

**National Chung Hsing University  
Taichung, Taiwan**

**POLICIES AND PROCEDURES**

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

**AGRICULTURAL ECONOMICS  
AND MARKETING**



**October 2019**

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*Office of Department of Applied Economics, NCHU*

Address: National Chung Hsing University,  
145 Xingda Rd., South Dist.,  
Taichung City 40227, Taiwan (R.O.C.)

Location: 2<sup>nd</sup> Fl., Department of Applied Economics (Building 1)

Tel: +886-4-22840350, +886-4-22840352~353

Fax: +886-4-22860255

Email: [nchuae@nchu.edu.tw](mailto:nchuae@nchu.edu.tw)

Web: <http://aemp.nchu.edu.tw/en/>  
<http://nchuae.nchu.edu.tw/en>

## **POLICIES & PROCEDURES**

### **MASTER OF BUSINESS ADMINISTRATION (MBA)**

### **AGRICULTURAL ECONOMICS AND MARKETING**

The following information is a guide to the policies and procedures for the Masters in Agricultural Economics and Marketing. The information is intended for use by graduate students, faculty, and staff in the Department of Applied Economics. Additional information can be found at <http://aemp.nchu.edu.tw/en/>.

Graduate forms, rules and regulations are available at <http://www.oaa.nchu.edu.tw/eng/rules.htm>.

#### **I. ACADEMIC REQUIREMENTS**

##### **A. General Requirements**

Duration of Masters degree:

- Minimum 1 year
- Maximum 4 years (excluding 2 years of academic leave)

*Note:* Students with working status are allowed an extra year to graduate.

##### **B. Credit Requirements**

a. Minimum number of credits required for degree (excluding the credits of Physical Education and Defense Education Military Training): 39 credits

1. Required (compulsory) courses: 19 credits

    Selective courses: 14 credits

2. Dissertation: 6 credits

b. Credit Deduction: 12 credits maximum

*Note:* According to NCHU regulations regarding credit deductions, students must apply for credit deductions before the course addition and removal deadline in the first semester.

c. Undergraduate credits applicable towards graduation credit requirements:

Biotechnological Economics (3 credits)

“Biotechnological Economics” (senior, group of industrial economics, 3 credits) in undergraduate courses is opened for the Masters degree program. The credits can be counted in the graduation credits, but students still need to apply for the recognition of credits according to NCHU regulation.(2013.11.22)

*Note:* According to NCHU regulations regarding course selection, graduate students may select undergraduate courses to supplement their academic study. A maximum of 6 credits may be applied towards the graduation credit requirements with approval from the departmental chair, the student’s advisor, and the chair of the undergraduate department of the selected courses.

d. Number of credits from other departments applicable towards credit graduation requirements: 3 credits maximum

*Note:*

- Foreign students (excluding Overseas Chinese Students) at most 12 credits, but the courses must be taught in English, and admitted by the professor or the Departmental /Program Chair.
- Credits from other universities are allowed.

**C. Required Courses and Credits**

The MBA program offers 11 required courses with 25 credits in total. Students should take a minimum of required courses with at least 19 credits in total.

	<b>Subject</b>	<b>Credits</b>	<b>Comments</b>
1.	Microeconomic Theory (I)	3	
2.	Econometric Theory (I)	3	
3.	Macroeconomic Theory (I)	3	
4.	Dissertation	6	The topic of the dissertation of thesis paper must relate to agricultural economics and marketing, regarding agricultural resources and production, agricultural development and policy, agricultural marketing and globalization, etc.
5.	Seminars in Agricultural Economics and Marketing	1	This course is divided into two semesters, with 0 credit in the first semester, and 1 credit in the second semester. You must pass the 0-credit course first, and then take the 1-credit course.
6.	Theory of Agricultural Marketing (I)	3	Must choose courses from at least 3 of the 6 courses.
7.	Management on Sustainable Development of Rural Tourism	3	
8.	Economic Analysis for Agricultural Policy (I)	3	
9.	Agricultural Price Theory (I)	3	
10.	Leisure Services Marketing	3	
11.	Agribusiness Management	3	

- a. If students fail a required course, they must retake it and pass before graduating. All required courses must be passed before a student is allowed to graduate.

**D. Credit Exemption**

For more detailed and updated information, please see “The NCHU Regulation for Credit Exemption” (<http://www.oaa.nchu.edu.tw/eng/download/rules/C03eng.pdf> ).

**II. GRADES**

- A.** For each course, a course grade of 70 or above and a student conduct score of 70 or above are required to pass. Students are failed in the course if the conduct score falls below 70.
- B.** The course grade average accounts for 50% of the graduation score.

*Note:*

- Credits from required courses, selective courses, and dissertation comprise the required credits for graduation.
- The grading rules are referred to “NCHU Guidelines for Grading Students' Academic Performance” (<http://www.oaa.nchu.edu.tw/eng/download/rules/C10eng.pdf> ).

**III. INACTIVE STATUS AND PROBATION, DISMISSAL AND REINSTATEMENT, GRIEVANCES**

Students are afforded rights and have assumed responsibilities for adequately completing the requirements under the policies of the university. Refer to “NCHU’s Student Study Regulations”, (<http://www.oaa.nchu.edu.tw/eng/download/rules/GM05eng.pdf>) a student’s withdrawal from the Masters program is regulated by NCHU. Students who withdraw after having studied for less than one year are not granted any certificate or documentation. Graduate students must follow all NCHU regulations. If there is a violation of the regulations, students will receive punishment according to the NCHU Student Study Regulations.

#### IV. MBA DEGREE PROGRAM POLICIES & PROCEDURES

##### A. *Admission*

- a. According to the “NCHU Masters Program Regulations”, applicants who have one of the following four conditions can be admitted into the Masters program at NCHU:
  1. Applicant has followed education requirements that are equal to national universities, private universities/independent colleges, or foreign colleges recognized by the Ministry of Education.
  2. Applicant has passed an admissions interview, or admission examination.
  3. Applicant is a foreign graduate student who has been approved by the Ministry of Education and has passed the admissions interview.
  4. Applicant is a foreign graduate student who has been approved by the NCHU Regulations for Foreign Students Admission Committee.
- b. NCHU Admission Application for Foreign Students
  1. For more detailed and updated information regarding qualification for the application of foreign degree-seeking students, academic programs and all the other required documents, please visit <http://www.oia.nchu.edu.tw/index.php/en/internationalstudentscategory-en/59-degree-seeking-students-admission-en/58-degreeseeking-apply-en>  
Foreign Applicants should read thoroughly, complete and submit the online application via NCHU’s office of international affairs website at <https://missfortune.nchu.edu.tw/oiafsdeg/?action=login>
  2. For the fee information, please visit <http://www.oia.nchu.edu.tw/index.php/en/internationalstudentscategory-en/59-degree-seeking-students-admission-en/63-degreeseeking-fees-en>

##### B. *Faculty introduction*

Effort is made to match the specific professional interests of entering students to the areas of specialization of the faculty in the assignment of the initial temporary advisor and selection of the major professor. After becoming familiar with the research areas of the faculty, the student should select a major thesis advisory professor. The department has seven full-time professors, four full-time associate professors, three assistant professor, four part-time professors, and one adjunct professor. The following is the basic introduction of full-time faculty members:

<b>Full-time Faculty</b>	<b>Position</b>	<b>Professional Field</b>
<a href="#">Chia-Lin Chang</a>	Distinguished Professor and Chair	Industrial Organization, Empirical Finance, Energy Finance, Applied Econometrics, Financial Economics, Time Series Analysis, Climate Change Econometrics
<a href="#">Tsorng-Chyi Hwang</a>	Professor	International Economics and Marketing, Agricultural Policy and Finance, Rural Development and Planning, Agribusiness Development
<a href="#">Jong-Wen Wann</a>	Professor	Agricultural and Food Economics, Agricultural Marketing, Innovation Management
<a href="#">Chi-Chung Chen</a>	Distinguished Professor	Economic Analysis of Climate Change, Agricultural Policy, Resource and Environmental Economics, International Agricultural Trade, Energy Economics
<a href="#">Biing-Wen Huang</a>	Professor	Agricultural Economics, Industrial Economics, Rural and Agricultural Market Survey
<a href="#">Wei-Chun Tseng</a>	Professor	Natural Resources Economics, Applied Econometrics
<a href="#">LiHsien Hank Chien</a>	Associate Professor	Agricultural Marketing, Agribusiness Decision and Management, Industrial Economics, Risk Economics
<a href="#">Lee-Yu Shih</a>	Associate Professor	Agricultural Finance, Agricultural Economics, Financial Analysis, Insurance
<a href="#">Shu-Yi Liao</a>	Associate Professor	Computable General Equilibrium Modeling, Input - Output Analysis, Dynamic Programming, Application of Econometrics Model
<a href="#">Kuo-I Chang</a>	Associate Professor	Agricultural Trade, Empirical Analysis of International Trade
<a href="#">Yu-Chen Yang</a>	Associate Professor	Agricultural Economics, Environmental and Resource Economics
<a href="#">Yun-Ju Chen</a>	Assistant Professor	Analysis of Consumers' Willingness-to-pay, Application and Analysis of Demand Model
<a href="#">Wu-Yueh Hu</a>	Assistant Professor	Agricultural Economics, Empirical IO, Applied Econometrics

For more information regarding each faculty member's honors and awards, publications, working papers, and conference presentations, among others, please visit [http://nchuae.nchu.edu.tw/en/member.php?member\\_class=%E5%B0%88%E4%BB%BB%E6%95%99%E5%B8%AB](http://nchuae.nchu.edu.tw/en/member.php?member_class=%E5%B0%88%E4%BB%BB%E6%95%99%E5%B8%AB).



**C. *Rules for Finding A Thesis Advisory Professor***

After entering graduate school, graduate students must find a thesis advisor before the end of the first semester. A graduate students' spouse or relatives within the third-degree of kinship (including relatives by blood and affinity) are prohibited from acting as the graduate student's thesis advisor or thesis examination committee member. The list of thesis advisors shall be approved by the chair of the department, graduate program, or credit course before it is submitted to the Division of Registration, Office of Academic Affairs for record.

The thesis advisor must possess a degree recognized by relevant regulations to serve as a member of the degree exam committee. Generally speaking, the thesis advisor should be a full-time NCHU academic. However, the advisor may be a part-time teacher in NCHU or other universities, if approved by the chair of the departmental/graduate program.

a. Advisory Committee (Examination Committee)

Every examination for a Masters Degree from NCHU is held by the Examination Committee. The Examination Committee consists of three to five members; at least one-third of the members shall be from universities other than NCHU. Members of the Examination Committee are recommended by the thesis advisor, approved the departmental/graduate program/degree program, and reported to the NCHU president by the chair of the departmental/graduate program/degree program.

The student's thesis advisor is included in the Examination Committee but is not allowed to be the committee convener. Members of the Examination Committee must have knowledge regarding the thesis topic, and must fulfill one of requirements below:

1. Have been a professor or an associate professor.
2. Have been a committee member, researcher or associate researcher in Academia Sinica.
3. Have obtained a doctoral degree in any profession or specialization.
4. Have achievement on rare or extraordinary subjects in any profession or specialization.

Details regarding qualifications specified in 3 and 4 shall be determined by the academic affairs meetings of the respective departmental/graduate program/degree.

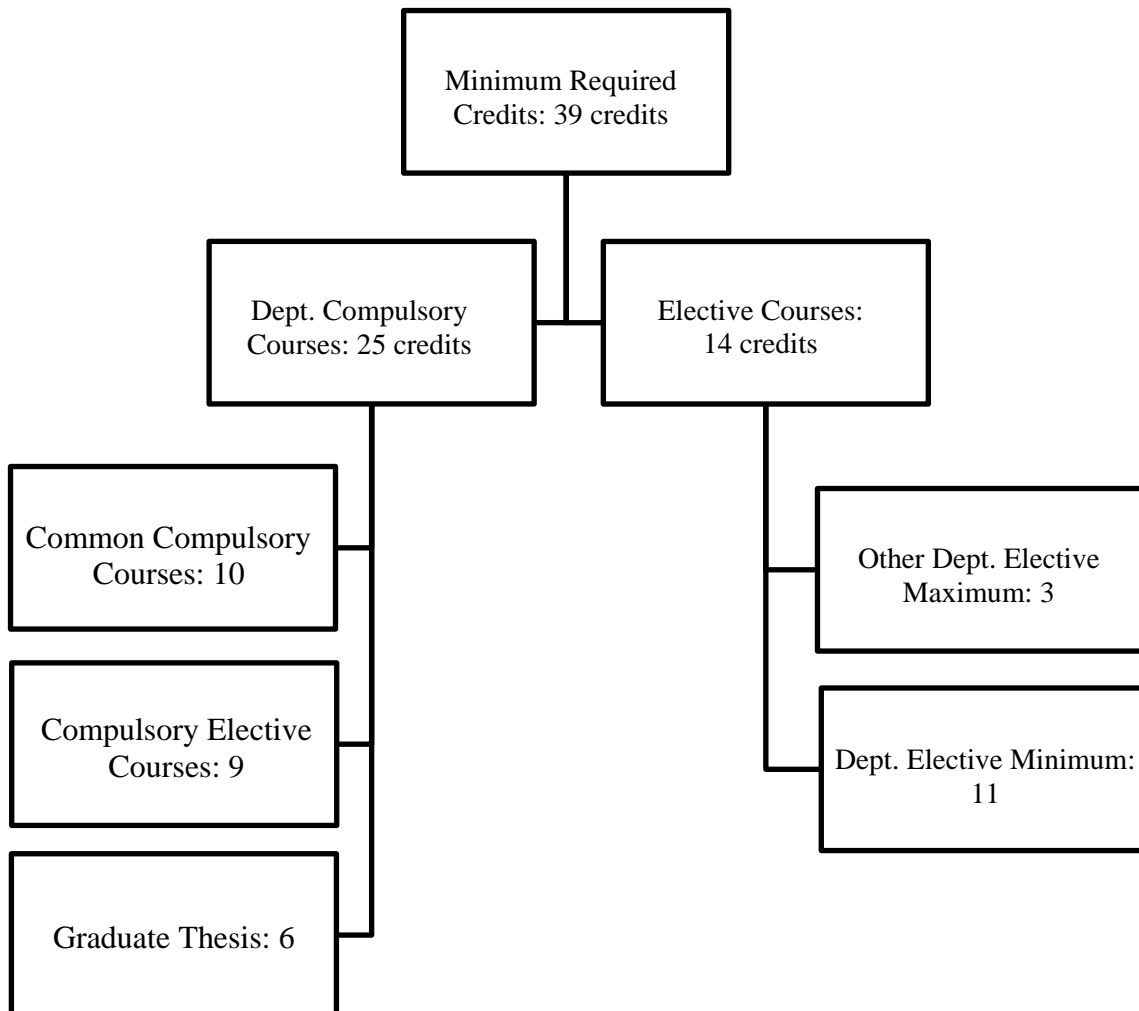
For more detailed and updated information, please see "NCHU Guidelines for the Interaction Between Thesis Advising Professors and Graduate Students" at <http://www.oaa.nchu.edu.tw/eng/rules.htm>.

D. *Program of Study: MBA*

a. General Requirements

All Masters degree programs of study should be approved and submitted to the Departmental Office at the beginning of each academic semester. The student prepares the program of study in consultation with the thesis advisor, who must then indicate their approval by signing the Program of Study form. The Director of Graduate Studies must endorse the Program of Study and forward it to the Dean of the Graduate School.

b. MBA in Agricultural Economics and Marketing Course Map



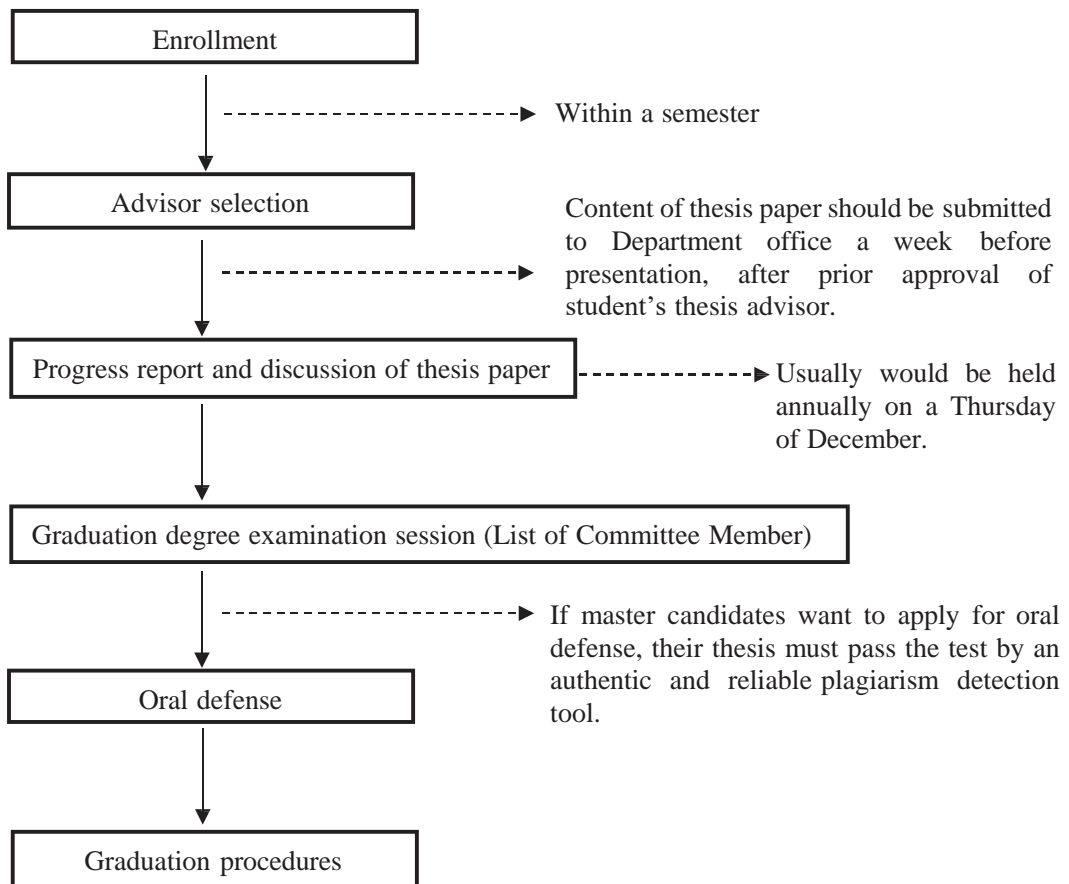
c. Notice of regulations and procedures for Masters degree theses

The report should demonstrate a student's understanding of the economic concepts critical to the problem. A critique of the literature related to the topic should be included in the written report. The student should provide a qualitative analysis (graphical) of the problem. The qualitative analysis may propose testable hypotheses. Finally, the student should present a quantitative framework for further analysis. Quantitative analysis is not necessarily required, although it is encouraged.

The student shall be given a minimum of 1 week and a maximum of 2 weeks to complete the written paper. The oral defense is to be scheduled no sooner than 2 days after the paper is submitted. The oral presentation and defense is open to all faculty members and students.

The student's advisory committee will evaluate the report and oral defense. A copy of the student's report should be filed with the department.

The following flowchart shows the procedure for studying the Masters degree:



**E. Modifications (“Variations”) in the Program**

Master program students wishing to transfer to another departmental/graduate program/degree program can do so only after they has studied in their original program for at least one semester before the transfer application can be filed. The application must be filed before the student registration date of the 4<sup>th</sup> semester (not counting the semester during which students are on leave of absence), and approved by the chair of the original departmental/ graduate program/ degree program. This application must also be approved by the departmental/ graduate program/ degree program to which the student wishes to transfer. The Dean of Academic Affairs and the President of NCHU must also approve the application.

**F. Research Ethics**

Every graduate student has to acquire the Research Ethics Education (REE) course certificate before applying for their final thesis exam. The department will make the decision on whether each graduate student fulfills the REE requirements.

About RRE, please visit the Center for Taiwan Academic Research Ethics Education website at <https://ethics.moe.edu.tw/>.

**G. Completing the MBA in 1-2 years**

Students who have reached the minimum period of study, completed required courses, credits, and also registered in that semester, can apply for the Masters Degree Examination in that semester and at least 20 days before the date scheduled for the examination. Students who fail the Examination and are still within the time limitation of study are allowed to apply for a re-examination in the following semester or academic year. Students who fail the re-examination will be dismissed from the Masters program. The passing grade for the exam is 70.

The following table shows the suggested timetable [a 2-year plan] for the Masters degree:

Recommended Grade	Common Compulsory Course	Compulsory Elective Courses (Choose three)	Elective Courses
First Year Masters	- Microeconomics(I) - Macroeconomics(I) - Econometrics Theory(I) Seminars in Agricultural Economics and Marketing	- Agricultural Marketing(I) - Management on Sustainable Development of Rural Tourism	- Practical New Product Development and Marketing
Second Year Masters	Thesis [The topic of the dissertation of thesis paper must relate to agricultural economics and marketing.]	- Agricultural Policy Economic Analysis(I) - Agricultural Price Theory(I) 、 Leisure Services Marketing - Agribusiness Management	- Energy Economics - The Economics Analysis on Climate Change...

## V. ORAL EXAMINATION & FINAL COPIES OF THE THESIS

A final oral examination is required for the Masters degree. According to the “NCHU Implementation Guidelines for Master’s Degree Examination”, students who plan to apply for a thesis examination must submit their thesis, approved by their thesis professor, and complete the thesis examination application, signed by the chair of the departmental/graduate program/degree program. It must then be approved by the standing NCHU president, by way of the Academic Office, **20 days before** the thesis examination date. The thesis examination date and place for each Masters program is co-decided by the Examination Committee and the departmental/graduate program/degree program.

For a more detailed and updated information, please see “NCHU Implementation Guidelines for Masters Degree Examination” at <http://www.oaa.nchu.edu.tw/eng/rules.htm>; and “Notice of attention for thesis oral defense”, “The assessment and procedures” at [http://nchuae.nchu.edu.tw/en/download\\_paper.php?download\\_class=%E8%AB%96%E6%96%87%E5%B0%88%E5%8D%80](http://nchuae.nchu.edu.tw/en/download_paper.php?download_class=%E8%AB%96%E6%96%87%E5%B0%88%E5%8D%80).

### A. *Scheduling*

The candidate contacts members of the advisory committee to arrange a mutually agreeable minimum two-hour period for the oral examination. The candidate is responsible for reserving an examination room. The time and location for the examination should be reported to the Graduate Coordinator, who will ensure that all department faculty and students are notified. The notice should include the title of the thesis. Details of scheduling should be referred to “Notice of attention for thesis oral defense” at the official website of the Department of Applied Economics.

### B. *Administration of the Examination*

- a. The thesis examination is open to the public, and the Examination Committee recruiter must appoint a person to record the process of the examination. When the Examination Committee scores the thesis, all audience members must leave the room. A record of the entire examination process will be kept by each department/graduate program/degree program present. Thesis scores will be sent to the Division of Registrar for record.
- b. The Examination Committee must raise questions regarding the thesis topic during the examination period. The examination length must be adequate, and the written test may be held at another time, if necessary.
- c. The Division of Registration determines the thesis score by averaging the scores given by

each member of the Examination Committee. The thesis score is shown on a transcript signed by all committee members and the chair of the departmental/graduate program/degree program. A score of 70 is considered the passing score for all thesis examinations. If half of the Examination Committee members give scores below 70, the scores given by the rest of committee will not be considered even though the total average may reach 70. In this case, the student is considered to have failed the thesis examination. If copyrights breaching or cheating is found to have occurred and are confirmed by the Examination Committee, the student's thesis will be graded as failed.

- d. All members of the Examination Committee must attend the examination in person, and may not be replaced by others. At least 2/3 of committee members must be present for the examination. At least 3 committee members must attend the examination. At least 1/3 of the committee members present at the examination must come from universities other than NCHU.

**C. *Final Copies of the MBA Thesis***

Students who have passed their thesis examination must submit two original copies of their thesis, signed by the thesis advisor, and stamped by the departmental/graduate program/degree program. One copy will be stored at NCHU and the other will be sent to related institutions for their records. Graduate students must also submit to NCHU the electronic files of their thesis with the same contents via Electronic Dissertations Thesis Service (EDTS).

Electronic dissertations and theses (EDT) submitted by NCHU students are openly available, and are indexed by the Airiti Library, one of the most commonly and widely-used Electronic Periodicals in Taiwan. For information and assistance with formatting a thesis document, please see “the Guide of ETDS File Format & Conversion & ETDS Service Workflow” on Electronic Theses at [http://etds-new.lib.nchu.edu.tw/files/standards\\_en\\_nchu.pdf](http://etds-new.lib.nchu.edu.tw/files/standards_en_nchu.pdf); and some FAQ at [http://etds-new.lib.nchu.edu.tw/files/QA\\_en\\_nchu.pdf](http://etds-new.lib.nchu.edu.tw/files/QA_en_nchu.pdf).

**D. *Pre-Publication of Thesis***

If a student wishes to publish the thesis in advance of graduation, written authorization by the major advisory professor is required.

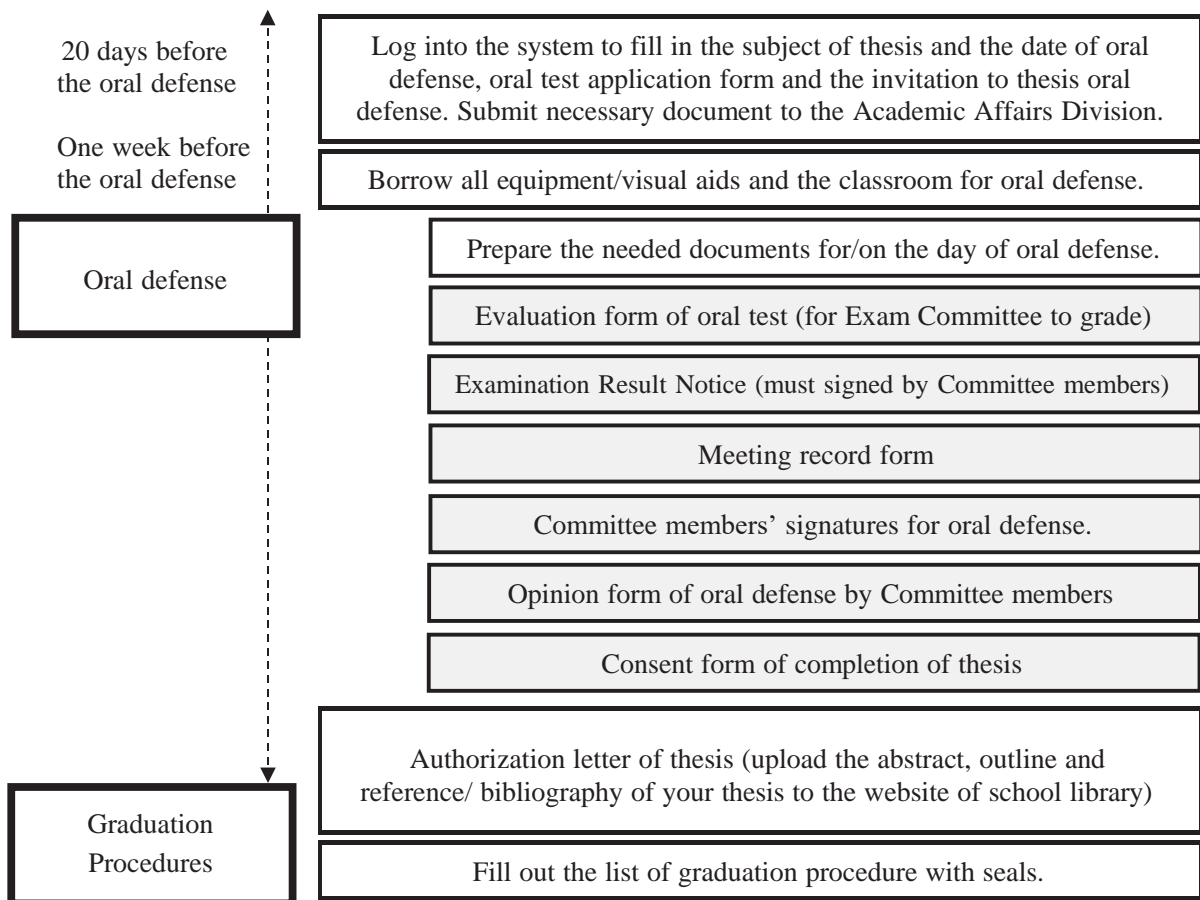
**E. Presentation and Retrieval of Data**

The Masters thesis should report, describe, and/or reference the process as undertaken to derive the results presented in the thesis. The thesis should include data documentation as well as model specification. The student shall provide their thesis advisor with all computer programs that are written or developed.

**F. Enrollment in Final Term**

All students are required to be enrolled in the term in which the degree is granted. The thesis is normally submitted during the last term of graduate studies. In cases where completion is delayed, students must enroll in the term in which the degree is granted. If Masters students fail to successfully defend their dissertation, but have not been in the program for the required time, they may apply to defend again in the next semester or in the next academic year. They will be withdrawn from the graduate program upon a second failure. A score of 70 or higher is required to pass.

The following chart shows the general timeline, procedures and notices for the thesis oral defense:



## **VI. GRADUATION PROCEDURES & MASTER DEGREE CERTIFICATE**

### **A. *Procedures for Leaving School***

Graduate students who wish to take the degree examination must submit their Thesis Exam Result Notice before the end of August (for a thesis presented in the second semester) or the beginning of the second semester (for a thesis presented in the first semester). Those who have passed the examination and fulfilled all graduation requirements shall complete the 'Procedures for Leaving School.' In this case, the student's graduation date is the end of the final exam month (either June or January).

For students who complete the "Procedures for Leaving School" before the final exam month (January or June) and who have taken no credit courses other than Thesis Writing during that semester, the date of the degree awarded is based on the actual time when the Procedures for Leaving School are completed.

Students who fail to submit the Thesis Exam Result Notice and complete the "Procedures for Leaving School" before the deadline are required to register for the next semester. The date of the degree awarded is based on the actual time when the Procedures for Leaving School are completed.

### **B. *Earning the Masters Degree Certificate***

Students who complete the Department Compulsory and Elective courses: 39 credits, pass the oral test and finish the procedures for leaving school, could be awarded a Masters degree certificate.

*Note:* For degrees that are already certified, but are later found to have breached a copyright or to have plagiarized in preparing the thesis, writing, presentation or reports, the degree will be revoked.



## VII. ASSISTANTSHIP POLICIES AND PROCEDURES

### A. *Regulations from Office of Student Affairs, National Chung Hsing University*

- a. NCHU Student Regulations for Applying for the Emergency Assistance Grant
- b. National Chung Hsing University Financial Aid Regulation
- c. NCHU Regulation for Publication Award

National Ching Hsing University offers students some assistance; for further information regarding the policies and regulations, please visit <https://www.osa.nchu.edu.tw/osa/en/laa/regulation.html>.

### B. *Regulations from Office of International Affairs, National Chung Hsing University*

- a. National Chung Hsing University Scholarship Regulations for Foreign Degree-seeking Students
- b. MOE/NCHU Elite Scholarship
- c. Taiwan Scholarship
- d. Taiwan International Graduate Program (TIGP) Scholarship
- e. Taiwan International Cooperation and Development Foundation (ICDF) Scholarship
- f. Nan-Liu Scholarship

National Ching Hsing University offers international students some assistance; for further information regarding the policies and regulations, please visit <http://www.oia.nchu.edu.tw/index.php/en/internationalstudentscategory-en/59-degree-seeking-students-admission-en/62-degree-seeking-scholarship-en>; and <http://www.oia.nchu.edu.tw/index.php/en/about-en/regulation-en/187-laws-and-regulations-4-en>

### C. *Regulations from the Department of Applied Economics, National Chung Hsing University*

The Department of Applied Economics offers students some support and assistance, mostly from alumni. For further information regarding the policies and regulations, please visit [http://nchuae.nchu.edu.tw/en/download\\_scholarship.php?download\\_class=%E7%8D%8E%E5%AD%B8%E9%87%91](http://nchuae.nchu.edu.tw/en/download_scholarship.php?download_class=%E7%8D%8E%E5%AD%B8%E9%87%91)

## VIII. STUDENT CONDUCT & THE AWARD, MERIT AND PENALTY

### A. *Student Conduct*

See “NCHU Student Conduct Evaluation Regulation” at <https://www.osa.nchu.edu.tw/osa/en/laa/regulation.html>

### B. *Award*

See “National Chung Hsing University Guidelines on Award for Outstanding Students” at <http://www.osa.nchu.edu.tw/osa/en/laa/regulation.html>

### C. *Merit and Penalty*

See “NCHU Student Merit and Penalty Regulation” at <https://www.osa.nchu.edu.tw/osa/en/laa/regulation.html>

### D. *Reporting Academic Dishonesty*

All members of the academic community, both students and faculty, are urged to report acts of academic dishonesty. To discuss or report an alleged violation, contact the Office of Student Affairs, NCHU.

### E. *Additional Information*

#### a. *Office of Student Affairs, NCHU*

Address: National Chung Hsing University, 145 Xingda Rd., South Dist., Taichung City 40227, Taiwan (R.O.C.)

Location: 3rd Fl., Administration Hall

Tel: +886-4-2284-0223

Fax: +886-4-2287-4839

Email: [nchuosa@dragon.nchu.edu.tw](mailto:nchuosa@dragon.nchu.edu.tw)

Web: <https://www.osa.nchu.edu.tw/osa/en/index.html>

#### b. *Office of Academic Affairs, NCHU*

Address: National Chung Hsing University, 145 Xingda Rd., South Dist., Taichung City 40227, Taiwan (R.O.C.)

Location: 3rd Fl., Administration Hall

Tel: +886-4-2284-0208

Fax: +886-4-2287-1530

Email: [oaaweb@nchu.edu.tw](mailto:oaaweb@nchu.edu.tw)

Web: <http://www.oaa.nchu.edu.tw/eng/index.htm>

#### c. *Office of International Affairs, NCHU*

Address: National Chung Hsing University, 145 Xingda Rd., South Dist., Taichung City 40227, Taiwan (R.O.C.)

Location: 3rd Fl., Administration Hall

Tel: +886-4-22840206

Fax: +886-4-2285-7313

Email: [oia@nchu.edu.tw](mailto:oia@nchu.edu.tw)

Web: <http://www.oia.nchu.edu.tw/index.php/en/>

## IX. OTHER DEPARTMENTAL POLICIES AND PROCEDURES

### A. *Facilities and Resources*

The main space of the department is divided into two major buildings on campus: “Applied Economics Building I” and “International Agriculture Research Center – 3rd & 4th Floor”.

“Applied Economics Building I” is the teaching building for undergraduate degree students.

“International Agriculture Research Center – 3F and 4F” is the teaching building for the Masters degree, Executive Masters degree, and PhD degree students.

“Applied Economics Building I” hosts seven Faculty Staff Offices, five classrooms (four with e-platforms), two Conference Rooms (one with e-platforms), and one Auditorium. In addition, there are two Offices for the Student Association and one Employment counselling room that provide bachelor’s degree students a meeting and study area.

“IAC – 3F and 4F” hosts eight Faculty Staff Offices, sixteen Graduate Students Research Rooms (Masters, Executive Masters, PhD) and five Classrooms. Additionally, there is one Computer Laboratory and one Library.

Since the return of relevant journals and books to the school library in the period 2011-2013, the departmental library is currently equipped with relevant books, storage of Masters degree theses, copies of the Taiwan Journal of Applied Economics (TJAE), as well as domestic and international Periodicals.

In recent years, for efficiency in teaching and research, the necessary equipment has been enriched. Hence, the research facilities of the department are separated into two areas, namely:

- a. Common Use: Projection automatic curtains, Laptops, Projectors, E-platform, Slide Projector, Copy machine, Fax machines, DV & Camera and Teaching Acoustics.
- b. Facilities in computer laboratory and faculty staff offices: Multimedia Computers, Personal computers, and Laser printers and Scanners. In addition to providing library-related services for research purposes, the Department also set up a computer laboratory equipped with 29 computers and a copy machine. Each graduate student is also issued with an access card to the computer laboratory at any time.

Furthermore, in order to offer a comfortable research and learning environment, the department exclusively provides research rooms for Masters, Executive Masters and PhD students. An average

of six Masters students share one research room; three to four PhD students share one research room; and first- and second-year Executive Masters students share one larger research room. Moreover, each student in a specific research room is provided their own desk and bookcase. Air-conditioned facilities are available, and internet connection with a personal network IP address is issued to each graduate student.

**B. *Assignment of Work Space and Mailboxes to Graduate Students***

Work space for graduate students in the Department is assigned on a priority basis, with students employed as instructors, research assistants or graduate assistants being assigned first, followed by students on fellowship appointments, and by students employed on a miscellaneous payroll.

Each graduate student has an assigned mailbox in the Department in which departmental and university mail is received with other correspondence being sent to the departmental address.

Student cards and room keys will be issued to graduate students, who bear responsibility for reimbursement should keys be lost. All keys must be returned when students are no longer enrolled.

**C. *Future Contact***

The Department of Applied Economics would like to keep an accurate database of where graduates go upon receiving their degrees. After you have secured employment, please send your position title, job description, company information and any other pertinent information to the Graduate Coordinator of the Department of Applied Economics. Position information will be used and integrated as statistical charts in marketing materials and on the departmental website to showcase to prospective students where recent graduates have taken positions.

**D. *Contact Information***

*Office of Department of Applied Economics, NCHU*

Address: National Chung Hsing University, 145 Xingda Rd., South Dist., Taichung City 40227, Taiwan (R.O.C.)

Location: 2<sup>nd</sup> Fl., Department of Applied Economics (Building 1)

Tel: +886-4-22840350, +886-4-22840352~353

Fax: +886-4-22860255

Email: [nchuae@nchu.edu.tw](mailto:nchuae@nchu.edu.tw)

Web: <http://aemp.nchu.edu.tw/en/>

<http://nchuae.nchu.edu.tw/en>