

Regulations of Course-taking for Working Students in the Master's Program at the Department of Information Management

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 faculty for the working students in the Master's program at the Department of Information Management (hereafter as this Program) are organized by the full-time and part-time instructors and jointly-hired instructors of the College of Information.
- Clause 2. The students in this Program have the minimum of one year for program study duration. The minimum credit total is 24 and they have to complete a thesis individually. 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 courses in this Program include mandatory and elective courses. Please refer the details to the Mandatory and Elective Course List for this Program.
- Clause 4. This department will assign the new students in this graduate program with course advisors at the beginning of the semester. The advisors will help the students with course registration and other matters related to course-taking.
- Clause 5. The thesis advisor for the graduate student at this Program has to be a full-time professor, an associate professor or an assistant professor at this department. If a student would like to choose his/her advisor to be a professor not from this department, the candidate has to be recommended by the course advisor of that student. The nomination will have to be approved in the departmental meeting before the student can choose his/her thesis advisor from outside. Moreover, the approved thesis advisor still has to work with one full-time professor at this department as co-chairs. 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 6. The graduate students in this Program have to finalize their selection of the thesis advisor two weeks before the end of their second semester in the first year. Then the students have to come to the department to complete the required procedures. The graduate students in this Program may change their thesis advisors before their thesis research plans are sent for reviews. However, the agreements from both the original advisor and the new advisor have to be obtained and sent to the departmental head for approval.
- Clause 7. With the approval of the students' advisors, the students can apply for thesis proposal reviews.

- Clause 8. 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 9. In this department, a graduate student's thesis in the in-service 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 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. Other matters not stipulated in this set of regulations will be handled by the related regulations put forth by YZU and the Ministry of Education.
- Clause 12. This set of regulations is ratified in the departmental meeting and sent to the Office of Academic Affairs for approval before implementation. All amendments require the same procedures.