

# Graduate Institute of Human Resources Management PhD Program at the National Central University

Resolved at the Academic Affairs Meeting of the Institute on September 17 1999  
Resolved at the Academic Affairs Meeting of the Institute on March 28 2000  
Resolved at the Academic Affairs Meeting of the Institute on October 03 2000  
Resolved at the Academic Affairs Meeting of the Institute on November 14 2000  
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Resolved at the Academic Affairs Meeting of the Institute on September 15 2006  
Resolved at the Academic Affairs Meeting of the Institute on February 09 2012  
Resolved at the Academic Affairs Meeting of the Institute on January 15 2013  
Approved at the Academic Affairs Meeting of the University on March 20 2013

- Article 1 Educational purpose: The teaching purpose of this Institute is to educate research and teaching professionals for domestic human resource management and labor relations, and for higher education institutions.
- Article 2 Admission: Applications are processed in accordance with the current Admission Prospectus. Master's degree students with their GPA (grade point average) of two previous semesters in one school year should rank at the top one third (1/3) of the class. Or those assessed by the Institute as being outstanding in other special circumstances may apply for the advanced PhD program directly with their application filed, reviewed and approved.
- Article 3 Year of study:
- (1) For PhD program: This is limited to 2~7 years;
  - (2) For the direct advancement to the PhD program, when the dissertation exam fails to meet the PhD degree standards but meets the Master degree standards, the master's degree may be awarded according to the resolutions of the PhD Examination Committee;
  - (3) Post-graduate students may apply for a leave of absence for one semester or one school year, if necessary. Or, he or she can then apply for a leave of absence for another year, a total of not more than two school years. The absentee who has not applied for a reinstatement or an extended leave of absence will be expelled automatically.
- Article 4 Course requirements:
- (1) Doctoral degree students must complete at least 24 credit hours at this Institute; post-graduate students for the direct advancement to PhD degree must complete at least 34 credit hours (containing at least 18 doctoral degree credit hours), the credit hours referred to above exclude the dissertation;
  - (2) The core courses including Research Method I, Research Method II, Organizational Theory Research, Organizational Behavior Research, Book Report Discussion (for four semesters), with 4 credit hours of book report discussion

counting for graduation;

- (3) Optional courses: at least 2 human resource management-related courses and other doctoral and master's degree courses;
- (4) The highest graduate school course grade is 100 points, a grade below 70 points is failing and is with no credit hours granted. No make-up test is available for any failed courses;
- (5) Course guidance: the Dean of the Institute is the course advisor to the doctoral degree students in their first school year.

Article 5 Qualification Examinations:

- (1) The graduate students of the Institute shall complete their qualification examinations within four school years. The Qualification Examination includes a written examination or a dissertation published in the SSCI journals (with the dissertation acceptance letter);
- (2) The written examination includes the core courses and optional courses. The Research Methodology is the core course and the Human Resource Management, Organizational Theory and Organizational Behavior are the optional courses. Students can choose one of the optional courses at his discretion;
- (3) An application for the written examination must be filed for the first time within three school years (for any course subjects) on the first week of each semester (please fill out the application form with the transcripts of previous years enclosed). The examination date is scheduled for April and November annually. If the test results are below the passing grade, only one application can be filed for re-examination with the schedule referred to above. Students who have failed both tests or who have not passed the test within the aforementioned schedule will be expelled;
- (4) The students who choose not to participate in the written test must present a SSCI international journal (with the dissertation acceptance letter) independently or jointly to meet the requirements of the doctoral qualification examination. Students who fail to pass the qualification examination within the schedule will be expelled;
- (5) Graduate students who advanced to the PhD program directly and those who did not pass the Qualification Examination may study for a Master's degree after the matter is resolved at the Academic Affairs Meeting of the Institute and with the approval of the Principal;
- (6) Unless there are legitimate reasons and after being resolved at the Academic Affairs Meeting of the Institute, graduate students should complete the Qualification Examinations within the prescribed time period.

Article 6 Dissertation guidance:

- (1) Doctoral degree students after enrollment shall choose their advising professor no later than one month after passing the qualification examinations (with the written

consent of the advising professor submitted). The advising professor must be at least a full-time Associate Professor of the Institute. A teacher outside the Institute can be invited with the consent of the advising professor to be the co-advisor;

- (2) Students may not have the advising professor replaced without the written consent of the current advising professor and the alternative advising professor, and must be resolved at the Academic Affairs Meeting of the Institute.

Article 7 Doctoral candidate qualifications: the doctoral degree students who have passed all Qualification Examinations and completed all credit hours may become a doctoral candidate.

Article 8 Dissertation plan review:

- (1) A doctoral candidate may propose his/her dissertation plan for review at any time; however, the doctoral Dissertation interview time cannot be scheduled until four months after the acceptance of the dissertation plan;
- (2) There are 3~5 Dissertation Reviewers to be appointed with the consent of the advising professor.

Article 9 Degree examination conditions and procedures:

I. Degree examination conditions: the PhD candidate's dissertation accepted by the advising professor must meet the following requirements before presentation and application for the PhD Dissertation interview:

- (1) Four months after the acceptance of the dissertation plan;
- (2) PhD students shall submit one of the following English tests with passing grade before the scheduled dissertation interview: ① TOEFL: ITP 560 points or CBT 220 points or IBT 83 points; or, ② IELTS test 6.5; or, ③ LTTC Level 7;
- (3) the Institute will arrange an open "subject discussion" regarding the dissertation outline of the doctoral candidate before the scheduled dissertation interview;
- (4) PhD candidates before graduation must have certain academic papers published, which will be graded and with 16 points (or more) received for a dissertation that has been published (grading method is illustrated in the table below).

<b>Classification</b>	<b>Type</b>	<b>Explanation</b>	<b>Points</b>
1	International Journal A	SSCI international English Journal	12
2	International Journal B	Other international English journals with peer review	10
3	Domestic Journal A	TSSCI Journal	8
4	Domestic Journal B	Domestic journals with anonymous peer review	6
5	International Seminar A	International seminars organized by the society belonged to International Journals (with peer review)	4
6	International Seminar B	Other non-class A international seminars (with peer review)	3
7	Domestic Seminar A	Peer review	1

**Notes:**

1. At least one of the authors of the dissertation is from the Institute of Human Resource Management of National Central University.
2. International Seminar dissertation is limited to the ones written in English.
3. If there are two authors for the dissertation, it is multiplied by 0.6 as the grade of each author.
4. If there are three or more authors for the dissertation, the first author's grade is multiplied by 0.4; the second author's grade is multiplied by 0.3; the third author's grade is multiplied by 0.2, and the fourth author's grade is multiplied by 0.1. No grade is counted for the fifth author and those thereafter.
5. At least one dissertation falls in the category of I~V.
6. The application for dissertation points can be issued upon the acceptance of the dissertation with the dissertation script, acceptance letter, review proof and related information enclosed.
7. If the dissertation published is completed together with the professor of the Institute, the said professor is excluded from the count of the author

II. The degree examination procedures are processed in accordance with the University's "PhD and Master's Degree Students Examinations Rules."

Article 10 The matters that are not addressed in this Program are to be processed in accordance with the relevant provisions of the Ministry of Education and the University.

Article 11 This Program is enforced after the resolution reached at the Academic Affairs Meeting of the Institute and reported to and approved by the Academic Affairs Meeting of the University and so are the amendments.