

# **Guideline for PhD international program of Division of Business Administration, Department of Business Administration, National Dong Hwa University**

Revision dates

Approved by the 2nd departments Meeting of academic year 2024 on April 9, 2024

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1. PhD international program of Division of Business Administration, Department of Business Administration (hereinafter referred to as the department), National Dong Hwa University (hereinafter referred to as the school) sets this guideline in accordance with the school's academic regulations, conferral act of PhD and master degree, and related regulations, in order to regulates matters concerning the study of PhD program.
2. Admission qualifications:
  - (1) Graduate who holds a master degree from public or registered private universities, independent colleges or foreign universities recognized by the Ministry of Education, or fresh graduates or with equivalent education qualifications, who have passed the admission exam for PhD program of NDHU can be admitted to Division of Business Administration to study a PhD degree.
  - (2) Foreign students can follow the school's "Foreign Student Admissions Regulations".
  - (3) Direct admission into PhD program w/o a master degree: In accordance with the school's "School Regulations for Direct admission to PhD Degree".
  - (4) Students of this PhD program are not allowed to apply for the transfer to other programs and departments.
3. Period of Study: 2 to 7 years.
4. Curriculum requirements: As listed on the curriculum planning table for Division of Business Administration, PhD international program.
5. Credit waiver:
  - (1) Students of PhD program of this department who have completed courses of PhD program (excluding Directed Study & Independent study) of relevant departments before enrollment can apply for credit waiver. A maximum of 12 credits can be waived after the approval of the department.
  - (2) Students in the PhD program of this department who have completed the credits of PhD program of Division of Business Administration before enrollment, excluding courses related to Directed Study & Independent Study, can apply for credit waiver after the approval of the department.
6. Student should complete "Academic Research Ethics Education Course" before the end of the first

academic year. Those who have taken and passed courses related to "Academic Research Ethics Education" in the past can be exempted from this course after submitted the certificate of study. Students should go to the web site of "Taiwan Academic Ethics Education Resource Center" <https://ethics.moe.edu.tw/> to watch this course on their own, complete the course and pass the online course test. Those who passed the test can download the certificate of study from the website. Those who have not completed this course are not allowed to apply for qualified exam.

7. Required courses should be completed before the end of the 2<sup>nd</sup> year. "Directed Study" and "Independent Study" are the individual learning courses between students and dissertation advisor. Each full-time faculty member of this department can instruct a maximum of 3 students. Students should submit application for dissertation advisor before the end of the 2<sup>nd</sup> semester. The advisor will be a full-time faculty member of the department, or, if necessary, the advisor may invite a faculty member from related fields both inside and outside the school to serve as co-advisors.
8. Student should follow the study procedures (see Figure 1) and curriculum planning table of the latest version at the time of enrollment. Students can also choose the guideline and curriculum planning table after the year of enrollment, but must abide by the contents of the regulations of the version they have chosen.
9. The teaching and research directions of Division of Business Administration of PhD international program are divided into three main fields:
  - (1) Marketing Management
  - (2) Strategic Management and Human Resource Management
  - (3) Operation Management and Management Science
10. The study procedure of PhD program is divided into three stages, in the sequences of: **Qualified Exam**, **Proposal**, and **Final Defense**. Students of PhD program are called Doctoral Candidates after passing the qualified exam.
11. Qualified Exam:

PhD students must choose a major field from above mentioned 3 fields before qualified exam. The purpose is to check the breadth and depth of the students' ability to study dissertation in the future. PhD students must complete the course of "**Social Sciences Research Methods**", and the required and elective courses of the field before taking qualified exam.

In principle, students should complete 4 semesters in PhD program before taking qualified exam. Students who attend the qualified exam must prepare the following documents in accordance with the requirements of each field:

  - (1) **Marketing Management field:**

The advisor will provide reference to the Qualified Exam Committee with classic articles in the field of Marketing Management and representative literature on the special topics of the dissertation.

**(2) Strategy and Human Resource Management field:**

The advisor will provide reference to the Qualified Exam Committee with classic articles in the field of Strategy and Human Resource Management and representative literature on the special topics of the dissertation.

**(3) Operation Management and Management Science:**

5 articles in the major fields, and a minimum of 3 articles in academic journals of main research methods (Including literature review). The listed literatures must include the latest and classic literature reviews, and provide a report describing the extent that the listed literature can support on the student's research direction.

The required and elective courses for each field are as follows:

**(1) Marketing Management:**

Required: "Seminar in Marketing Management" and "Seminar in Consumer Behavior."

Elective: Take one or more elective courses related to this field.

**(2) Strategy and Human Resource Management:**

Required: "Seminar in Organization Theory" and select one of "Seminar in Organizational Behavior" and "Seminar in Business Strategy" as a required course.

Elective: Take one or more elective courses related to this field.

**(3) Operation Management and Management Science:**

Required: "Seminar in Decision Models" and "Seminar in Supply Management".

Qualified exam application form and the above mentioned materials required by each field must be submitted 2 months before the designated examination date (June or December). The application form should describe the major field and main research methods. The scope of qualified exam is basically based on (but not limited to) the literatures listed on the application form. The format of qualified exam can include oral and written exam. The details will be announced one month before the exam after the confirmation of Qualified Exam Committee.

The qualified exam is held once every semester, and the exam date is approximately between September and February of each year. The qualified exam adopts the method of combined questions, and the minimum passing score is 80. PhD students can only obtain qualification of doctoral candidates after passing qualified exam. PhD students must pass the qualified exam within three years (excluding suspension of study). Those who fail the 1st qualified exam must apply for 2nd qualified exam within 2 semesters after the 1st qualified exam. Students who failed the 2nd qualified exam will be ordered to withdraw from school.

**12. Proposal:**

(1) Students should select dissertation topic base on the qualified exam. PhD students can apply for

proposal with an interval of 3 months after passing the qualified exam.

- (2) The examination committee for Proposal is composed in accordance with relevant regulations. The committee is composed of 5 to 9 members. The number of external member should take up at least 1/3 of the committee. The qualifications of the examination committee members are in accordance with the conferral act of PhD program and master program of the school.
- (3) The scores of proposal exam will not be listed on the transcript issued by registration division.
- (4) Final defense committee members will give score and provide comments during final defense. The evaluation results of proposal include: 1. Passed, 2. Passed after revision, 3. Final defense after revision, 4. Failed. If the evaluation result of proposal is 1 or 2, students can proceed to final defense after completed dissertation. The comments of the revision of the original proposal on "dissertation review and comment form" will be used as reference for final defense committee during final defense; If the evaluation result of proposal is 3 or 4, 2nd proposal must be conducted. After passing qualified exam, students must pass proposal within 2 years in order to be allowed to continue the study. Students can only obtain qualification of final defense if the evaluation result of proposal is 1 or 2. PhD students must pass the proposal exam within five years (excluding suspension of study) or will be ordered to withdraw from school.
- (5) Final defense can be held with an interval of at least 6 months after passing proposal.
- (6) One public publication (in the format of public speech) in the campus is required after proposal. Student needs to provide the announcement of speech (including the content, date and venue) to departmental office before the speech.

13. The requirements for final defense are as follows:

- (1) The research performance of a PhD student must be the student's research results during PhD program, and be published in full text or accepted with title of the department, and meet at least one of the following criteria before applying for final defense:
  - I. One publication on SSCI (Social Science Citation Index) or SCIE (Science Citation Index Expanded) or TSSCI, plus one publication in English at international academic conferences.
  - II. Two publications on journals with rigorous review system (EI, SCOPUS, CSSCI), plus two academic conference papers. Among the two academic conference papers, at least one of them is an international conference paper published in English.
  - III. The above journals can only be listed if the student is the corresponding author, or the top-ranked author except the dissertation advisor. The content of the published journal paper should be related to the student's main research field (major field), and recognized by dissertation advisor and PhD program committee.
- (2) The qualifications and composition of the examination members of Final Defense Committee are the same as that of Proposal Committee. The members of Final Defense Committee and Proposal Committee should be as consistent as possible. The members can be changed according to the advice of dissertation advisor in case of special circumstances.

- (3) Those fail the final defense exam and have not yet exceed the maximum study period may retake the exam for one time in the next semester or the next academic year. Those fail the re-examination shall be ordered to withdraw from school.
14. If plagiarism or fraud in the dissertation, creation, performance or written report or technical report is found, and the investigation shows the finding is true, the issued diploma shall be revoked and recovered, and the diploma shall be withdrawn, and the student should be ordered to withdraw from school. In addition to the cancellation of the aforementioned diploma, other colleges and universities and related agencies (institutions) shall be notified of the cancellation of the diploma.
15. Other matters not specified in this guideline should be handled in accordance with relevant laws and regulations of the Ministry of Education and the school's academic rules and regulations.
16. This guideline was announced and implemented after the approval of PhD Committee of the Department of Business Administration, the Departmental Affairs Meeting, and the College Affairs Meeting, and the deliberation of College Affairs Meeting.

**Figure 1 - Study procedure of PhD international program of Division of Business Administration, Department of Business administration, NDHU**

