Seminar on Organizational Behaviour	2		2			2	Global Management
Elective	策略管理專題 Seminar on Strategic Management	2		2			2	Business and Operations Management
Elective	商業分析專題 Seminar on Business Analysis	2		2			2	
Elective	國際企業管理專題 Seminar on International Business Management	2		2			2	
Elective	航運政策與法規專題 Seminar on Aviation and Maritime Policy and Regulation	3		3			3	Aviation and Maritime Transportation Management
Elective	航運安全與風險管理專題 Seminar on Aviation and Maritime Safety and Risk Management	3		3			3	
Elective	海運經營策略專題 Special Topics on Maritime Management Strategy	3		3			3	
Elective	地理資訊系統專題 Special Topics on Geographic Information System	3		3			3	Land Management and Development
Elective	商業分析資料探勘 Data Mining for Business Analytics	3		3			3	
Elective	住宅市場與政策分析 Housing Market and Policy Analysis	2		2			2	
Elective	土地法制經濟分析 The Institutional Economic Analysis of Land Law	3		3			3	
Elective	營建管理專題 Topics on Professional Construction Management	3		3			3	Land Management and Development

Required or Elective	Course Name	Credits	Year				Teaching Hours/Week	Remarks
			1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Elective	專題研討 II Study on Special Topics II	1		1			1	
Elective	管理英文 I Management English I	0		0			2	
Elective	企業研究方法 Business Research Methods	3		3			3	
Elective	多準則評估 Multi-criteria Evaluation Methods	3		3			3	
Elective	水文分析專題 Hydrologic Analysis and Design	3		3			3	
Elective	敏感地區開發管理 Development of The Land with Sensitive Environment	3		3			3	
Elective	投資學 Investments	2			2		2	Global Management
Elective	綠色管理專題 Seminar on Green Management	2			2		2	Business and Operations Management
Elective	創新與創業管理專題 Seminar on Innovation and Entrepreneurship Management	2			2		2	
Elective	國際物流專題 Seminar on International Logistics	3			3		3	
Elective	航空站規劃與管理 Airport Planning and Management	3			3		3	Aviation and Maritime Transportation Management
Elective	不動產投資專題 Seminar on Real Estate Investment	2			2		2	Land Management and Development
Elective	土地經濟分析 The Analysis of Land Economics	2			2		2	
Elective	土地利用與風險管理 Land Use and Risk Management	2				2	2	
Elective	土地政策 Land Policy	2				2	2	
Elective	多變量分析 Multivariate Analysis	2			2		2	
Elective	管理個案研究專題 Seminar on Management Case Study	2			2		2	
Elective	管理英文 II Management English II	0			0		2	
Elective	全面品質管理專題 Seminar on Total Quality Management	2			2		2	
Elective	企劃書撰寫 Planning and Writing	2			2		2	

Required or Elective	Course Name	Credits	Year				Teaching Hours/Week	Remarks
			1 st Semester of Year 1	2 nd Semester of Year 1	1 st Semester of Year 2	2 nd Semester of Year 2		
Elective	企業管理個案研究專題 Seminar on Cases Study in Enterprise Management	2			2		2	
Elective	資料探勘 Data Mining	3			3		3	
Elective	數位商務專題 Seminar on Digital Business	2				2	2	Global Management
Elective	公司治理專題 Seminar on Corporate Governance	2				2	2	Business and Operations Management
Elective	科技管理專題 Seminar on Technology Management	2				2	2	Land Management and Development
Elective	災害管理專題 Disaster Management	2				2	2	
Elective	電子商務專題 Seminar on Electronic Commerce	2				2	2	
Elective	績效管理專題 Seminar on Performance Management	2				2	2	
Elective	人力資源發展專題 Seminar on Human Resource Development	2				2	2	
Minimum Credits Needed for Graduation	Required Courses	15						Including 6 credits of thesis
	Elective Courses	23						
	Total	38						

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

Curriculum Map of Master's Program in Business and Operations Management, College of Management (applicable for students admitted in AY 2023)

		First semester ¹⁾	Second semester ¹⁾	Third semester ¹⁾	Fourth semester ¹⁾	Core competency ¹⁾	Education Objectives ¹⁾
Required Courses ¹⁾		Seminar on Management Theory and Practice (3) ¹⁾ Academic Ethics (0) ¹⁾	Research Methodology (3) ¹⁾	Seminar on Business Ethics (3) ¹⁾			
Elective courses ¹⁾	Business and Operations Management ¹⁾ Global Management ¹⁾	Seminar on Production and Operations Management (2) Seminar on Marketing Management (2) Seminar on Human Resource Management (2) Seminar on Financial Management (2)	Seminar on Organizational Behaviour (2) Seminar on Strategic Management (2) Seminar on Business Analysis (2) Seminar on International Business Management (2)	Investments (2) Seminar on Green Management (2) Seminar on Innovation and Entrepreneurship Management (2)	Seminar on Digital Business (2) Seminar on Corporate Governance(2) Seminar on Technology Management (2)	<ul style="list-style-type: none"> ● The ability of communication and coordination¹⁾ ● The ability of critical analysis¹⁾ ● The ability of ethical literacy¹⁾ ● The ability of international perspective¹⁾ 	<div style="writing-mode: vertical-rl; transform: rotate(180deg);"> To foster talents with managerial competency and ethical literacy¹⁾ </div>
	Aviation and Maritime Transportation Management	Seminar on Transportation Management (3) Seminar on Aviation Management (3) Seminar on Maritime Management (3) Seminar on Air Transport (3)	Seminar on Aviation and Maritime Policy and Regulation (3) Seminar on Aviation and Maritime Safety and Risk Management (3) Special Topics on Maritime Management Strategy (3)	Seminar on International Logistics (3) Airport Planning and Management (3)			
	Land Management and Development	Survey Research Method (2) Special Topic on Land Use Control (2)	Special Topics on Geographic Information System (3) Data Mining for Business Analytics (3) Housing Market and Policy Analysis (2) The Institutional Economic Analysis of Land Law (3) Topics on Professional Construction Management (3)	Seminar on Real Estate Investment (2) The Analysis of Land Economics (2) Land Use and Risk Management (2) Land Policy (2)	Disaster Management (2)		
Other Elective Courses ¹⁾		Management English (0) Study on Special Topics I (1) Seminar on Accounting Research (2) Seminar on Managerial Economics (2) Writing on Research Papers and Reports (3) Geological Disaster Assessment and Response(3) Geographical Data Processing and Analysis(2) Protection and Management of Land Resources (3)	Study on Special Topics II (1) Management English I (0) Business Research Methods (3) Multi-criteria Evaluation Methods (3) Hydrologic Analysis and Design (3) Development of The Land with Sensitive Environment (3)	Multivariate Analysis (2) Seminar on Management Case Study (2) Management English II (0) Seminar on Total Quality Management (2) Planning and Writing (2) Seminar on Cases Study in Enterprise Management (2) Data Mining (3)	Seminar on Electronic Commerce (2) Seminar on Performance Management (2) Seminar on Human Resource Development (2)		

Regulations:¹⁾

1. 38 credits in total needed to be taken for graduation: 15 credits of required courses(including 6 credits of Master's dissertation) and 23 credits of elective courses.¹⁾
2. Before applying for the oral examination, students have to reach a score of 47 or more in TOFEL (iBT) or equivalents(refer to the Mapping Table of TOFEL and Other English Proficiency Tests stated in Student Handbook).¹⁾
This rule is not applied to students obtaining a bachelor's degree undergraduate or master's degree in English-speaking countries, or students applying for admission based on the "Regulations Regarding International Students Undertaking Studies in Taiwan" of Ministry of Education.¹⁾

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

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

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

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

長榮大學管理學院經營管理碩士班
論文格式說明

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

第一章 緒論

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

第一節 前言

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

一、XXXX

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

(一) XXX

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

內文

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

六、圖表：圖表之標號，無論以中文或英文撰寫，一律以阿拉伯數字表之。

[範例]

表 1-1 XXXX

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

圖 1-1 XXXX

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

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

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

九、資料引用：

請參考 APA 格式，採文內注釋，標示說明如下：

(一)同時引用中英文參考文獻時，請將中文文獻置於前面並以全形分號隔開。

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

(二)根據張朋園 (1993) 的研究發現....

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

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

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

(四)根據國外學者 (Rossignol, 1991) 的研究發現...

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

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

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

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

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

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

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

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

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

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

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

上述未舉例者請類推處理。

十、參考文獻：

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

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

(二)參考文獻範例如下：

1.書籍

作者（年份）。書名。出版地：出版者。

江亮演（2000）。社會福利與政策。台北市：五南。

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

2. 期刊論文

作者（年份）。篇名。期刊名，期別，頁別。

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

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

若無卷期別，請列出出版年份及月份。

3. 文集論文

作者（年代）。篇名。載於編者（主編），論文集名稱（頁別）。出版地：出版商。

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

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

4. 研討會中發表之論文（未出版）

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

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

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

5. 未出版學位論文

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

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

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

6. DAI 微縮片資料

作者（年份）。篇名。論文集。編號。

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

7. 技術報告

作者（年份）。報告名稱（報告編號）。出版地：出版者。

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

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

8. 電子媒體資料

作者（年份）。篇名。檢索日期。取自網址。

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

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

9. 光碟資料庫

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

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

10. 視聽媒體資料

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

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

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

11. 報紙

作者(年,月,日)。文章名稱。報紙名稱,版次。

文章名稱(年,月,日)。報紙名稱,版次。

余光中(2001,8月11日)。春到齊魯。聯合報,37版。

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

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

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

The Washington Post, p. A2.

12. 法令

法令名稱(公佈或發布年代)。

師資培育法(1994)。

13. 藝術作品

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

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

十一、論文格式須依據APA格式書寫，請逕至本班網頁下載。

Chang Jung Christian University

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

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

Student: ○○○

Advisor: Dr. ○○○

Dr. ○○○

June 20 , 2020

6. Application Forms

(Appendix 1)

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

※ Apply online and print the form out

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



3. complete the personal information of your advisor

指導教授(-)

姓名:
指導教授姓名

單位:
教授服務單位

職稱:
教授職稱, 例: 教授、副教授、助理教授

指導教授(二)

姓名:

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



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

**Review Application for Thesis Research Plan of Master's program in
Business and Operations Management, College of 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.	
Thesis Topic			
Research Abstract			
Advisor's Review	<p>Review Item: Whether the thesis topic and the research direction meet managerial specialty field or development of this Program.</p> <p><input type="checkbox"/> Meet</p> <p><input type="checkbox"/> Does not meet</p> <p>Advisor: _____ (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 Academic Year _____ held on ____/____/____(mm/dd/yyyy).</p>		

Remarks	<ol style="list-style-type: none">1. Students can submit the application form by the fourth week of each semester after admission (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination.2. Students who change thesis topic and research direction out of some reason shall submit the application forms by the fourth week of each semester after admission (the Friday of that week as deadline). After review by the Program Affairs Meeting, students are eligible to apply for oral examination.3. If the outcome is "shall improve by given deadline", the improvement period shall be no longer than one month.
---------	--

Review Application for Change in Thesis Topic of Master's Program in
Business and Operations Management,
College of 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.	
Thesis Topic before Change			
Thesis Topic after Change			
Research Direction after Change			
Advisor's Review	<p>The change in thesis topic and the research direction meet managerial specialty field or development of this Program.</p> <p style="text-align: right;">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	Students who change thesis 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 in Advisor

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

Student's signature: _____

Date: _____



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

※ Apply online and print the form out

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



(Appendix 4-2)

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

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

Oral Examination Checklist								
Matters related to the oral examination for the Master Program in Business and Operations Management are described as follows:								
Student's Name		Department (Institute)/Year of Study/Program			Student's ID No.			
Thesis Topic (Chinese)								
Thesis Topic (English)								
Time of Examination	_____ (hh) _____ (mm) _____ (a.m./p.m.), _____ (mm) _____ (dd) _____ (yyyy)							
Location of Examination								
Register of Oral Examination								
No.	Name	Service Unit	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		

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

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

Management Chang Jung Christian University

Review of Qualifications for Oral Examination

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

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

Affidavit of Academic Integrity for Master Thesis or Doctoral Dissertation
Master's Program in Business and Operations Management, College of Management
Chang Jung Christian University

Name: _____ Student ID No.: _____

Supervisor: _____

I am the author of the paper entitled:

_____ t

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

Signature of Student: _____

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

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

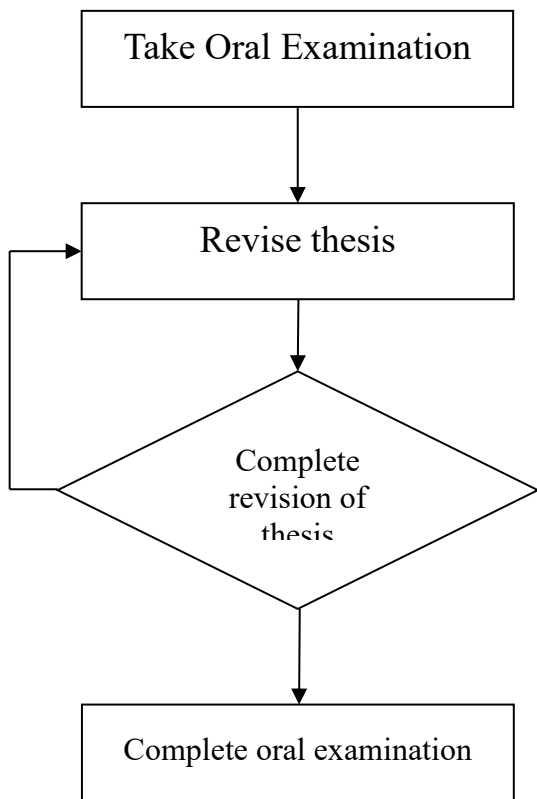
Application with Turnitin Original Comparison System Completion

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

Precautions and instructions

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

Flowchart of Oral Examination



Preparations and Notices

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

Flowchart of Oral Examination

Chang Jung Christian University

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

Student:

Topic:

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

Oral Examination Committee Members: _____

Advisor: _____

Director: _____

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

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

Comments on Oral Examination 【Sample】

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

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

Advisor:

(signature)

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

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

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

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

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

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

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

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

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

Chang Jung Christian University Notice of Oral Examination Result

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