

# **Course Requirement for Master's Program of Information Management Department at Yuan Ze University**

## **Data Analytics and Information Management & Innovation Program**

(applicable to students admitted in the academic year of 2024)

Passed by the 8th Academic Affairs Meeting, Academic Year 2023, on May 1, 2024

- Clause 1 The teaching faculty at Information Management Master's Program (hereafter as this Program) is organized by full-time teachers, part-time teachers and co-hired teachers in the College of Informatics.
- Clause 2 The minimum length of study for graduate students in the Program is one year. The students are required to take 31 course credits in addition to writing their theses. You are required to select at least half of your elective courses from the IM Department. Selection of elective courses from other departments (or schools) requires consents from your advisor and the head of department. The IM department shall decide on other matters pertaining to course selection and waiver not discussed above.
- Clause 3 The new students admitted into the program have to choose their course advisors within two weeks after the semester starts. Before selecting their master's thesis advisors, the students will consult their course advisors for course selection and other school-related matters.
- Clause 4 The thesis advisors of graduate students in this department have to be full professors, associate professors or assistant professor at the department. If a student's thesis advisor is not a professor at this department, the professor has to be recommended by the student's course advisor and this nomination has to be approved by the departmental meeting. With the approval of the departmental meeting, the student will be able to work with a professor who is not from this department. However, this student's thesis will be co-chaired by the external professor and another professor from the department. If graduate students' advisor retired, the retired professor may be allowed to supervise graduate students only if the students have passed their thesis proposals and are expected to complete their degree examination within a one-year period. If the expecting time of completion of degree examination exceeds more than one year, then the process of changing advisor will be required.
- Clause 5 The graduate students at this department have to finalize their selections of thesis advisors by two weeks before the end of their second semester in the first year. Then the students need to report their selections with the department. The students can apply for changing their thesis advisors before the submission of their thesis research plans. However, such a change requires the agreement from both the original advisor and the new advisor.

Moreover, such a case has to be submitted to the departmental head for approval as well.

- Clause 6 The graduate students at this department have to take up the responsibilities and obligations stipulated by the department. The students have to complete all prerequisites courses. With the approval of the students' advisors, the students can apply for thesis proposal reviews.
- Clause 7 The graduate students in this department will submit their master's thesis proposal to their advisors for review first. With the approval from their advisors and verification by the departmental meeting, the students can follow the related guidelines to apply for a thesis defense. The application deadlines for the fall and the spring semesters are September 30 and March 31 respectively. The students must have their thesis proposal approved by those dates and conduct thesis oral defenses at least two months after the thesis proposal has been approved.
- Clause 8 In this department, a graduate student's thesis in the master program is required to pass the originality comparison in two times. The similarity of the thesis is evaluated based on the Turnitin System, and the overall similarity index must be  $\leq 25\%$ , ( $>25\%$  is permissible only with the consent of the advisors). The first check should be conducted before the thesis defense, students have to complete the originality comparison of the thesis and provide the originality comparison checklist and comparison report to the oral examination committee for reference on the day of the defense. After the oral examination, students should complete the second originality comparison of the thesis before uploading to the NDLTD. Both the originality comparison checklist and comparison report in two times should be submitted to the department for recordation.
- Clause 9 The graduate students at this department have to accept the assistantships arranged by the department. The work content includes working as assistants on shift for laboratories, helping out with exam proctoring, grading assignments, grading exams, calculating scores and providing consultation to undergraduate students.
- Clause 10 For those graduate students who shall complete Academic Research Ethics Education Course before the end of their first academic semester, they must follow the regulations of Yuan Ze University Academic Research Ethics Education Course Implementation Highlights. The latest deadline for them shall be their course completions and then their applications towards the degree's oral exam.
- Clause 11 For any matters not stipulated in this set of details, please refer to the related regulations of YZU and the Ministry of Education.
- Clause 12 This set of details is ratified in the departmental meeting and sent for the Office of Academic Affairs before implementation. All amendments require the same procedures.