**Yuan Ze University, College of Management
Doctor of Philosophy Program Study Guide**
(For Foreign Students, entrance in academic year 107)

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

1. **General rules**

a. This guide is written according to the “Yuan Ze University Regulations for Master and Doctoral Degree Qualifying Examination.”

b. College of Management’s Doctor of Philosophy program (hereinafter Ph.D. program) consists of management group, finance group, and accounting group.

1. **Length of study years and school regulation for credits**

a. The study length of years for a doctoral program is 2-7 years.

b. School regulation for credits and compulsory/ elective courses.

1. Students of the Ph.D. program need to complete a minimum of 30 credits and a doctoral dissertation.

2. The courses of the Ph.D. program include:

i. Basic Compulsory Courses (3 credits): Research Methodology for Social Sciences

ii. Other Compulsory Courses (6 credits):

|  |  |
| --- | --- |
| Group | Compulsory Courses |
| Management | * Strategy Management
* Organization Behavior
 |
| Finance | * Economic Analysis
* Econometrics
 |
| Accounting | * Economic Analysis
* Econometrics
 |

iii. Other Elective Courses: please refer to the list of required courses provided by the Doctor of Philosophy program. Finance major students in the Ph.D. program need to accomplish five compulsory courses. Management-related area which is not on the list need to provide the Course Sign Up Form approved by the dissertation advisor or instructor and sent to the Affair Council to be decided.

iv. Prerequisite Courses:

Students need to apply for the prerequisite courses waived at least one week before the starting date of each academic semester. The prerequisite courses are not included in the graduation credits.

|  |  |
| --- | --- |
| Group | Prerequisite Courses |
| Finance  | Quantitative Methods, Financial Management |
| Accounting | Intermediate Accounting (6 Credits Min), Cost or Management Accounting (6 Credits Min), and Auditing (6 Credits Min) |

3. Students have to take Seminar in Management (Management group) and Special Topics on Corporate Finance, Special Topics on Investment Management, and Seminar in Management (Finance group) courses within the first two years when starting the Ph.D. study and such courses are not included in the graduation credits. In addition, students should hold an academic speech at least once in the Special Topics or Seminar before the doctoral oral defense.

**C. Examination**

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

|  |
| --- |
| Qualifying Examination |
| Group | Time Table | Qualifying Examination Subject |
| Management | Held at least once per semester (a week before the starting date of the semester) | Research Methodology for Social Sciences |
| Finance | Empirical Finance, Econometrics, Research Methodology for Social Sciences(Choose 1 from 3) |
| Accounting | Financial Accounting TheoryAdvanced Managerial AccountingAdvanced Auditing(Choose 1 from 3) |
| Remarks | 1. The passing grade for the qualification exam is 70 (including 70).
2. Students who fail the qualifying examination must retake the exam only once regardless of which course. The timetable of the retaken examination will be scheduled upon need.
3. Any withdrawal request of the qualifying examination before the exam scheduled dates will be considered a failure of this qualifying examination.
4. Student who needs to withdraw qualifying examination due to unavoidable matters should apply a week before the examination date. Students who cannot meet this requirement due to a major incident can submit an examination retake application one week later, and the failure record may be canceled after the committee meeting. But apply one time only.
5. Students who publish in top-class international journals are qualified to waive the qualifying examination, the notes are as follows.

(1)The journal paper should be SSCI, SCI, or TSSCI.(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. (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. (4)Students should prepare the application form “Application for Ph.D. Qualifying Examination Waive” as attachment 11, the journal accepted letter (published paper won’t have to be submitted), the abstract of the paper, and the referral of the journal to the office. (5)Qualification exam should be completed within four years of enrollment. |

**D. Dissertation**

1. Dissertation Advisor

Ph.D. students need to apply for the acceptance of the dissertation advisor within the first week of their 3rd semester (Application for Dissertation Advisor form, attachment 2). Students may apply for one advisor or above to provide instruction together, one of them should be participating faculty in the group in which students major. Students must acquire the consent of the coordinator of the major group, if the advisor is not the faculty in the student's major group or the co-advisor is not a faculty of the College of Management, YZU. Before the finalization of the advisor issue, the Ph.D. program will indicate one participating faculty as the mentor of students for study advising. Doctor candidates need to decide on the topic and then start to draft the dissertation under the instruction of an advisor.

1. Change of Advisor

There should be a semester as an interval between the time to apply change of dissertation advisor and the time to apply for acceptance of the dissertation advisor. Also, the time to apply for a change of dissertation advisor will not be allowed in the same semester with the application for acceptance. Students need to fill out the form “Application for Changing Dissertation Advisor” as attachment 3 and provide the agreements from both previous and current advisors as necessary documents for Ph.D. program committee meetings. It is not allowed to change dissertation advisors in the same semester as they apply for dissertation proposal defense and dissertation oral defense. The limitation of change advisor is only one time during the Ph.D. study period. The grade of the dissertation oral defense will not be recognized if the students do not follow the procedure of changing dissertation advisor.

1. Dissertation Committee

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

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

1. Dissertation Proposal Defense

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

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

The Dissertation Proposal Defense will be attended by the Dissertation Committee members in the school. The committee members will work out an average score. The passing score is 70 out of 100. Students who fail the proposal defense may apply for another proposal defense next semester with a limitation of a one-time chance. The Dissertation Proposal Defense and Dissertation Oral Defense should not be in the same semester.

1. Articles Published

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

1. Students must coauthor with dissertation advisors and must state Yuan Ze University as the research institution in the articles and the article needs to be published while attending school.

2. Students need to achieve a minimum of 6 points in order to meet the article's published requirement. Except for those who are in their last year (the 7th year), students in Management majors take SSCI, SCI, and TSSCI journals only, and students in Finance and Accounting majors take Level **III** journals defined by the College of Management, YZU.

3. All research categories of the published articles should be relevant to the management professional field and the article needs to be audited and get approval from the dissertation advisor before submitting for publication. The list of other anonymous peer review journals (and the points students can have), average-class international conferences, and domestic conferences should be reviewed by the coordinator of each group in advance and approved for reference in the Ph.D. program committee meeting (attachment 9).

|  |  |  |
| --- | --- | --- |
| Types of Publication | Points | Remarks |
| i. One journal paper (published or accepted) |
|  | SSCI class journals | 8 |  |
|  | SCI class journals | 8 |
|  | TSSCI class journals | 6 |
|  | FLI class journals | 6 |
|  | Lever II journals defined by each discipline | 8 |
|  | Lever III journals defined by each discipline | 6 |
|  | Other anonymous peer review journals | 3-4 | Case-by-case review |
| ii. One paper published in the conference |
|  | Top-class international conference | 6 | Listed below |
|  | Excellent class international conference | 4 |
|  | Average-class international conference | 1-2 | Case-by-case review and cannot exceed 2 points in total point |
|  | Domestic Conference | 1-2 |
| 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 point |
|  | Taiwan Management Case Center | 2 |

4. The list of Top class international conferences is as below:

|  |  |
| --- | --- |
| Group | Top-class international conference |
| Management  | * Academy of Management (AOM) Annual Meeting
* ACR North American Conference
* International Conference on Information Systems (ICIS)
* American Finance Association Annual Meeting/American Economic Association Annual Meeting (AFA/AEA)
* Western Finance Association Annual Meeting (WFA)
* Financial Management Association Annual Meeting (FMA)
 |
| Finance | * American Finance Association Annual Meeting/American Economic Association Annual Meeting (AFA/AEA)
* Western Finance Association Annual Meeting (WFA)
* Financial Management Association Annual Meeting (FMA)
 |
| Accounting | * AAA Annual Meeting
* AAA Regional Meeting
* AAA Section Meeting
* Financial Management Association Annual Meeting (FMA)
* American Finance Association Annual Meeting/American Economic Association Annual Meeting (AFA/AEA)
 |

5. List of Excellent class international conference is as below:

| Group | Excellent class international conference  |
| --- | --- |
| Management | * Academy of Human Resource Development Annual Meeting
* Asia Academy of Management Annual Meeting (AAOM)
* Australia and New Zealand International Business Academy (ANZIBA) Annual Conference
* Australian and New Zealand Academy of Management Conference (ANZAM)
* British Academy of Management Conference (BAM)
* Eastern Academy of Management Annual Meeting
* EGOs Colloquium
* European Association of Work and Organizational Psychology
* International Labor and Employment Relations Association (ILERA) Asian Congress
* International Labor and Employment Relations Association (ILERA) Biannual Congress
* International Association for Chinese Management Research (IACMR)
* International Association for Conflict Management (IACM) Annual Conference
* International Conference on HRD Research and Practice Across Europe
* Labor and Employment Relations Association (LERA) Annual Meeting
* Midwest Academy of Management Annual Meeting
* Northeast Decision Sciences Institute Annual Conference (NEDSI)
* Society for Industrial & Organizational Psychology (SIOP)
* Southwest Academy of Management Annual Meeting
* Strategic Management Society Annual International Conference
* The Academy of International Business (AIB) Annual Meeting
* The European Academy of Management (EURAM) Annual Conference
* American Marketing Association Conference
* Academy of Marketing Science Conference
* American Psychologist Association Conference
* Asia-Pacific ACR Conference
* European ACR Conference
* Society of Consumer Psychology Conference
* (ISPIM) International Society for Professional Innovation Management
* (DSI) Decision Science Institute
* (IAMOT) International Conference on Management of Technology
* (AAA) American Academy of Advertising
* Academy of International Business（AIB）
* Strategic Management Society Conference(SMS)
* EFA (European Finance Association Meeting)
* EFMA (European Financial Management Association Meeting)
* Financial Management Association (FMA) Asian Conference
* Financial Management Association (FMA) European Conference
* North American Meeting of the Econometric Society
* European Meeting of the Econometric Society
 |

|  | * Asian Meeting of the Econometric Society
* SoFiE Annual Conference
* International Symposium on Econometric Theory and Applications (SETA)
* PICMET( Portland International Center for Management of Engineering and Technology)
* Or other equivalent-quality international conference approved by finance group faculty
 |
| --- | --- |
| Finance | * EFA (European Finance Association Meeting)
* EFMA (European Financial Management Association Meeting)
* Financial Management Association (FMA) Asian Conference
* Financial Management Association (FMA) European Conference
* North American Meeting of the Econometric Society
* European Meeting of the Econometric Society
* Asian Meeting of the Econometric Society
* SoFiE Annual Conference
* International Symposium on Econometric Theory and Applications (SETA)
* Or other equivalent-quality international conference approved by finance group faculty
 |
| Accounting  | * The Congress of the European Accounting Association (EAA)
* EFA (European Finance Association Meeting)
* Financial Management Association (FMA) Asian Conference
* Financial Management Association (FMA) European Conference
* EFMA (European Financial Management Association Meeting)
* Asia-Pacific Conference on International Accounting Issues
* American Finance Association Annual Meeting
* American Economic Association Annual Meeting
* Accounting and Finance Association of Australia and New Zealand (AFAANZ) Conference
* Annual Global Management Accounting Research Symposium (GMARS)
* SoFiE Annual Conference
* International Symposium on Econometric Theory and Applications (SETA)
* Or other equivalent-quality international conference approved by finance group faculty
 |

6. Students should publish papers with oral presentations at conferences and should present in English at international conferences. Only the presenter's paper can be counted as a pointed publication. If there are any other Ph.D. students who co-write the paper with you, you would need to fill in the “Quitclaim of Co-authored Dissertation” as attachment 10 with all the co-author signatures on it.

7. Similar content articles published in different conferences can only be counted in higher points once reviewed by program committee meetings.

8. Definition of "one periodical article":

1. Articles with one to four authors (at least one of them 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 of them must be assistant professors or above and two of them must be assistant professors or above in the College of Management, YZU) can be counted as one-half publication only.
3. Articles with eight authors or above cannot be considered as pointed publications.
4. For Articles with two students or above as authors, the point will be counted on average.
5. Dissertation Oral Defense

Students should follow the procedure of the dissertation oral defense application along with the school calendar. The application documents include:

* Draft of dissertation
* Dissertation Recognition from Advisor (as Attachment 5)
* Checklist for Applying 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 the oral defense may apply for another oral defense in the next semester with a limitation of a one-time chance.

Students who have already applied for dissertation oral defense but cannot execute the defense should submit a "Notification of Withdrawal of Application for Examination" (as Attachment 6) to withdraw the defense before the deadline for dissertation oral defense. The withdrawal of oral defense can only be applied for one time. Students who do not submit the form of “Notification of Withdrawal of Application for Examination” and do not execute the defense will be considered as a failure of the oral defense.

Students could appeal to the Ph.D. program when they reach the final year of the Ph.D. study period and are qualified to apply for oral defense but still cannot get the approval to execute the 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 in preparing the dissertation, the program shall revoke the degree and issue a public notice to announce the invalidation of the previously issued diploma.

**E. 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 Dissertation Proposal Defense

Attachment 8: Checklist for Applying Dissertation Oral Defense

Attachment 9: Application for Unlisted Journal/ Conference Approval

Attachment10: Quitclaim of Co-authored Dissertation

Attachment11: Application for Ph.D. Qualifying Examination Wave

**F. Supplementary**

1. This study guide has been implemented with the approval of Program Committee meeting. Any amendment will also be implemented with the same process.
2. Anything this study guide has not stated clearly, please refer to the relevant regulations of YZU.

(Attachment 1) Notification of Learning Process

**Yuan Ze University College of Management**

**Ph.D. Program**

**Notification of Learning Process**

Date: Year Month Date

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant |  | Student ID No. |  | Program | □Management□Finance□Accounting |
| Type of examinations | * Qualifying Examination

Subject : * Dissertation Proposal Defense (論文計劃書口試)

Topic of dissertation :   |
| Expected examination date | Year Month Date  |
| Signature of mentor or dissertation advisor |  |
| Signature of Coordinator of major field |  | Signature of Director of Ph.D. Program |  |

 Signature of Applicant：

(Attachment 2) Application for Dissertation Advisor

**Yuan Ze University College of Management**

**Ph.D. Program**

**Application for Dissertation Advisor**

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant |  | Student ID No. |  |
| Program | □Management□Finance□Accounting | Major field |  |
| The date of passing qualifying examination | Year Month Date  |
| I have reached an agreement with Prof. to be my dissertation advisor.Signature of Applicant：  Year Month Date  |
| Signature of advisor | Checked by advisor |
|  | * 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 |
|  |  | * 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.
* One of the co-advisors, meets the conditions.
 |
| Signature ofCoordinator of major field |  | Signature ofDirector of Ph.D. Program |  |
| Remark | 1. According to the Study Guide of the Ph.D. program, students need to apply for the acceptance of one or above dissertation advisors within a 3rd semester.
2. The Ph.D. program will pay advisors according to this application form.
3. The application for changing dissertation advisors needs to be reviewed and agreed upon by Program Committee meetings.
 |

(Attachment 3) Application for Changing Dissertation Advisor

**Yuan Ze University College of Management**

**Ph.D. Program**

**Application for Changing Dissertation Advisor**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Applicant |  | Student ID no. |  | Program | □Management□Finance□Accounting |
| Reasons to apply for changing |  |
| Signature of previous dissertation advisor |  |
| Signature of current dissertation advisor |  |
| Signature ofCoordinator of major field |  |
| Signature of Director of Ph.D. Program |  |
| Remark | * 1. The time to apply for changing dissertation advisor will not be allowed in the same semester with the application of dissertation advisor for acceptance.
	2. 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 |  |

|  |  |
| --- | --- |
| Dissertation Committee Members | Remark |
| Internal or external member | Title | Name of member | Highest education | Company or school working for | #：advisor\*：committee leader |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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(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)

(Attachment 6) Notification of Withdrawal Application for Examination

**Yuan Ze University College of Management**

**Ph.D. Program**

**Notification of Withdrawal Application for Examination**

 Date:

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

Major Group：

|  |  |  |
| --- | --- | --- |
| * Management
 | * Finance
 | * Accounting
 |

Advisor：

1. Course

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Classification | Course | Semester | Program | Grade | Confirm |
| Basic compulsory courses (3 credits) |  |  |  |  |  |
| Other compulsory courses (6 credits) |  |  |  |  |  |
|  |  |  |  |  |
| Research Method Courses (3 credits):Management/ Finance/ Accounting |  |  |  |  |  |
| Elective courses in major field(Management 18 credits/Finance 15+3 credits/Accounting 18 credits)  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Seminar ( not including in the graduation credits) |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Remark：Please attach the transcript to be approved.

(Attachment 8) Checklist for Applying Dissertation Proposal Defense

**Checklist for Applying Dissertation Proposal Defense**

1. Qualification Examination

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

1. 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：\_Year\_\_\_\_\_Month\_\_\_\_\_\_\_Date \_\_\_\_\_\_

1. Academic speech on special topics or seminars

Date：\_Year\_\_\_\_\_Month\_\_\_\_\_\_Date \_ Place：

Speech Topic：

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

1. International Journal

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Journal Name(Year, Page) | Doctor essay-related chapters, pages | Journal 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.

1. International Conference Essay

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

Remark： Please attach the hard copy of the Essay

(Attachment 10) Checklist for Applying Dissertation Oral Defense

1. Published case study

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

1. Other Ph.D. program related published essay

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

1. Review results
* Acceptation
* Rejection

 Explanation:

Signature of student:

Dissertation committee members:

Supervisors:

Coordinator of major field:

Director of Ph.D. Program:

(Attachment 11) Application Form for Unlisted Journal / Conference Approval

**Yuan Ze University College of Management**

**Ph.D. Program**

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

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Student ID No. |  | Name |  | Major |  | Cell phone No. |  |
| Journal Title | Checked by Program Major Coordinator |
|  | Is it an English periodical with an anonymous review system?* Yes

□ 3 Points□ 4 Points* No
 |
| The above-checked result will be submitted to the Ph.D. Program Committee Meeting for final approval. After your paper is accepted, please bring the following documents to the Ph.D. office.1. Paper Acceptance Documents (e-mail or hardcopy)
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?* Yes

□ 1 Points□ 2 Points* No
 |
| The above-checked result will be submitted to the Ph.D. Program Committee Meeting for final approval. After the paper is presented at the conference, please bring the documents to the Ph.D. office.1. Conference Program and related information (e.g. proceedings, proof of participation, etc.)2. Electronic Ticket or Boarding Pass Copy of Flight or Train 3. Paper Acceptance Documents (e-mail or hardcopy)4. Paper cover page and the photocopy of the abstract or full text of the paper.(Only if the paper is accomplished at Yuan Ze and unpublished elsewhere) |
| Applicant Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Advisor | Program Major Coordinator | Ph.D. Program Chair |
|  |  |  |

(Attachment 12) 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( / / )yyyy/mm/dd |  |
| Dissertation topic |  |
| Graduation credits quitclaim of co-authored PhD students | \* Co-authored conference paper may **only be counted to 1 PhD student**, the others are obliged to abandon this right.Signature of Co-author1.
2.
3.
 |
| Advisor |  |

(Attachment 13) Application for PhD Qualifying Examination Waive

**Yuan Ze University College of Management**

**Ph.D. Program**

**Application for PhD Qualifying Examination Waive**

|  |  |  |  |
| --- | --- | --- | --- |
| Student ID No. |  | Name |  |
| Journal Title(Year, Page) |  |
| Dissertation Topic |  |
| Notification for Examination Waive |
| 1. Waive application journal should be SSCI, SCI, or TSSCI.
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.
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.
4. Students should prepare an application form, journal appetence letter (published paper won’t have to be submitted), abstract of the paper, and the referral of the journal to the office.
5. Qualification exam should be completed within four years of enrollment.
 |
|

|  |  |
| --- | --- |
| Type of Journal | Check box |
| SSCI Journal |  |
| SCI Journal |  |
| TSSCI Journal |  |

 |
| Abandonment of Qualifying Examination by Co-authored Ph.D. students |
| \*Co-authored conference papers may **only be counted by 1 PhD student**, the others are obliged to abandon this right.Signature of Co-author1. 2.  |
| Comment of advisor |
| I confirm that the above papers do not violate academic ethics, and * **Agree** that the connotation of the paper meets the requirement of professional management field
* **Disagree** with the connotation of professional management field fit

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. |
| Advisor |  | Date | year month date |

 

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**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 Signature |   | Date |
| Year Month Date  |
| Advisor Signature |   | Date |
| Year Month Date  |