

**Yuan Ze University, College of Management**  
**Doctor of Philosophy Program Study Guide**  
(For Foreign Students Entering in the academic year 112)

Passed by the 6th Academic Affairs Meeting, Academic Year 2023, on January 03, 2024

**A. General rules**

- a. This guide is written following the “Yuan Ze University Regulations for the Master’s and Doctoral Degree Qualifying Examination.”
- b. The College of Management Doctor of Philosophy program (hereinafter Ph.D. program) consists of an academic group, and an industry group.

**B. Number of study years and school regulations for credits**

- a. The study length in years for a doctoral program is 2-7 years.
- b. School regulations for credits and compulsory/ elective courses are:
  1. Students in a Ph.D. program need to complete a minimum of 18 credits and a doctoral dissertation.
  2. The Ph.D. program courses are:
    - i. Basic Compulsory Courses (3 credits): Research Methodology for Social Sciences
    - ii. Other Compulsory Courses (6 credits): Strategic Theories and Management, Behavioral Science Theories and Management, and Financial Accounting Theory. Choose 2 from 3
    - iii. Other Elective Courses: Refer to the list of required courses provided by the Doctor of Philosophy program. The management related area which is not on the list require the Course Sign Up Form that is approved by the dissertation advisor or instructor and sent to the Affair Council for a final decision.
  3. Students must take the Seminar in Management course within the first two years after starting the Ph.D. study. This course is zero credit. In addition, students should give an academic speech at least once in the Special Topics venue or Seminar before they do their doctoral oral defense.
  4. Within three years after choosing their advisor, students should take the “Independent Study” course offered by the Ph.D. program.

**C. Examination**

Ph.D. students must submit the "Notification of Learning Process" (including Qualifying Examination/ Dissertation Proposal, Attachment 1) with the required certain period of time and pass the examinations listed below:

| Description                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Qualifying Examination                                                                                                                                                                     |  |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Time Table                                                                   | subjects                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                            |  |
| Held at least once a semester (a week before the start date of the semester) | <ul style="list-style-type: none"><li>Research Methodology for Social Sciences</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <ul style="list-style-type: none"><li>Strategic Theories and Management</li><li>Behavioral Science Theories and Management</li><li>Financial Accounting Theory</li></ul> (Choose 1 from 3) |  |
| Remarks                                                                      | <ol style="list-style-type: none"><li>The qualifying examination and any re-examination must be passed within three years (6 semesters). Those who finally fail to pass must drop out from the school.</li><li>After passing the qualifying examination courses (70 points or above), students may apply for their Qualifying Examination. The grade of each subject is calculated independently, and a passing grade is 70 points or more (including 70 points).</li><li>Students who fail the qualifying examination for the first time, can retake the exam only once, regardless of the subject of the qualifying examination. Those who fail to pass the re-examination must drop out from the school.</li><li>The qualification examination acceptance may not be revoked after the application is filed. Students who need to withdraw from other qualifying examination due to unavoidable circumstance should apply a week before the examination date. Student who cannot meet this requirement due to a major incident can submit the re-examination application one week later, and the failure record may be canceled after a committee meeting. But still, student can apply only one time.</li><li>Student who published in a top international journal are qualified to have the qualifying examination waived, as follows :<ol style="list-style-type: none"><li>The journal paper should be SSCI, SCI, or TSSCI.</li><li>The journal paper should be published after enrolling in a Ph.D. program at Yuan Ze University, and published under the name of Yuan Ze University with one specially appointed professor as a co-author.</li><li>The journal paper can only be applied by one Ph.D. student, and the paper will not be counted as any research points for graduation.</li><li>Students should prepare the application form, “Application for Ph.D. Qualifying Examination Waive” as Attachment 11, a journal accepted letter (publisher of paper will not have to submit). Send an abstract of the paper and a referral from the journal to Department/School office.</li><li>The qualifying examination must be completed within three years of enrollment.</li></ol></li></ol> |                                                                                                                                                                                            |  |

## D. Dissertation Process

### a. Dissertation Advisor

Ph.D. students need to pass the qualifying examination before applying for their dissertation advisor (Application for Dissertation Advisor form, Attachment 2). Students may apply for one advisor or more for providing instruction together, and one should be a participating faculty

member in the group for the student's majoring. Students must acquire consent of the coordinator of the major group, if the advisor is not a faculty member in the students' major group, or the co-advisor is not a faculty member of the College of Management, YZU. Before finalization of any advisor issue, the Ph.D. program will indicate one participating faculty member as the mentor for advising that student's on his or her studies. Doctoral candidates will decide their topic and then start to draft their dissertation under the instruction of that advisor.

#### b. Change of Advisor

A semester should be the interval between the time when applying for change in dissertation advisor and the time for applying for acceptance of the second dissertation advisor. Apply for a change in dissertation advisor will not be allowed in the same semester as the application for acceptance. Students need to fill out the form "Application for Changing Dissertation Advisor" as Attachment 3 and provide agreements from both the previous and the current advisors as necessary documents to the Ph.D. program committee meetings. Changing a dissertation advisor in the same semester as a student is applying for the dissertation proposal defense and the dissertation oral defense is not allow. There is a limitation of changing one's advisor. It is only allowed one time during the entire Ph.D. study period. The grade on a dissertation oral defense will not be recognized if that student did not follow the proper procedure for changing a dissertation advisor.

#### c. Termination of Advisor Relationship

If it becomes necessary to terminate the advisor relationship, either the advisor or the student may initiate the application in accordance with the established regulations, and it must be approved through a Ph.D. program committee meetings. Once approved, the student must reapply for a new advisor.

#### d. Dissertation Committee

Students may apply for their dissertation oral defense and constitute their dissertation committee after the 5th semester in the program. The dissertation committee is in charge of reviewing the dissertation oral defense. After consent from the dissertation advisor and Ph.D. program director of the committee members, five to nine scholars in related fields will constitute the committee. More than 50% of the committee members will be professors or associate professors, and more than 50% of the committee members will be faculty from universities other than YZU. Except for the dissertation committee, there should be one faculty member from the candidate's major group on the committee, and chairperson to be nominated by the committee to coordinate all issues. The form "List of Dissertation Committee Members" as Attachment 4 is a document used to keep a record of committee members for the program. Any change in that list needs to be updated as soon as the change is validated.

Students should exclude any three degrees of kinships or stakeholders from being their dissertation advisors or committee members; otherwise, these qualification shall be revoked and their oral defense grades shall not be recognized by the program. If the program confers a degree to a student who is found to have done so, the program shall revoke the degree and issue a public notice to announce the invalidation of the previously issued degree.

e. Defense of Dissertation Proposal

Each application documents need to be approved by dissertation advisors and the coordinator for the student's major group and an approval for referencing in the Ph.D. Program Committee meeting. The application documents include the following:

- Notification of Learning Process (as Attachment 1)
- List of Dissertation Committee Members (as Attachment 4)
- Transcript (grades) of Ph.D. program
- Checklist for Applying for Dissertation Proposal Defense (as Attachment 7)

A Dissertation Proposal Defense will be attended by the Dissertation Committee members at the school. These committee members will work out an average score. The passing score is 70 out of 100. The Dissertation Proposal Defense and the Dissertation Oral Defense should not be in the same semester. If students want to suspend their efforts after the Dissertation Proposal Defense, these students need to apply for conducting the Dissertation Proposal Defense again after returning to school. Seventh-year students who fail to pass the Dissertation Proposal Defense **before the last semester** will have to drop out of school.

f. Publication of Articles

Ph.D. students must meet the articles published requirements noted below prior to obtaining their Ph.D. degree:

1. Students must co-author articles with dissertation advisors and must state Yuan Ze University as the research institution in the articles and the article needs to be published while they are attending school.
2. Students need to achieve a minimum of 6 points in order to meet the articles published requirement. Except for those in their last year (the 7th year), the number of publication points for graduation research results will only be counted as the number of journal papers.
3. All research categories for the published articles should be relevant to the management professional field and each article needs to be audited and gain the approval from dissertation advisor before submitting it for publication. The list of other anonymous peer review journals (and the points students can have), average-class international conferences and domestic conference should be reviewed by the coordinator of each group in advance and approved in

the Ph.D. program committee meeting (Attachment 9).

| Types of Publications                                |                                                                        | Points | Remarks                                                       |
|------------------------------------------------------|------------------------------------------------------------------------|--------|---------------------------------------------------------------|
| i. One journal paper ( either published or accepted) |                                                                        |        |                                                               |
|                                                      | SSCI class journals                                                    | 8      |                                                               |
|                                                      | SCI class journals                                                     | 8      |                                                               |
|                                                      | TSSCI class journals                                                   | 8      |                                                               |
|                                                      | FLI class journals                                                     | 6      |                                                               |
|                                                      | ABDC Journal Quality List Grade B or above                             | 6      |                                                               |
|                                                      | Grade B or above recommended by the Ministry of Science and Technology | 6      |                                                               |
|                                                      | Scopus database                                                        | 4      |                                                               |
|                                                      | Other anonymous peer review journals                                   | 3-4    | Case-by-case review                                           |
| ii. One paper published at a conference              |                                                                        |        |                                                               |
|                                                      | Top class international conference                                     | 6      | See the lists as below.                                       |
|                                                      | Excellent class international conference                               | 4      |                                                               |
|                                                      | Other international or domestic academic conference                    | 1-2    | Case-by-case review but cannot exceed 2 points in total point |
| iii. One published case study                        |                                                                        |        |                                                               |
|                                                      | Harvard Business School Publishing                                     | 8      |                                                               |
|                                                      | Ivey Publishing, Richard Ivey School of Business Foundation            | 8      |                                                               |
|                                                      | Kung-Hwa Management Cases Collections                                  | 2      | Cannot exceed 4 points in total                               |
|                                                      | Taiwan Management Case Center                                          | 2      |                                                               |

4. The List of top class international conferences is below:

| Group    | Top class international conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic | <ul style="list-style-type: none"> <li>■ Academy of Management (AOM) Annual Meeting</li> <li>■ Strategic Management Society (SMS)Annual Conference</li> <li>■ Academy of International Business (AIB) Annual Meeting</li> <li>■ Association for Consumer Research (ACR) Conference ( North American)</li> <li>■ American Marketing Association (AMA)Academic Conference</li> <li>■ Academy of Marketing Science (AMS) Annual Conference</li> <li>■ Advertising and Consumer Psychology (ACP) Conference</li> <li>■ Society of Consumer Psychology (SCP) Conference (main conference)</li> <li>■ American Academy of Advertising(AAA) Conference</li> <li>■ American Finance Association(AFA) Annual Meeting</li> <li>■ American Economic Association (AEA)Annual Meeting</li> <li>■ Western Finance Association (WFA)Annual Meeting</li> <li>■ Financial Management Association (FMA)Annual Meeting</li> <li>■ European Finance Association (EFA )Meeting</li> <li>■ American Accounting Association(AAA) Annual Meeting</li> <li>■ American Accounting Association(AAA) Regional Meeting</li> </ul> |

|  |                                                                                                          |
|--|----------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>■ American Accounting Association(AAA) Section Meeting</li> </ul> |
|--|----------------------------------------------------------------------------------------------------------|

5. The List of Excellent class international conferences is below:

| Group    | Excellent class international conference                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Academic | <ul style="list-style-type: none"> <li>■ Academy of Human Resource Development (AHRD)Annual Meeting</li> <li>■ Asia Academy of Management (AAOM)Annual Meeting</li> <li>■ Taiwan Academy of Management (TAOM) Joint Conference</li> <li>■ European Academy of Management (EURAM)</li> <li>■ Australian and New Zealand Academy of Management Conference (ANZAM)</li> <li>■ British Academy of Management Conference (BAM)</li> <li>■ Eastern Academy of Management (EAM)</li> <li>■ Midwest Academy of Management(MAM)</li> <li>■ Southwest Academy of Management (SWAM)</li> <li>■ Western Academy of Management (WAM)</li> <li>■ Africa Academy of Management (AFAM)</li> <li>■ Southern Management Association(SMA)</li> <li>■ European Group for Organizational Studies (EGOS)</li> <li>■ Iberoamerican Academy of Management (IAM/IBERO)</li> <li>■ Indian Academy of Management (INDAM)</li> <li>■ Academia de Ciencias Administrativas (ACACIA)</li> <li>■ Administrative Sciences Association of Canada (ASAC)</li> <li>■ European Association of Work and Organizational Psychology(EAWOP)</li> <li>■ International Association for Chinese Management Research (IACMR)</li> <li>■ International Association for Conflict Management (IACM) Annual Conference</li> <li>■ Labor and Employment Relations Association (LERA) Annual Meeting</li> <li>■ National Association of Postgraduation and Research in Administration - Brazil (ANPAD)</li> <li>■ Società Italiana di Management (SIMA)</li> <li>■ Spanish Academy of Management (ACEDE)</li> <li>■ Decision Science Institute(DSI) Annual Meeting</li> <li>■ Midwest Decision Sciences Institute(MWDSI)</li> <li>■ Northeast Decision Sciences Institute (NEDSI)</li> <li>■ Southeast Decision Sciences Institute(SED SI)</li> <li>■ Southwest Decision Sciences Institute (SWDSI)</li> <li>■ Western Decision Sciences Institute (WDSI)</li> <li>■ European Decision Sciences Institute(EDSI)</li> <li>■ Asia-Pacific Decision Sciences Institute(APDSI)</li> <li>■ China Decision Sciences Institute(CDSI)</li> <li>■ Qatar Decision Sciences Institute(QDSI)</li> <li>■ Academy of Marketing Science (AMS) Cultural Perspectives in Marketing</li> </ul> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>■ Academy of Marketing Science (AMS) World Marketing Congress</li> <li>■ American Marketing Association (AMA) SIG Conference</li> <li>■ Association for Consumer Research (ACR) Conference (Asia Pacific)</li> <li>■ Association for Consumer Research (ACR) Conference (Europe)</li> <li>■ European Marketing Academy Conference (EMAC)</li> <li>■ Frontiers in Service Conference</li> <li>■ Informa Marketing Science Society Conference</li> <li>■ Summer Society of Consumer Psychology (SCP) Conference (Division 23 of APA)</li> <li>■ European International Business Academy(EIBA) Annual Conference</li> <li>■ Industry Studies Conference(ISC)</li> <li>■ R&amp;D Management Conference( RADMA)</li> <li>■ The Institute for Operations Research and the Management Sciences (INFORMS) Annual Meeting</li> <li>■ The Production and Operations Management Society (POMS) Annual Conference Society of Consumer Psychology Conference</li> <li>■ Portland International Center for Management of Engineering and Technology(PICMET)</li> <li>■ International Conference on Management of Technology(IAMOT)</li> <li>■ European Financial Management Association Meeting(EFMA)</li> <li>■ Financial Management Association (FMA) Asian Conference</li> <li>■ Financial Management Association (FMA) European Conference</li> <li>■ North American Meeting of the Econometric Society</li> <li>■ European Meeting of the Econometric Society</li> <li>■ Asian Meeting of the Econometric Society</li> <li>■ The Society for Financial Econometrics (SoFiE)</li> <li>■ International Symposium on Econometric Theory and Applications (SETA)</li> <li>■ Midwest Finance Association Annual Meeting (MFA)</li> <li>■ Asian Finance Association Conference (Asian FA )</li> <li>■ Southern Finance Association Annual Meeting (SFA)</li> <li>■ Asia-Pacific Conference on International Accounting Issues</li> <li>■ Annual Global Management Accounting Research Symposium (GMARS)</li> <li>■ Accounting and Finance Association of Australia and New Zealand (AFAANZ) Conference</li> <li>■ MIT Asia Conference in Accounting</li> <li>■ ABO Research Conference</li> <li>■ ATA Midyear Meetings and JATA Conference</li> <li>■ AAA-AIET Section Mid-Year Conference</li> <li>■ Annual Auditing Midyear Conference, AMC</li> <li>■ Annual Financial Accounting and Reporting Section Midyear Conference</li> <li>■ AAA-IS Section Mid-Year Conference</li> <li>■ Annual IAS Midyear Conference</li> <li>■ MAS Research Conference and Case Symposium(MAS Mid-year Meeting)</li> </ul> |
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6. Students should publish papers along with oral presentations at conferences and should present in English at international conferences. Only the presenter's paper can be counted as a point publication. If any other Ph.D. student/s co-writes the paper with you, you need to fill in the “Quitclaim of Co-authored Dissertation” as Attachment 10 listing all co-authors and including their signatures on it.
7. Similar content articles published at different conferences can only be counted as higher

points after by reviewed at program committee meetings.

8. Definition of "one periodical article":

- (1) Articles with one to four authors (at least one must be an Assistant Professor or above in the College of Management, YZU) can be counted as one publication.
- (2) Articles with five to seven authors (at least three must be Assistant Professor or above; two must be Assistant Professor or above in the College of Management, YZU), but can be counted as one-half a publication only.
- (3) Articles with eight authors or above cannot be considered as pointed publications.
- (4) Articles with two students or above as authors will be counted as average points.

f. Oral Defense of Dissertation

Students should follow the procedures for the dissertation oral defense application along with the school calendar. These application documents including:

- Draft of dissertation
- Dissertation Recognition from Advisor (as Attachment 5)
- Checklist for Applying for Dissertation Oral Defense (as Attachment 8)

The committee members will work out an average score. The passing score is 70 out of 100. Students who fail on the oral defense may apply for another oral defense in the next semester, but with the limitation of one only second change.

Students who have already applied for their dissertation oral defense but cannot execute the defense, should submit a "Notification of Withdrawal of Application for Examination" (as Attachment 6) to withdraw before the deadline for the dissertation oral defense. This withdrawal of oral defense can only be applied for once. Students who do not submit the "Notification of Withdrawal of Application for Examination" form and do not execute their defense will be considered as failing the oral defense.

Students can appeal to the Ph.D. program when they reach the final year of Ph.D. study period and are qualified to apply for their oral defense but still cannot get the approval to execute that oral defense from their dissertation advisors.

In the event that the program confers a degree to a student who is found upon investigation to have committed plagiarism or used fraudulent means when preparing the dissertation, the program shall revoke said degree and issue a public notice to announce the invalidation of any previously issued degree.

g. Graduation Schedules

If any of the items in the following table are not completed within the specified time, the students will have to drop out of school.



| <b>Subject</b>                           | <b>Schedule</b>                                                                      |
|------------------------------------------|--------------------------------------------------------------------------------------|
| Qualifying examination or re-examination | Pass within in three years.                                                          |
| Elective course: Independent Study       | Within three years after choosing their advisor.                                     |
| Dissertation Proposal Defense            | Need to pass one semester before the last semester ( on 13 <sup>rd</sup> semester ). |

#### **E. Noted Attachments**

Attachment 1: Notification of Learning Process

Attachment 2: Application for Dissertation Advisor

Attachment 3: Application for Changing Dissertation Advisor

Attachment 4: List of Dissertation Committee Members

Attachment 5: Dissertation Recognition from Advisor

Attachment 6: Notification of Withdrawal Application for Examination

Attachment 7: Checklist for Applying for Dissertation Proposal Defense

Attachment 8: Checklist for Applying for Dissertation Oral Defense

Attachment 9: Application for Unlisted Journal/ Conference Approval

Attachment10: Quitclaim for Co-authored Dissertation

Attachment 11: Application for Ph.D. Qualifying Examination Waive

#### **F. Supplementary Information**

a. This study guide has been implemented with the approval of the Program Committee meeting. Any amendment will also be implemented using the same process.

b. For anything this study guide has not stated clearly, please refer to the relevant regulations of YZU.

**Yuan Ze University College of Management**

**Ph.D. Program Academic Group**

**Notification of Learning Process**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

|                                                |                                                                                                                                                                                      |                    |                                                 |
|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------------------|
| Applicant                                      |                                                                                                                                                                                      | Student ID No.     |                                                 |
| Type of examinations                           | <input type="checkbox"/> Qualifying Examination<br>Subject : _____<br><br><input type="checkbox"/> Dissertation Proposal Defense (論文計劃書口試)<br>Topic of dissertation : _____<br>_____ |                    |                                                 |
| Expected examination date                      |                                                                                                                                                                                      | _____ (yyyy/mm/dd) |                                                 |
| Signature of<br>mentor or dissertation advisor |                                                                                                                                                                                      |                    |                                                 |
| Signature of<br>Coordinator of major field     |                                                                                                                                                                                      |                    | Signature of<br>Director of<br>Ph.D.<br>Program |

Signature of Applicant : \_\_\_\_\_

**Yuan Ze University College of Management**

**Ph.D. Program Academic Group**

**Application for Dissertation Advisor**

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                             |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Applicant                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Student ID No.                                                                                                                                                                                                              |  |
| Major field                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                             |  |
| The date of passing qualifying examination                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                     | _____(yyyy/mm/dd)                                                                                                                                                                                                           |  |
| <p>I have reached an agreement with Prof. _____</p> <p>to be my dissertation advisor.</p> <p>Signature of Applicant : _____</p> <p>_____(yyyy/mm/dd)</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                             |  |
| Signature of advisor                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Checked by advisor                                                                                                                                                                                                          |  |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> The PhD faculty member must qualify for SA status. In addition, s/he must have published at least one paper in a Category II or above PRJ, or two papers in a Category III in the past five years. |  |
| Signature of co-advisors                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Checked by co-advisors                                                                                                                                                                                                      |  |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> The PhD faculty member must qualify for SA status. In addition, s/he must have published at least one paper in a Category II or above PRJ, or two papers in a Category III in the past five years. |  |
|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input type="checkbox"/> One of co-advisors, meet the conditions.                                                                                                                                                           |  |
| Signature of Coordinator of major field                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                     | Signature of Director of Ph.D. Program                                                                                                                                                                                      |  |
| Remark                                                                                                                                                   | <ol style="list-style-type: none"><li>1. According to the Study Guide of Ph.D. program, students need to apply for the acceptance of one or above dissertation advisors within a 3<sup>rd</sup> semester.</li><li>2. The Ph.D. program will pay advisors according to this application form.</li><li>3. The application for changing dissertation advisors needs to be reviewed and agreed by Program Committee meetings.</li></ol> |                                                                                                                                                                                                                             |  |

**Yuan Ze University College of Management**

**Ph.D. Program Academic Group**

**Application for Changing Dissertation Advisor**

|                                            |                                                                                                                                                                                                                                                                       |                |  |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|--|
| Applicant                                  |                                                                                                                                                                                                                                                                       | Student ID no. |  |
| Reasons to apply for changing              |                                                                                                                                                                                                                                                                       |                |  |
| Signature of previous dissertation advisor |                                                                                                                                                                                                                                                                       |                |  |
| Signature of current dissertation advisor  |                                                                                                                                                                                                                                                                       |                |  |
| Signature of Coordinator of major field    |                                                                                                                                                                                                                                                                       |                |  |
| Signature of Director of Ph.D. Program     |                                                                                                                                                                                                                                                                       |                |  |
| Remark                                     | A. The time to apply for changing dissertation advisor will not be allowed in the same semester with the application of dissertation advisor for acceptance.<br>B. To apply for changing advisor is with a limitation of one-time chance during the doctoral program. |                |  |

(Attachment 4) List of Dissertation Committee Members

**Yuan Ze University College of Management**

## Ph.D. Program

## List of Dissertation Committee Members

Year\_\_\_\_\_Semester\_\_\_\_\_

|                       |  |                |  |
|-----------------------|--|----------------|--|
| Candidates            |  | Student ID No. |  |
| Topic of Dissertation |  |                |  |

[illegible]

(Attachment 5) Dissertation Recognition from Advisor

**Yuan Ze University College of Management**

**Ph.D. Program**

**Dissertation Recognition from Advisor**

I have agreed following dissertation under my supervision from the student of Ph.D. program to be sent for the review process for oral defense.

Name : \_\_\_\_\_

Student ID no. \_\_\_\_\_

Dissertation topic :

\_\_\_\_\_

Signature of dissertation Advisor : \_\_\_\_\_

Date : \_\_\_\_\_(yyyy/mm/dd)

**Yuan Ze University College of Management**  
**Ph.D. Program**

**Notification of Withdrawal Application for Examination**

Date:     /     /     

|                                                      |                              |                                  |                                     |                                              |
|------------------------------------------------------|------------------------------|----------------------------------|-------------------------------------|----------------------------------------------|
| Major Group<br>& Year in Program                     |                              |                                  |                                     |                                              |
| Name                                                 |                              |                                  |                                     |                                              |
| Student ID no.                                       |                              |                                  |                                     |                                              |
| Reasons to withdraw the application for examination: |                              |                                  |                                     |                                              |
|                                                      |                              |                                  |                                     |                                              |
| Approved with signature by:                          |                              |                                  |                                     |                                              |
| Dissertation<br>Advisor                              | Director of Ph.D.<br>Program | Dean of College of<br>Management | Team Leader of<br>Admission Section | Director of Office<br>of Academic<br>Affairs |
|                                                      |                              |                                  |                                     |                                              |

(Attachment 7) Checklist for Applying Dissertation Proposal Defense

**Yuan Ze University College of Management**

**Ph.D. Program**

**Checklist for Applying Dissertation Proposal Defense**

Name : \_\_\_\_\_

Student ID no. : \_\_\_\_\_

Date of proposal defense : \_\_\_\_\_ Date of filling : \_\_\_\_\_

Advisor : \_\_\_\_\_

**A. Course**

| Classification                                     | Course | Semester | Program | Grade | Confirm |
|----------------------------------------------------|--------|----------|---------|-------|---------|
| Basic compulsory courses (3 credits)               |        |          |         |       |         |
| Other compulsory courses (6 credits)               |        |          |         |       |         |
|                                                    |        |          |         |       |         |
| Research Method Courses (3 credits)                |        |          |         |       |         |
| Elective courses in major field                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |
| Seminar ( not including in the graduation credits) |        |          |         |       |         |
|                                                    |        |          |         |       |         |
|                                                    |        |          |         |       |         |

Remark : Please attach the transcript to be approved.



**Checklist for Applying Dissertation Proposal Defense**

B. Qualification Examination

| Qualification Examination Subject | Examination date |
|-----------------------------------|------------------|
|                                   |                  |
|                                   |                  |

C. Review results

☐ Acceptation

☐ Rejection

Explanation: \_\_\_\_\_  
\_\_\_\_\_

Signature of student: \_\_\_\_\_

Supervisors: \_\_\_\_\_

Coordinator of major field: \_\_\_\_\_

Director of Ph.D. Program: \_\_\_\_\_

(Attachment 9) Checklist for Applying Dissertation Oral Defense

**Yuan Ze University College of Management  
Ph.D. Program**

**Checklist for Applying Dissertation Oral Defense**

Name : \_\_\_\_\_ Student ID no. : \_\_\_\_\_

Date of oral defense : \_\_\_\_\_ Date of filling : \_\_\_\_\_

Supervisor : \_\_\_\_\_

Dissertation topic : \_\_\_\_\_

Date of passing dissertation oral defense : \_\_\_\_\_(yyyy/mm/dd)

A. Academic speech in special topics or seminars

Date : \_\_\_\_\_(yyyy/mm/dd) Place : \_\_\_\_\_

Speech Topic : \_\_\_\_\_

(B~E Below are graduation requirements, if you haven't published the essay, you could temporarily leave them blank)

B. International Journal

| Topic | Journal Name<br>(Year, Page) | Doctor essay-related<br>chapters , pages | Journal<br>Category |
|-------|------------------------------|------------------------------------------|---------------------|
|       |                              |                                          |                     |

Remark:

- a. Please describe the relation between the journal and the doctor's essay within 500 words.
- b. If your essay is already accepted or published, please attach your hard copy.

(Attachment 8) Checklist for Applying Dissertation Oral Defense

C. International Conference Essay

| Topic | Conference Name<br>(Location, Date) | Doctor essay-related<br>chapters, pages |
|-------|-------------------------------------|-----------------------------------------|
|       |                                     |                                         |

Remark : Please attach the hard copy of the Essay

D.

E. Published case study

| Topic | Case Name<br>(Year 、 Page) | Doctor essay-related<br>chapters, pages | Cass category |
|-------|----------------------------|-----------------------------------------|---------------|
|       |                            |                                         |               |

F. Other Ph.D. program-related published essay

| Topic | Journal/ Conference Name<br>(Year, Page) | Doctor essay-related<br>chapters, pages |
|-------|------------------------------------------|-----------------------------------------|
|       |                                          |                                         |

G. Review results

☐ Acceptation

☐ Rejection

Explanation: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Dissertation committee members:

\_\_\_\_\_  
\_\_\_\_\_

Supervisors: \_\_\_\_\_

Coordinator of major field: \_\_\_\_\_

Director of Ph.D. Program: \_\_\_\_\_

**Yuan Ze University College of Management**

**Ph.D. Program Academic Group**

**Application Form for Unlisted Journal / Conference Approval**

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ (yyyy/mm/dd)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |      |  |                                                                                                                                                                                                              |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Student ID No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                           | Name |  | Cell phone No.                                                                                                                                                                                               |  |
| Journal Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                           |      |  | Checked by Program Major Coordinator                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |      |  | Is it an English periodical with an anonymous review system?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> 3 Points<br><input type="checkbox"/> 4 Points<br><input type="checkbox"/> No        |  |
| The above-checked result will be submitted to the Ph.D. Program Committee Meeting for final approval.<br>After your paper is accepted, please bring the following documents to the Ph.D. office.<br>1. Paper Acceptance Documents (e-mail or hardcopy)<br>2. Photocopy / Electronic file of the abstract/full text of the accepted paper                                                                                                                                                                                                                                                      |                           |      |  |                                                                                                                                                                                                              |  |
| Conference Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                           |      |  | Checked by Program Major Coordinator                                                                                                                                                                         |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |      |  | Is it an International or Domestic Conference with a review system?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> 1 Points<br><input type="checkbox"/> 2 Points<br><input type="checkbox"/> No |  |
| The above-checked result will be submitted to the Ph.D. Program Committee Meeting for final approval.<br>After the paper is presented at the conference, please bring the documents to the Ph.D. office.<br>1. Conference Program and related information (e.g. proceedings, proof of participation, etc.)<br>2. Electronic Ticket or Boarding Pass Copy of Flight or Train<br>3. Paper Acceptance Documents (e-mail or hardcopy)<br>4. Paper cover page and the photocopy of the abstract or full text of paper.<br>(Only if the paper is accomplished at Yuan Ze and unpublished elsewhere) |                           |      |  |                                                                                                                                                                                                              |  |
| Applicant Signature _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                           |      |  |                                                                                                                                                                                                              |  |
| Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Program Major Coordinator |      |  | Ph.D. Program Chair                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                           |      |  |                                                                                                                                                                                                              |  |

(Attachment 11) Quitclaim of co-authored dissertation

**Yuan Ze University College of Management**

**Ph.D. Program**

**Quitclaim of Co-authored Dissertation**

Student ID No. \_\_\_\_\_ Name \_\_\_\_\_ Major \_\_\_\_\_ Applicant Signature \_\_\_\_\_

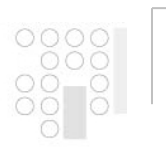
|                                                                    |                                                                                                                                                                                                                |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Conference Title<br><br>(       /       /       )<br>yyyy/mm/dd    |                                                                                                                                                                                                                |
| Dissertation topic                                                 |                                                                                                                                                                                                                |
| Graduation credits<br>quitclaim of co-<br>authored PhD<br>students | <p>* Co-authored conference paper may <b>only be counted to 1 PhD student</b>, the others are obliged to abandon this right.</p> <p>Signature of Co-author</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> |
| Advisor                                                            |                                                                                                                                                                                                                |

**Yuan Ze University College of Management**

**Ph.D. Program**

**Application for PhD Qualifying Examination Waive**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |           |                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------|--------------------|
| Student ID No.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 | Name      |                    |
| Journal Title<br>(Year, Page)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |           |                    |
| Dissertation Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |           |                    |
| Notification for Examination Waive                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |           |                    |
| <ol style="list-style-type: none"><li>1. Waive application journal should be SSCI, SCI, or TSSCI.</li><li>2. The journal paper should be published after enrolling Ph.D. program in Yuan Ze University, and published in the name of Yuan Ze University with one specially appointed professor as co-author.</li><li>3. The journal paper could only be applied by one Ph.D. student, and this paper would not be counted as research points for graduation.</li><li>4. Students should prepare application form, journal appetence letter (published paper won't have to submit), abstract of paper and the referral of journal to office.</li><li>5. Qualifying examination should be complete within four years' enrollment.</li></ol> |                 |           |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Type of Journal | Check box |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SSCI Journal    |           |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | SCI Journal     |           |                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | TSSCI Journal   |           |                    |
| Abandonment of Qualifying Examination by Co-authored Ph.D. students                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |           |                    |
| <p>*Co-authored conference papers may <b>only be counted by 1 PhD student</b>, the others are obliged to abandon this right.</p> <p>Signature of Co-author</p> <p>1. _____</p> <p>2. _____</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |           |                    |
| Comment of advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |           |                    |
| <p>I confirm that the above papers do not violate academic ethics, and</p> <p><input type="checkbox"/> <b>Agree</b> that the connotation of the paper meets the requirement of the professional management field</p> <p><input type="checkbox"/> <b>Disagree</b> with the connotation of professional management field fit</p> <p>Any violation of academic ethic found, Ph.D. office hold the right to withdraw this waive result, the student need to pass the qualifying exam (including make-up exam) within the following 2 semesters.</p>                                                                                                                                                                                           |                 |           |                    |
| Advisor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 | Date      | ____ / ____ / ____ |



## Declaration

According to the resolution of the Ph.D. Program Meeting, College of Management, Yuan Ze University, a self-assessment checklist and a declaration of “Non-Submission to Predatory Publishers Journals or Conferences” are to be submitted to show responsible while applying for waive Qualifying Examination and Recognition of Graduation Points.

I, \_\_\_\_\_ (Student ID: \_\_\_\_\_) declare that I am fully aware of the above resolution, and have completed the following self-assessment checklist (please check the box if completed). If offence is found later in any submission to predatory publishers journals or conferences, I will not object to the disqualification of Qualifying Examination Exemption and Recognition of Graduation Points.

- ☐ Checked at Beall’s List for publishers and journals information.
- ☐ Completed Think. Check. Submit. (Predatory Journal Self-Check Form) or Think. Check. Attend. (Predatory Conferences Audit Procedure) for assessment.
- ☐ Confirmation of not publication to the following publishers: OMICS (INDIA), WASET (TURKEY), SCIRP (USA), MDPI, Frontiers, Baishideng, Mega .

|           |       |                           |
|-----------|-------|---------------------------|
| Student   |       | Date                      |
| Signature | _____ | Year____Month____Date____ |
| Advisor   |       | Date                      |
| Signature | _____ | Year____Month____Date____ |