

Chung Yuan Christian University
Department of International Business
Academic Guidelines for Graduate Students

7/21, 2021 Passed by the 3rd Academic Affairs Meeting, spring semester, Academic Year 2020-2021.
7/20, 2022 Revised by the 2nd Academic Affairs Meeting, spring semester, Academic Year 2021-2022.

Article 1 This Academic Guidelines of the department are formulated in accordance with the “CYCU Regulation Governing the Determination of Each Degree’s Name, Conferral of Degrees, and Alternatives to Submission of a Master's Degree Thesis or Doctoral Dissertation”.

Article 2 The Chinese and English names for the Master’s and Pro. Master’s degrees awarded by this department are as follows:

The title of the department in Chinese & English	Degree conferring	
	Name of Chinese & English	Abbreviation
國際經營與貿易學系	商學碩士	
Department of International Business	Master of Business Administration	M.B.A.

Article 3 Please refer to Appendix I for the Table of Curriculum & Credit for Master.
Please refer to Appendix II for the Table of Curriculum & Credit for Pro. Master.

Article 4 Course Credit Rule

1. For Master students taking graduate courses of other departments or In-service master programs in the department, a maximum of 3 credit units is counted toward graduation credits.
2. A maximum of 2 graduate courses in other departments, and a maximum of 6 master credit units in elective courses in the department for In-service graduate students counted toward graduation credit.
3. Special Topics on Business Ethics course should be taken in the second year, those who are allowed by the administrative procedure are excluded.

Article 5 Thesis Guidance

1. Master's students should select a thesis advisor ten months before applying for the degree examination.
2. In-service master students after finishing 12 credit units, fill in the “Application Form of Thesis Advisor”, and complete the procedure of selecting an advisor.
3. The thesis advisor must be a full-time assistant professor or above from the department; the graduate student needs the written consent of the advisor and report to the department to have a co-advisor from the assistant professor or above within the university or outside.

4. Any faculty can advise a maximum of 3 master and 3 in-service master students; the graduate student is co-advised by the full-time faculty is counted as 0.5 but a maximum of 2 co-advised graduate students.
5. The slot for advising graduate students in the master program and in-service master program can be transferable when the slot is transferred to a maximum of 2 graduate students for both programs combined.

Article 6 Thesis, Professional Area Compliance Review Rule

1. Master program students must report their thesis plan at the “Seminar on Special Topics” three months before applying for degree examination.
2. Master program and in-service master program thesis plan must be in compliance with the related professional area of the department. Before applying for degree examination, a master's student needs to offer a thesis topic and abstract and sends to committee members for written approval. Committee members include the thesis advisor and two other members from professional or related areas. The review result “The Affirmation Form of Professional Area for Degree Thesis, Department of International Business, Chung Yuan Christian University” needs to be reported to the department chair for approval. If there are doubts, the department chair shall organize a review meeting and invite the advisor to attend and explain; if the meeting result affirms the scope of the thesis is not in compliance with the professional related area of the department, the student needs to amend the thesis and to comply with the scope of the related professional area of the department.
3. The professional related area includes: international trade, and practice; econometrics and forecast; international economics and finance; international business management, and other professional areas of the department.
4. If the graduate student thesis deviates from the original review professional area, the advisor needs to restart the section 2 review mechanism.
5. The committee members of the master's program degree examination need at least one assistant professor (or above) or expert from outside the department.

Article 7 Technical Report, Professional Practice Report

1. Master program and in-service master program degree thesis could use the technical report or professional practice report to replace, however, master program student needs to add 3 elective credits course.
2. The topic and content of the technical report should comply with the professional area of the department and its academic analysis should be innovative and takes into account one of the following rules:
 - (1) The result of patent, technology transfer, or innovative research.
 - (2) Industry cooperation, professional management application, or practical improvement project that has a concrete contribution.

(3) Case research of professional technology or management area, the report coming after integrated analysis with wholeness and unique insight contribution.

3. The topic and content of the professional practice report should in comply with the professional area of the department and the research area or scope should relate to practical application that is based on exploring and solving practical problems. The content should include a professional practical achievement concept and its case description, academic foundation, method, technique, interpretation and analysis, contributions, and other derivative accomplishments.
4. Needed information: The result must include the entire technical report or professional practical report. The content should be written based on Article 10 of the university “Rule of All Degree Title Recognition Procedure Grant Document and the Recognition Measure to use Substitute for Master Doctoral Thesis”

Article 8 The rule for international students attending the master's program:

1. International students whose undergraduate degrees are received from English speaking countries or taught in full English programs could apply for an exemption of the required “English Communication” course.
2. International student who is applicable to Article 8 Section 1 rule, must provide the following documents for exemption before entering the master's program:
 - (1) The application form for course credit exemption.
 - (2) The graduation certificate from English speaking countries, the Program taught in full English document, and the English capability examination score.
3. Those who meet Article Section 1 rule international students, the course credit exempted must take other graduate courses of the department to meet the graduation credit requirement. The course committee of the department determines and announces courses that could be exempted.

Article 9 All other relevant matters not covered in these policies shall be governed by the “CYCU Academic Policies” and relevant regulations.

Article 10 This guideline has been carried out in the review of the Academic Affairs Meeting. Any revision to this guideline will follow the same procedures.
This regulation is applicable to Graduate students enrolled from the academic year 2022-2023.

CYCU Department of **International Business Master**

Table of Curriculum & Credit

Applicable to students enrolled in the **2023-2024** academic year

Course Name	Characteristic	Credits	Renewal subjects & conditions for continued study	
			Course Name	Limitation
Compulsory Course	Special Topics on International Finance(I)	Half	3	
	Quantitative Methods	Half	3	
	English Communication (I)	Half	1	
	English Communication (II)	Half	1	
	International Trade and Policy (I)	Half	3	
	Seminar on Special Topics (I)	Half	1	
	Seminar on Special Topics (II)	Half	1	
	Special Topics on Business Ethics	Half	2	
	Thesis	Full	6(3,3)	
Total		15		

Structure table of Graduation Credits

Category	Credits	Instruction :
1、Compulsory Course	15	The School Regulations : 1. From the academic year 2016, foreign graduate students are eligible for graduation by taking Mandarin courses and passing the TOCFL test to obtain a Basic Certificate or pass the school's Chinese Language Proficiency Test. 2. For the courses and grades issues, please consult the related regulations according to "CYCU Academic Policies".
2、Elective Course	19	
3、General Education for Graduate students	2	
Minimum credits required for graduation (exclude thesis/dissertation)	36	

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