

**The Ph.D. Program in Business and Management**

**Student Handbook**

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|  | **Southern Taiwan**  **University of Science and Technology** |

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|  | **Southern Taiwan University**  **of Science and Technology** |

**The Ph.D. Program in Business and Management**

**Student Handbook**

*This is your Ph.D. Student Handbook. It provides information and guidance which you may need to help you to make the most of the opportunities on offer at the STUST. It also gives you formal notification and explanation of the University’s regulations, procedures, and signposts relevant contact details and web links where you can find out more. It is essential, and your responsibility, to read it. We hope that your time as a student at the University is successful and enjoyable.*

**1. INTRODUCTION**

* 1. **About the Ph.D. Program**

Southern Taiwan University of Science and Technology (STUST) was founded in 1969. In order to prepare students to lead in the 21st century, the College of Business at STUST established a program—The Ph.D. Program in Business and Management. This program is approved by the Ministry of Education (MOE) to foster Taiwan’s educational links within Southeast Asia. Its purpose is to enhance Taiwan’s international competitiveness in academics while providing students with an advanced educational level. Earning the Ph.D. degree from STUST will enable students to succeed in both academic and business sectors so as to make them distinguished worldwide.

The College of Business currently contains 9 departments, 7 master programs, and 1 doctoral program. During the evaluation made by the Taiwan Assessment and Evaluation Association authorized by the Ministry of Education in 2009, the College of Business and all associated 9 departments earned the first class achievement. The GMBA Program (Global Master of Business Administration) which is the program recruiting international students for MBA was ranked as “highly recommended” by the Ministry of Education of Taiwan in 2011. The college provides students in the undergraduate, graduate, and Ph.D. programs with the education, tools, and experience which are necessary to launch and accelerate successful business careers.

* 1. **Faculty**

The faculty members of this program, consisting of sixteen full-time professors, are primarily recommended by the departments in College of Business who are in charge of lecturing and researching tasks with students. Most of these professors are implementing a variety of projects in diverse research domains. Meanwhile, several members are currently serving or have recently served as editors and editorial board members of some of the most influential research journals. In addition, the college has established formal academic relationships with many universities in the world. Distinguished international scholars from partner universities are also invited to lecture in the doctoral program which expands the diversity of students’ learning.

# 2. Curriculum of the Ph.D. Program in Business and Management

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**3. The Doctoral Program Requirements, COB, STUST**

**The stages for completing the Ph.D. Program in Business and Management**

**Stage 1**

After matching, be a TA

★Serve as a TA

★Complete the minimum course credits

★Complete the qualifying exams

Form A-2

Form A-1

**+**

Select an advisor

Form 1

Form 2

Proceed to Stage 2

Take two qualifying exams

or

If students fail one subject twice, they can apply to make up for the failure with a publication in peer-reviewed journals

Pass

**Stage 2**

Form 4

Form 3

**Stage 2**

Complete a research plan and submit it for the evaluation

Pass the Research Plan Evaluation

Form 1-3

**Stage 3**

Form a proposal defense committee consisting of 3 members. The advisor schedules a date for the proposal defense.

Prepare the dissertation proposal defense. If you pass it, you become a Ph.D. candidate

**+**

Form 6

Form 5

**Stage 4**

For these two articles, one must be indexed in SSCI, SCI, Scopus, Econlit or TSSCI, and the other must be recognized as meticulous and approved by the program director.

Publish at least two peer-reviewed journal articles

**Stage 5**

Form a final defense committee consisting of 5 to 9 members. Follow the STUST’s degree examination timetable.

**+**

Form 8

Form 7

**南臺科技大學經營管理博士學位學程修業規定（112學年入學適用）**

**Requirements for Students of the Ph. D. Program in Business and Management, STUST**

**For students enrolled in the academic year of 112 (2023/08/01-2024/07/31)**

| **項目**  **Requirements** | **說 明**  **Descriptions** |
| --- | --- |
| 修業年限  Duration of Study | 2-7年  2-7 years |
| 應修學分數  Minimum Course Credits | 40學分（不含博士論文6學分）  40 course credits excluding 6 credits of the dissertation are required. |
| 必修課程  Obligatory Credits | **高等企業研究方法、當代企業問題研討、高等管理理論、高等作業管理、高等數量方法、初級華語會話(1A+1B)**，共19學分。  19 course credits include ***Advanced Business Research Methods, Seminar in Contemporary Business Research, Advanced Management Theories, Advanced Operations Management,* *Advanced Quantitative Methods, and Spoken Chinese(1A+1B)*** |
| 先修課程  Prerequisite Courses | 若入學的學生其碩士學位未具有與管理相關領域之學歷，於在學期間應至本院相關碩士班補修(1)統計方法與(2)組織理論與管理等二科管理相關領域之課程，且不計入畢業學分。  Students not having management related degrees are requested to make up the following 2 managerial courses: (1) Statistical Methods, and (2) Organization Theory and Management. Prerequisite courses will not be counted as the required graduate credits. |
| 擔任教學助理  Being a TA | 學生於入學後之前兩學年，除特殊情況經院長審核同意免除外，須協助擔任商管學院全英授課課程之TA。  In the first two academic years, students shall serve as a Teaching Assistant (TA) in English-taught courses. However, exemptions from serving as a TA can be granted by the Dean on a case-by-case basis. |
| 資格考試  Qualifying Examination | * 本學程學生須於入學後二年內（休學期間不計）通過資格考試二科：   科目1: 高等作業管理、高等管理理論（二選一），及  科目2: 高等企業研究方法、高等數量方法（二選一）。  學生未在規定年限內通過上述二科資格考試，即予退學為原則。   * 資格考試每學期舉辦一次，應於每年11月30日及04月30日前出申請，並於01月31日及06月30日前完成考試，各學期實際考試日期及命題教師由學術委員會核定之。考試成績以70分（含）以上為及格。 * 學生入學後二年內（休學期間不計），參加同一科目資格考試兩次未通過，但經指導教授及學程主任推薦，並獲學術委員會同意後，得以一篇期刊論文抵一科未通過之資格考試，抵免之期刊論文最遲應於入學三年內接受刊登。除本校指導教授外，該生必須為論文單一學生作者，且不得作為畢業資格審查之論文。 * 學生同一科目在規定年限內兩次未通過，且未在規定年限內發表具審稿制度之期刊論文替代，即予退學。 * 前述各項期限，學術委員會得視個案情況予以展延，但同一個案展延處分以一次(至長一年)為限。 * Within the first two years after enrollment (excluding approved semester leave), students must successfully complete the written qualifying examination in two subjects including:   Subject 1: *Advanced Operations Management,* *or Advanced Management Theories* (either/or), and  Subject 2: *Advanced Business Research Method*s or *Advanced*  *Quantitative Methods* (either/or).  The requirement should be fulfilled within the first two years after enrollment (excluding approved semester leave). Failing to do so, students are to be withdrawn from this program in principle.   * The Qualifying Examination is given once each semester. The examinees’ applications are to be made by the end of November and April. The Qualifying Examinations take place in January and June. The actual testing dates and the examiners are determined by the Program Academic Committee. The passing grade is 70. * If students fail one subject twice within the first two years after enrollment (excluding approved semester leave), they can make up for the failure with a publication in peer-reviewed journals after getting recommendations from their advisor(s) and the program director, and further getting approved by the Program Academic Committee. Moreover, this publication should be accepted within three years of enrollment. Besides their advisor(s), students must be the sole author of the article, and they are not allowed to use this article to fulfill the application requirement of the final dissertation. * Students failing one subject twice within the specified period and failing to make up for the failure with a publication within the specified period will be withdrawn from this program. * An extension of the above-mentioned deadlines could be granted by the Program Academic Committee. The extension implementation is limited to once and no longer than one year. |
| 院內提案口試  Proposal Defense | 1. 研究生通過資格考試後六個月內應由論文指導教授及其推薦符合博士學位考試委員資格之教師三至五名（含指導教授）組成考核委員會，由本學程學術委員會審核同意後聘請組成之。研究生如於通過二科資格考試時尚未洽定指導教授者，應於六個月內確定指導教授，並完成由指導教授推薦組成考核委員會，提送學術委員會審查。 2. 申請院內提案口試應準備院內提案口試申請表、歷年成績單、資格考試通過成績單、論文構思通過證明、論文計畫書(含摘要和論文前三章)、論文原創性報告、臺灣學術倫理教育資源中心修課證明，及至少一篇已發表之期刊論文，提送本學程學術委員會審查。 3. 論文計畫書口頭答辯通過後，即成為博士候選人。獲得博士候選人資格後至少須經四個月，方得提出博士學位考試之申請。 4. Within six months after passing the Written Qualifying Examination, the advisor should organize a Doctoral Dissertation Supervision Committee composed of three to five qualified members to process the workflow of dissertation preparation. The Committee members are recommended by the major advisor serving as Committee Chair and their appointments are approved by the College of Business Academic Council through the Council reviewing process. Students who have passed two Qualifying Examinations and did not have advisors should choose advisors within six months after passing the exams. Doctoral Dissertation Supervision Committees should be organized by their advisors during this six-month period of time and approved by the College of Business Academic Council through the Council reviewing process. 5. To apply for the Ph. D. Dissertation Proposal Defense, the following documents, including Dissertation Prospectus Application Form, Academic Transcript, Qualifying Examinations Transcript, Research Plan Passing Evidence, Abstract and Chapter 1-3, Turnitin Report, Certificate of the Research Ethics Education Center, and at least one published peer-reviewed journal article must be submitted to the College of Business Academic Council for review. 6. After passing the proposal defense, students will become doctoral candidates. Doctoral candidates are allowed to apply for the Final Oral Dissertation Defense after four months later than they are admitted to the Ph.D. candidacy. |
| 學位考試  Final Oral Defense | 1. 博士候選人申請博士學位考試應準備以下:博士學位論文口試申請表(含指導教授建議口試委員名單)、博士學位候選人資格考核合格證明書、學術論文發表清冊、論文全文初稿、論文原創性報告，送本學程學術委員會審查。 2. 博士學位考試委員五至九人，由本學程就校內外學者專家中對博士生所提論文有專門研究，校外委員須佔三分之二（含）以上。 3. 學位論文（含摘要）以英文撰寫為原則，並須符合「南臺科技大學學位論文格式規範」。學位考試通過後應依國家圖書館規定將論文電子檔上網建檔，並繳交精裝版論文三冊（一冊本院辦、一冊本校圖書館、一冊本校教務處註冊組）陳列。 4. 學位考試不通過，得於次學期或次學年申請重考，重考以一次為限，重考不及格者，即予退學。 5. To apply for the Ph. D. Dissertation Defense, the following documents including Dissertation Oral Defense Application Form (including committee members recommended by the advisor), Dissertation Proposal Passing Evidence, At Least 2 Contribution Acceptance Evidence, Dissertation Draft, and Turnitin Report must be submitted to the College of Business Academic Council for review. 6. The Ph.D. Degree Examination Committee normally consists of five to nine members. They are scholars/experts specialized in the research fields of the doctoral examinee. At least two-third of the Committee membership shall be from outside the institution. 7. A Ph.D. dissertation containing an abstract must be written in English and follow the “*STUST Dissertation Format*.” Doctoral candidates should construct an e-file for the dissertation and upload it on the website of National Central Library after a successful completion of Dissertation Defense. In addition, they shall turn in one copy to the College of Business Office, one copy to the STUST Library, and one copy to the Registration Office. 8. If a Ph.D. Dissertation Defense fails at the first examination, the examination can be repeated only once. A second examination must be held only in a subsequent semester or the next academic year. The second examination will be considered the final. Students failing the second examination are subject to dismissal from the program. |
| 期刊論文  Publications | 本學程學生在院內提案口試前至少要發表一篇期刊論文。此篇論文須與現任指導教授合著，學生必須為論文的第一或通訊作者，其餘合著者必須為本校師生。  博士候選人在博士學位考試前至少要發表兩篇以上論文，一篇為SSCI、SCI、Scopus、Econlit或TSSCI之論文，另一篇至少為國內外具嚴謹審稿制度之期刊論文。此兩篇論文須與現任指導教授合著，學生必須為論文的第一或通訊作者，其餘合著者必須為本校師生。然，在指導教授同意下，兩篇期刊論文之一得以與現任指導教授及他校研究者合著，惟論文須列名於ABDC Journal Quality List「A級以上」或Academic Journal Guide (ABS)「3分」以上之期刊，且學生必須為本論文之第一或通訊作者。  博士生若欲於第三學年之前畢業，在申請博士學位考試前，除了要滿足上述的條件之外，必須再發表一篇為SSCI、SCI或Scopus Q1之論文，此篇論文須與現任指導教授合著，學生必須為論文的第一或通訊作者，其餘合著者必須為本校師生。  Each doctoral student must publish at least one peer-reviewed journal article coauthored with their present advisor(s) before applying for proposal defense. The doctoral student should be the first or corresponding author of the article, and any other coauthor(s) must be a faculty member or student of STUST.  Ph.D. candidates must publish at least two peer-reviewed journal articles coauthored with their present advisor(s) before applying for dissertation oral defense. For these two articles, one must be indexed in SSCI, SCI, Scopus, Econlit or TSSCI, and the other must be recognized as meticulous and approved by the program director. The student should be the first or corresponding author of these two articles, and any other coauthor(s) must be a faculty member or student of STUST. Nevertheless, under the approval by the advisor, if either of the two journal articles is listed on the ABDC Journal Quality List ranked A or above, or Academic Journal Guide (ABS) ranked 3 or above, then the article can be coauthored by the student’s present advisor(s) and by a researcher from other universities. And the student should be the first or corresponding author of the article.  For any doctoral student who plans to graduate before the third academic year, besides meeting the requirements specified above, s/he must further publish one journal article indexed in SSCI, SCI, or Scopus Q1 coauthored with their present advisor(s) before applying for dissertation oral defense. The PhD candidate should be the first or corresponding author of the article, and any other coauthor(s) must be a faculty member or student of STUST. |

# 4. Research Ethics Education

為使本校研究生瞭解學術倫理相關規範，並具備從事研究工作所需之正確倫理認知與態度，研究生需線上修讀學術研究倫理教育課程，線上通過測驗後，臺灣學術倫理教育資源中心會發予修課證明。

The MOE has commissioned the establishment of the Center for Taiwan Academic Research Ethics Education to provide digital materials and relevant resources of academic ethics. The MOE will continuously encourage universities and colleges to include academic ethics education among required courses or graduation requirements for master and doctoral students, and the MOE will include such education as an evaluation indicator for academic self-discipline and disclose the ratio of the course participants to the public. Graduate students must finish the Research Ethics Education Online Program and pass the course final exam, getting the certificate of the Research Ethics Education Center **before** their graduate degree exam application. Please refer to the follow link for online program instruction. **http://ethics.nctu.edu.tw**

**Mandatory Student**

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| **Step 1**.  Research Ethics Education Center. Website: ethics.nctu.edu.tw.  After entering the Research Ethics Education Center website, Please select “English”.  ethic-1-1 |

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| **Step 2.**  After entering the Research Ethics Education Center website, Login in from the right side.  **Login**  Please select Mandatory Student  eithic-2-1 eithic-2-1   |  |  | | --- | --- | | Select City | Tainan City | | Select your school | Southern Taiwan University of Science and Technology | | Account | Your student ID No. as account name. | | Password | The default password is the **last 5 digits** of your student ID.  e.g.-  account name: **DA61G203**  default password is **1G203** |   eithic-3 |

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| Step 3.  for your first time login, your will  If you want to change your PASSWORD or E-Mail address  After logging in, if you need to change your password or e-mail address, you may do so by selecting “User data” from the top of the page. If you wish to start classes, please select “Courses”→”My Courses”, and you may browse through the Research Ethics Education Online Program.  4-1 4-2  http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_03a.png http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_03b.png |

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| Step 4.  After you have completed all core unit(s), you may proceed to the course final exam in “My Courses”. Please select “Exam” to proceed.  http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_04.png |

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| Step 5.  Note: Should you leave the page while taking the exam, your answers will not be scored, and you must start over.  http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_05.png |

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| Step 6.  Course final exam is consisted of single choice test items with four choices. You have unlimited attempts before passing the exam. Upon completion of the final exam, information such as number of correct answers, percent correct, and etc. will be displayed.  http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_06.png |

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| Step 7.  If you pass the course final exam, after 12:00 PM, the next day after passing unit(s) exam, “Download” for Certificate of Completion will appear in “Portfolio”. You may select it and save as a PDF file.  http://ethics103.nctu.edu.tw/Ethics103/Files/howtouse_pic/use_s_en_07.png |

# [5. Tuition Payment Slip Print](https://ebill.chb.com.tw/eBill/cs/billentry)

學生操作手冊

Student operation manual

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| Step 1.  登入 Login  [**https://ebill.chb.com.tw/eBill/cs/billentry**](https://ebill.chb.com.tw/eBill/cs/billentry) | **學費-1** |
| Select your school | **學費-2** |
| 登入 Login  **Student No.: DAxxGxxx**  **Password: (student ID No.)**  **all the alphabet MUST be capital** | **學費-3** |
| click print, and save as the slip | **學費-4** |

**6. Rules for Applying for Leave of Absence**

**If a student is unable to attend a class as scheduled due to some reason, it is mandatory for the student to apply for leave of absence.**

Leave Application System: <https://portal.stust.edu.tw/abs_stu/checkin.asp>

Leave-taking Regulations:

1. Official Leave: Students need to apply for this leave within 10 days. The tutor or guidance teacher’s approval need to be submitted if there is a special reason. It is unable to log on to the official leave in online leave system once overdue the given 10 days and each class must not exceed 3 times by the system limit (excluding) official leave login.
2. Sick Leave: This online leave system is unable once students want to apply for sick leave for more than 10 days. The last day of continuous leave shall be calculated for sick leave.
3. Personal Leave: Students need to apply for this leave within 10 days. Absenteeism will be counted once overdue.
4. Menstrual Leave: Students need to apply for this leave within 10 days. Absenteeism will be counted once overdue.
5. Marriage: Apply up to 7th days as upper limit. Students need to apply for this continuous leave by a single time using online leave system.
6. Bereavement Leave: This is a special case that students could apply for this leave depending on the situation, either a section leaves or a continuous leave.
7. Students could apply for a leave up to 15days (Parent’s funeral)
8. Students could apply for a leave up to 10days (Stepparents, Child’s funeral)
9. Students could apply for a leave up to 5days (Grandparents, Sibling’s funeral)
10. Maternity Leave: The case of maternity leave is subject to the special circumstances of the incident, which may be applied by the student individual in advance or in the event. If you need to take care of your children under 3 years of age, please fill out “take care of children under 3 years of age” for the reason when you apply for a maternity leave.

# 7. Graduate Students Degree Examination Announcement

一、研究生學位考試分**2**梯次申請

Two sessions optional for graduate students’ degree examination application on the **Fall** or **Spring** semester of academic year calendar

二、**106** 學年度**(**含**)**起入學研究生需線上修讀學術研究倫理教育課程，線上通過測驗後臺灣學

術倫理教育資源中心會發予修課證明；**106** 學年度**(**含**)**起入學研究生申請研究生學位考試

時需取得臺灣學術倫理教育資源中心修課證明。

Graduate students enrolled in 2017 must finish the Research Ethics Education Online Program and pass the course final exam, getting the certificate of the Research Ethics Education Center before their graduate degree exam application.

三、**106** 學年度**(**含**)**起入學研究生的論文需透過本校圖書館**Turnitin** 論文原創性比對系統產生

**Turnitin** 論文原創性報告。**Turnitin** 論文原創性比對系統操作說明請報名參加圖書館舉辦

之「研究生圖書館電子資源利用講習」。

Graduate students enrolled in 2017 should upload their thesis on our library Turnitin Plagiarism Prevention System for original check and get the similarity report for department assessment. For more Turnitin information, please join the library electronic resource workshop.

四、欲申請同學請線上提出申請**(**網址：**http://120.117.2.166/DegreeApp/login.aspx)**並備妥指定資料，

向所屬系**(**所**)**辦公室提出申請。

Applicants please refer to the website **http://120.117.2.166/DegreeApp/login.aspx** to complete application procedure and also submit required documents to your departmental or institute office.

五、博士班學位考試委員五至九人，其中校外學位考試委員須三分之二（含）以上。研究生若為共同

指導，請指導教授推派**1** 人為校內學位考試委員。

The Doctoral Degree Graduation Examining Committee must consist of five to nine members, with minimum of two third of the committee as non- Southern Taiwan University of Science and Technology members. If there’s joint advisor for graduate student, advisor should assign one as internal degree examination committee.

六、進行學位考試時，若學位考試委員提出論文題目需修正者，請於學位考試結束後重新列印更正後

論文題目之評分表與論文及格證明書予學位考試委員登分及簽名；學位考試評分表與論文及格證

明書需為確定論文題目，請勿塗改。

If degree examination committee members ask you to revise your thesis topic, please print out the evaluation form and thesis verification certificate in corrected thesis topic for members scoring and signature. The thesis topic on your degree examination evaluation form and thesis verification certificate should be confirmed and could not be altered.

研究所學位考試申請暨管理系統

**Graduate Students Degree Exam Application and Management**

研究生-學位考試線上申請 說明書

**Introduction of degree exam online application for graduate students**

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| **Step 1**  Link to the website below for your degree exam online application:  <http://portal.stust.edu.tw/DegreeApp/login.aspx>  Username login: your student ID. No.  (eg.- DAxxGxxx)  Password: your email password. (default) | **e-1** |

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| Step 2.  Please make sure your English name on system is correct, and then click  學位考試線上申請  Online Application  研究生  Student  If the name spelling is wrong, please access to the website <http://portal.stust.edu.tw/onlinestud>for name correction. | 1  2 |

|  |  |
| --- | --- |
| Step 3.  Checking your desired exam section date, then click  我要申請學位考試  Apply Now | 1  2 |
| Step 4.  Select your desired exam section and input your Chinese/English thesis topic, then click  確定申請  Confirm | 3  1  2 |

|  |  |
| --- | --- |
| Step 5.  Before the degree exam date:  If there’s any change of your thesis topic, please click the button  我要修改學位考試  Update Application  Within the opening exam application day:  You can also withdraw degree exam application by clicking the  我要取消(刪除)學位考試  Cancel Application  Exam application section expired  Please download and fill the withdrawal form  S3.撤銷學位考試申請表  (website：<http://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/S3_EC.doc)>for official approval |  |
| Step 6.  After finishing the online application, please submit the assigned documents  (S1/Abstract、S2/Declaration) to your program assistant by your application section deadline |  |

# 8. Extra Useful Information

**(1) Restaurant Nearby**

**棗棗date (PLZZA, PASTA, GELATO)**

TEL: (06)2537511

ADD: No. 10, Lane 75, Nantai Street, Yongkang District, Tainan City

地址: 710台南市永康區南台街75巷10號

Web: <https://www.facebook.com/pizzeriadate/>

**野太郎(Japanese Food)**

TEL: (06)2533069

Web: <https://www.facebook.com/NanTai91>

ADD: No. 91, Nantai Street, Yongkang District, Tainan City

地址: 710台南市永康區南台街91號

網址: <https://www.facebook.com/NanTai91>

**潍克早午餐 Wake-Up Brunch**

TEL: (06)2533600

Web: <https://www.facebook.com/pizzeriadate/>

ADD: No. 58號, Nantai Street, Yongkang District, Tainan City, 710

地址: 710台南市永康區南台街58號

網址:

<https://www.facebook.com/pages/category/Breakfast---Brunch-Restaurant/%E6%BF%B0%E5%85%8B%E6%97%A9%E5%8D%88%E9%A4%90-%E5%8F%B0%E5%8D%97%E5%8D%97%E5%8F%B0%E5%BA%97-1375226915936132/>

**SUBWAY**TEL: (06)2437979

ADD: No. 56-20, Zhongzheng North Road, Yongkang District, Tainan City

地址: 710台南市永康區中正北路56-20號

**(2) Supermarket**

**家樂福Carrefour**

TEL: (06)2538481

ADD: 358 Zhongzheng South Road, Yongkang District, Tainan City

地址: 710台南市永康區中正南路358號

**愛買 A.mart**

TEL: 0800-612-029

ADD: No. 533, Zhongzheng South Road, Yongkang District, Tainan City

地址: 710台南市永康區中正南路533號

**寶雅Poya**

TEL: (06)2542255

ADD: No. 646 Zhongzheng South Road, Yongkang District, Tainan City

地址: 710台南市永康區中正南路646號

**全聯Px Mart**

TEL: (06)3020608

ADD: No. 218, Daqiao 2nd Street, Yongkang District, Tainan City

地址: 台南市永康區大橋二街218號

**Hypermarket—大潤發RT MART**

TEL: 0800-010-020

Web: <https://www.rt-mart.com.tw/tainan/>

ADD: No. 310, Section 2, Lin'an Road, North District, Tainan City

網址: <https://www.rt-mart.com.tw/tainan/>

地址: 704台南市北區臨安路二段310號

**(3) Copy Shop**

|  |  |
| --- | --- |
| (1) 大千影印 | Manager: Mr. Sun (孫老闆)  T: (06)[254-5916](tel:2545916)  E: dccjhc88@ms71.hinet.net  ADD: No. 6, Lane 13, Nantai Street, Yongkang District, Tainan City, 710  地址:台南市永康區南台街13巷6號 |
| (2) 複製館 | Manager: Ms. Huang (黃姊)  T: (06)243-2099  E: cs2020800@gmail.com  ADD: No. 18, Nantai Street, Yongkang District, Tainan City, 710  地址:台南市永康區南台街18號 |

**(4) Notary Public Office**

|  |  |
| --- | --- |
| (1)黃淑芬Ms. Huang | ADD: 臺南市永康區東橋二街31號1樓  No. 31, Dongqiao 2nd Street, Yongkang District, Tainan City, 710  TEL：(06)3020026 FAX：(06)3020138 |
| (2)蔡宜珍Ms. Tsai | ADD: 台南市永康區中興里中華二路207號  No. 207, Zhonghua 2nd Road, Yongkang District Tainan City, 710 TEL:：(06)3123069 FAX：(06)3126268 |

**南臺科技大學經營管理博士學位學程**

Form A-1

**The Ph. D. Program in Business and Management, STUST**

**教學助理&課程教授媒合同意書**

**Teaching Assistant (TA) & Instructor Matching Agreement**

|  |  |  |  |
| --- | --- | --- | --- |
| **研究生姓名**  **Student Name**  (please in print) | in Chinese:  in English: | **入學日期**  **Date Enrolled**  (yyyy/mm) |  |
| **學號**  **Student ID No.** |  | **擔任TA學期**  **Working Semester** |  |
| **課程名稱**  **Course Title** |  | **課程教授姓名**  **Instructor Name**  (please in print) |  |

|  |
| --- |
| **同意聲明**  **TA & Instructor Agreement** |
| 1. The student stated above hereby agrees to be the TA for the above-mentioned course. The TA collaborates with the course instructor to create more effective learning environment for the students. 2. The instructor stated above hereby agrees that the student stated above will be the TA. 3. Both parties agree with the TA’s duties, as below. Please briefly list out. (請於下方空白處簡要條列)  |  |  | | --- | --- | | **TA’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date(yyyy/mm/dd):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Instructor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date(yyyy/mm/dd):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

**注意事項（Notes）：**

TA請於第9周前將本表繳交至所辦。TA submits this form by the 9th week of the semester to the Ph.D. Office.

**南臺科技大學經營管理博士學位學程**

Form A-2

**The Ph. D. Program in Business and Management, STUST**

**教學助理工作表現評核表**

**Teaching Assistant (TA) Performance Appraisal**

|  |  |  |  |
| --- | --- | --- | --- |
| **研究生姓名**  **Student Name**  (please in print) | in Chinese:  in English: | **入學日期**  **Date Enrolled**  (yyyy/mm) |  |
| **學號**  **Student ID No.** |  | **擔任TA學期**  **Working Semester** |  |
| **課程名稱**  **Course Title** |  | **課程教授姓名**  **Instructor Name**  (please in print) |  |

|  |
| --- |
| **審查意見**  **Comments** |
| 1. *Please rate the following by circling the level:* 2. The TA was organized and well prepared SD D N A SA 3. The TA completed assigned duties in a prompt and thorough fashion SD D N A SA 4. The TA interacted appropriately with students SD D N A SA 5. The TA was an effective assistant SD D N A SA 6. I want this person to be a TA for me in the future courses SD D N A SA   (Level: SD = strongly disagree; D = disagree; N = neutral; A = agree; SA = strongly agree)   1. *Please comment on any other strengths demonstrated by the TA:* 2. *Please comment on any other concerns about the TA’s performance:*   **課程教授審查簽核Evaluated by the Course Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Signature/ Date) |
| **指導教授檢視簽核Reviewed by the Advisor:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Signature/ Date)  (If no advisor yet, please request the Director to sign) |
| **單位主管檢視簽核Reviewed by the Director:**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Signature/ Date) |

**注意事項（Notes）：**

1. TA於期末約第17-18周時，提供本表予課程教授評核、並後續請指導教授和所長簽核。TA presents this form to the course instructor, the advisor and the dean for the review and signing around the 17th- 18th week.
2. TA於第19周前將本表繳交至所辦。TA submits this form by the 19th week of the semester to the Ph.D. Office.

**南臺科技大學經營管理博士學位學程**

Form 1

**The Ph. D. Program in Business and Management, STUST**

**博士論文指導教授同意書**

**Ph. D. Dissertation Advisor Agreement Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **研究生姓名:**  **Name:** | in Chinese:  in English: | **入學日期**  **Date Enrolled**  **(yyyy/mm)** |  |
| **學號:**  **Student ID No.:** |  | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** |  |
| **研究領域:**  **Field of Concentration:** |  |  |  |

|  |  |
| --- | --- |
| **指導教授 （須為副教授以上）**  **Advisor Name**  **(Shall be an associate professor or above)** | **共同指導教授 （若無，請不必填寫）**  **Co-Advisor Name**  **(if none, leave blank)** |
| Dr.  **(please print)** | Dr.  **(please print/sign)** |

|  |
| --- |
| 教授同意指導聲明  **The statement of advising agreement** |
| 本人同意擔任上述研究生之博士論文指導教授。  **I hereby Agree that Mr./Ms. (Student’s name, please print) will be my advisee.**  **Additional comments:**  **Advisor’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date(yyyy/mm/dd):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **單位主管**  **Director’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**※本表請於入學後之第二學期前繳交。Please submit this form before your second semester starts.**

**南臺科技大學經營管理博士學位學程**

Form 1-2

**The Ph. D. Program in Business and Management, STUST**

**變更博士論文指導教授申請表**

**Petition for Change of Doctoral Dissertation Advisor**

|  |  |  |  |
| --- | --- | --- | --- |
| **研究生姓名:**  **Name:** | in Chinese:  in English: | **入學日期**  **Date Enrolled**  **(yyyy/mmm)** |  |
| **學號:**  **Student ID No.:** |  | **申請日期:**  **Application Date:** | **(yyyy/mm/dd)** |
| **申請理由**  **Reason(s) for Changing Advisor** |  |  |  |
| **原指導教授**  **Former Advisor Name** | | **共同指導教授 （若無，請不必填寫）**  **Co-Advisor Name (if non, leave blank)** | |
| **Dr.**  **(please print)** | | **Dr.**  **(please print)** | |
| **(Signature/Date)** | | **(Signature/Date)** | |

|  |  |  |
| --- | --- | --- |
| **新指導教授**  **New Advisor Name** | | **共同指導教授 （若無，請不必填寫）**  **New Co-Advisor Name (if none, leave it blank)** |
| **Dr.**  **(please print)** | | **Dr.**  **(please print)** |
| **(Signature/Date)** | | **(Signature/Date)** |
| **原論文題目**  **Original Dissertation Title** |  | |
| **新論文題目**  **New Dissertation Title** |  | |
| **單位主管**  **Director’s Signature** | **(Signature/Date)** | |

注意事項（Notes）：

一、 指導教授除因離職得由本學程學術委員會審查通過後同意更換指導教授外，因故需更換時，須獲原指導教授與新指導教授雙方之同意，並向本學程提出書面申請，經學術委員會審查通過後，方得變更。

Due to faculty resignation, after approval of the College of Business Academic Council and through the Council’s review process, students can change advisors. If a change in advisor is necessary, students must initially submit this form, after approval by both of the former advisor(s) and new advisor(s), to the College Office for review by the Academic Council. The change is achieved only after the Council’s approval has been granted.

二、 論文題目經更換後，原論文計畫書、計畫書考試等申請皆作廢，須重新申請。

Changes of dissertation topic will invalidate any previous dissertation proposal and applications for the Proposal Defense and Qualifying Examinations. All application procedures for a new dissertation topic must be re-conducted.

**南臺科技大學經營管理博士學位學程**

Form 2

**The Ph. D. Program in Business and Management, STUST**

**博士學程資格考試申請表**

**Application to Take Written Qualifying Examination**

|  |  |  |  |
| --- | --- | --- | --- |
| **研究生姓名:**  **Name:** | in Chinese:  in English: | **入學日期**  **Date Enrolled**  **(yyyy/mm)** |  |
| **學號:**  **Student ID:** | DA | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** |  |
| **選考科目一**  **Exam Subject 1** | □高等作業管理Advanced Operations Management  Or  □高等管理理論Advanced Management Theories | | |
| **選考科目二**  **Exam Subject 2** | □高等企業研究方法Advanced Business Research Methods  Or  □高等數量方法Advanced Quantitative Methods | | |
| **指導教授**  **Advisor’s Signature** | (Signature/Date) | | |
| **單位主管**  **Director’s Signature** | (Signature/Date) | | |

注意事項（Notes）：

* 本學程學生須於入學後二年內（休學期間不計）通過資格考試二科：

科目1: 高等作業管理、高等管理理論（二選一），及

科目2: 高等企業研究方法、高等數量方法（二選一）。

學生未在規定年限內通過上述二科資格考試，即予退學為原則。

* 資格考試每學期舉辦一次，應於每年11月30日及04月30日前出申請，並於01月31日及06月30日前完成考試，各學期實際考試日期及命題教師由學術委員會核定之。考試成績以70分（含）以上為及格。
* 學生入學後二年內（休學期間不計），參加同一科目資格考試兩次未通過，但經指導教授及學程主任推薦，並獲學術委員會同意後，得以一篇期刊論文抵一科未通過之資格考試，抵免之期刊論文最遲應於入學三年內接受刊登。除本校指導教授外，該生必須為論文單一學生作者，且不得作為畢業資格審查之論文。
* 學生同一科目在規定年限內兩次未通過，且未在規定年限內發表具審稿制度之期刊論文替代，即予退學。
* 前述各項期限，學術委員會得視個案情況予以展延，但同一個案展延處分以一次(至長一年)為限。
* Within the first two years after enrollment (excluding approved semester leave), students must successfully complete the written qualifying examination in two subjects including:

Subject 1: *Advanced Operations Management,* *or Advanced Management Theories* (either/or), and

Subject 2: *Advanced Business Research Method*s or *Advanced Quantitative Methods* (either/or).

The requirement should be fulfilled within the first two years after enrollment (excluding approved semester leave). Failing to do so, students are to be withdrawn from this program in principle.

* The Qualifying Examination is given once each semester. The examinees’ applications are to be made by the end of November and April. The Qualifying Examinations take place in January and June. The actual testing dates and the examiners are determined by the Program Academic Committee. The passing grade is 70.
* If students fail one subject twice within the first two years after enrollment (excluding approved semester leave), they can make up for the failure with a publication in peer-reviewed journals after getting recommendations from their advisor(s) and the program director, and further getting approved by the Program Academic Committee. Moreover, this publication should be accepted within three years of enrollment. Besides their advisor(s), students must be the sole author of the article, and they are not allowed to use this article to fulfill the application requirement of the final dissertation.
* Students failing one subject twice within the specified period and failing to make up for the failure with a publication within the specified period will be withdrawn from this program.
* An extension of the above-mentioned deadlines could be granted by the Program Academic Committee. The extension implementation is limited to once and no longer than one year.

Form 3

**南臺科技大學經營管理博士學位學程**

**The Ph. D. Program in Business and Management, STUST**

**期刊論文替代資格考試申請書**

**Application Form for the Publication as a Make-Up for a Qualifying Exam**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **研究生姓名:**  **Name:** | in Chinese:  in English: | | | **入學日期**  **Date Enrolled**  **(yyyy/mm)** |  |
| **學號:**  **Student ID No.:** | DA | | | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** |  |
| **已通過資格考試科目**  **Passed qualifying exams** | |  |  | | --- | --- | | 選考科目一  Exam Subject 1 | □高等作業管理Advanced Operations Management  Or  □高等管理理論Advanced Management Theories | | 選考科目二  Exam Subject 2 | □高等企業研究方法Advanced Business Research Methods  Or  □高等數量方法Advanced Quantitative Methods | | | | | |
| **替代資格考試科目**  **Make up for a Qualifying Exam in** | |  |  | | --- | --- | | 選考科目一  Exam Subject 1 | □高等作業管理Advanced Operations Management  Or  □高等管理理論Advanced Management Theories | | 選考科目二  Exam Subject 2 | □高等企業研究方法Advanced Business Research Methods  Or  □高等數量方法Advanced Quantitative Methods | | | | | |
| **學生簽名**  **Student’s Signature** | **(Signature/Date)** | | | | |
| **指導教授簽章**  **Advisor’s Signature** | **(Signature/Date)** | | | | |
| **學術委員會審查意見**  **Review Comments of the Academic Council** | 🞏 同意Approval  🞏 不同意Disapproval | **單位主管**  **Director’s**  **Signature** | **(Signature/Date)** | | |

**南臺科技大學經營管理博士學位學程**

Form 4

**The Ph. D. Program in Business and Management, STUST**

**期刊論文替代資格考試清單**

**The Publication as a Make-Up for a Qualifying Exam**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **研究生姓名:**  **Name:** | in Chinese: |  | | | **入學日期**  **Date Enrolled**  **(yyyy/mm)** |  |
| in English: |  | | |
| **學號:**  **Student ID No.:** | DA | | | | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** |  |
| **期刊論文**  **Publication**  **請檢附期刊論文發表接受函影本或刊登本。**  **Please enclose a photocopy of the acceptance letter or a publication copy.** | 日期  Date | 年 月 日  yyyy/mm/dd | | | 🞏接受刊登 Accepted  🞏刊 登 Published | |
| 第一作者  1st Author |  | | | | |
| 第二作者  2nd Author |  | | | | |
| 論文名稱  Title |  | | | | |
| 期刊名稱  Journal |  | | | | |
| 期刊分類  Index | □SSCI □SCI □Econlit □TSSCI □peer-reviewed journals | | | | |
| 替代資格考試科目  Make up for a Qualifying Exam in | 🞏高等作業管理  Advanced Operations Management  🞏 高等管理理論  Advanced Management Theories  🞏高等企業研究方法  Advanced Business Research Methods  🞏 高等數量方法  Advanced Quantitative Methods | | | | |
| **學生簽名**  **Student’s Signature** | **(Signature/Date)** | | | | | |
| **指導教授簽章**  **Advisor’s Signature** | **(Signature/Date)** | | | | | |
| **學術委員會審查意見**  **Review Comments of the Academic Council** | 🞏 同意Approval  🞏 不同意Disapproval | | **單位主管**  **Director’s**  **Signature** | **(Signature/Date)** | | |

**南臺科技大學經營管理博士學位學程**

Form 5

**The Ph. D. Program in Business and Management, STUST**

**博士學位論文院內提案口試申請表**

**Dissertation Prospectus Application Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **研究生姓名:**  **Name:**  **(please print)** | in Chinese:  in English: | | | | **入學日期**  **Date Enrolled**  **(yyyy/mm)** |  |
| **學號:**  **Student ID No.:** | DA | | | | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** |  |
| **論文名稱**  **Dissertation Title** |  | | | | | |
| **繳驗資料**  **Submission Checklist**  **(Please submit the hard copies as listed in the checklist)** | □ | | 歷年成績單Academic Transcript | | | |
| □ | | 資格考試成績單Qualifying Examinations Transcript | | | |
| □ | | 論文構思通過證明Research Plan Passing Evidence | | | |
| □ | | 論文計畫書(含摘要及前三章)Abstract and Chapter 1-3 with watermark. | | | |
| □ | | 論文原創性報告Turnitin Similarity Report (Below 20%) | | | |
| □ | | 臺灣學術倫理教育資源中心修課證明  Certificate of the Research Ethics Education Center | | | |
| □ | | 至少一篇期刊論文  At least one published peer-reviewed journal article | | | |
| **指導教授建議**  **口試委員名單**  **Committee members recommended by the advisor(s)** | 姓名  Name | | | 任職學校  Affiliation | | 職級  Position |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |
| **學生簽名**  **Student’s Signature** | **(Signature/Date)** | | | | | |
| **指導教授簽章**  **Advisor’s Signature** | **(Signature/Date)** | | | | | |
| **單位主管**  **Director’s Signature** | **(Signature/Date)** | | | | | |

**南臺科技大學經營管理博士學位學程**

Form 6

**The Ph. D. Program in Business and Management, STUST**

**論文計畫書審查意見表**

**Ph.D. Dissertation Proposal Evaluation Form**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **研究生姓名:**  **Name:**  **(please print)** | in Chinese:  in English: | | | | |
| **學號:**  **Student ID Number:** |  | | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** | |  |
| **計畫書題目 (Dissertation Proposal Title)** | | | | | |
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| **審查意見 (Comments)** | | | | | |
|  | | | | | |
| 🞏通過 (Pass) | | 🞏修正後通過 (Pass after Revisions) | | 🞏不通過 (Fail) | |
| 審查委員簽章  Committee Member’s Signature | | **(Signature/Date)** | | | |

※This form is to be completed by each committee member.

**南臺科技大學經營管理博士學位學程**

Form 7

**The Ph. D. Program in Business and Management, STUST**

**博士學位論文口試申請表**

**Dissertation Oral Defense Application Form**

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| **研究生姓名:**  **Name:**  **(please print)** | in Chinese:  in English: | | | **入學日期**  **Date Enrolled**  **(yyyy/mmm)** | |  |
| **學號:**  **Student ID Number** |  | | | **申請日期:**  **Application Date:**  **(yyyy/mm/dd)** | |  |
| **論文名稱**  **Dissertation Title** |  | | | | | |
| **繳驗資料**  **Submission Checklist** | 🞏 | 論文計畫書通過審查表  Ph.D. Dissertation Proposal Passing Evidence | | | | |
| 🞏 | 至少兩篇期刊論文發表清冊（需檢附投稿接受證明及刊登本）  At least 2 contribution acceptance evidence  (including the acceptance letters & the articles) | | | | |
| 🞏 | 論文全文初稿  Draft of the Completed Dissertation | | | | |
| 🞏 | 論文原創性報告  Turnitin Similarity Report (Below 20%) | | | | |
| **指導教授建議**  **口試委員名單**  **Committee members recommended by the advisor(s)** | 姓名  Name | | 任職學校  Affiliation | | 職級  Position | |
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| **學生簽名**  **Student’s Signature** | **(Signature/Date)** | | **指導教授簽章**  **Advisor’s Signature** | | **(Signature/Date)** | |
| **單位主管**  **Director’s Signature** | **(Signature/Date)** | | | | | |

## Southern Taiwan University of Science and Technology

Form 8

## Check-Off List (Ph.D. Program)

## *To be completed, printed, and returned to the Registration Office, Section of Graduate Studies*

Department/College: The Ph.D. Program in Business and Management經營管理博士學位學程

**Name: Student I.D. No.:**

Please ask for the account number and password from your department office for the dissertation submission. Items below must be **marked** and **signed**.

|  |  |  |  |
| --- | --- | --- | --- |
| Items | | Mark | Signature |
| Advisor | **1. Advisor’s Approval and The Final Similarity Score**  The finalized theses/dissertations shall be submitted to the Turnitin again. Higher-than-criteria (determined by the departments) similarity score is unacceptable. (The advisor shall review the final Turnitin Originality Report, fill out the qualified similarity score, and sign at the right side.) | □ | **Similarity Score is  %** |
| Department Office  E609 | **2**. **Electronic Thesis Submission** (in PDF format)  Submit [here](http://cloud.ncl.edu.tw/stut) (<http://cloud.ncl.edu.tw/stust>) | □ |  |
| **3**. **Return** e.g. Lab keys, instruments, etc. | □ |  |
| **4. Graduation Thesis** (**deep red hardback**)**\*1**  stored by the department office.  □ Make my thesis available immediately. □ Delay the public release of my thesis (the form[學位論文延後公開申請書-南臺)](http://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis_delay_open_applation.odt) http://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis\_delay\_open\_applation.odt | □ |  |
| Acct.  L211 | **5. Accounting Office**  All fees due are paid. | □ |  |
| Library  1F, Building E | **※To continue Step 6, please ensure Step 1 and 2 are completed.**  **6. Graduation Thesis** (**deep red hardback**) **\*1** and  **7.** **STUST Dissertation Copyright License Agreement \*1**  □ Make my thesis available immediately. □ Delay the public release of my thesis (the form[學位論文延後公開申請書-南臺)](http://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis_delay_open_applation.odt) http://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis\_delay\_open\_applation.odt | □ |  |
| **8. Books Return** | □ |  |
| ARIC L304 | **9.** **The Career Goal Survey**  Fill out the survey [here](http://portal.stust.edu.tw/job) (<http://portal.stust.edu.tw/job>) | □ |  |
| Registration Office  L103 | **10. Thesis Verification Form**  **11. Graduation Thesis** (**deep red hardback**) **\*1**  □ Make my thesis available immediately.  □ Delay the public release of my thesis (the form[學位論文延後公開申 請書-國圖)](https://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis_delay_open_applation_ncl.odt) <https://academic.stust.edu.tw/Sysid/academic/files/DegreeExamination/Thesis_delay_open_applation_ncl.odt>  **12. One copy of the ARC Card** (required). | □ |  |