

## **IHRD Regulations on Study and Degree Qualification Examination**

1. This regulation is based on the MOE's Enforcement Rules of Degree Conferral Law and NTNU's Guidelines for Qualification Examination of Doctoral and Master's Degrees.
2. Students who successfully complete their study and meet all graduation requirements receive a degree in Master of Business Administration (M.B.A.).
3. Thesis Advisor Selection
  - (1) Students shall complete the thesis advisor selection by the end of the first year of study, from among the faculty members of IHRD, including full-time or part-time professors, associate professors, or assistant professors. If needed, and upon the approval of the Director, students may seek an advisor from outside of the institute, however, one faculty member from IHRD must act as a co-advisor.
  - (2) Students are allowed to change the thesis advisor upon the approval of both the former and the new advisors as well as the Director, however, this can only be done once during their study. If a student who requests a change in advisor has passed the thesis proposal, a new proposal under the guidance of the new advisor must be submitted for review and approval before proceeding with the thesis research.
4. Track Selection
  - (1) IHRD program offers two tracks for students to choose from, academic track (A) and practical track (P).
  - (2) Three months prior to applying for thesis proposal defense, students need to submit the Track Selection Confirmation Form signed by their advisor.
5. Course Selection and Completion of Courses
  - (1) An academic advisor or the class tutor is available for consultation on course selection matters if the thesis advisor is not decided yet.
  - (2) All course selections must be approved by either the academic advisor or thesis advisor, and signed off by the Director.
  - (3) A student can register for a maximum of 18 credit hours and a minimum of 3 credit hours per semester. Those whose total credit hours earned have reached the required credit hours for graduation are not subject to the lower limit.
  - (4) Students are required to take a minimum of 6 credit hours of cross-disciplinary management courses from outside of IHRD.
  - (5) If students have taken online courses, only 9 credit hours of such courses are eligible as part of the required graduation credits.
  - (6) All courses taken, including online and cross-disciplinary management courses

outside of IHRD, must be English-taught and offered at the master or doctoral level to be counted as graduation credits. For courses outside of IHRD, to be eligible as graduation credits, an approval form must be signed by the academic or thesis advisor and the Director prior to taking the courses.

- (7) Course Waiver Policy: Please follow the course waiver policy of NTNU and complete the application within the school's specified timeline.

## 6. Graduation Requirements

- (1) Graduation credit hour requirement
  - A) Academic track: A minimum of 33 credit hours, including 9 core credit hours and 24 enrichment elective credit hours.
  - B) Practical track: A minimum of 42 credit hours, including 9 core credit hours and 33 enrichment elective credit hours.
- (2) Students are required to share their thesis research in the Seminar course at least once, and attend at least one each of other students' proposal and thesis defense meetings.
- (3) Research paper requirement
  1. Academic track: At least one full paper is accepted and presented orally in a local/international academic conference, or published in an academic journal in human resource or organization management fields. The paper submission must be approved by the thesis advisor. If you have co-authors in a paper, the credit for this paper is divided among the co-authors who are not a professor. For example, a paper accepted for a conference has listed you and another student as co-authors, so this paper only counts as half of a paper toward your research paper requirement. Similarly, if the paper is co-authored by you and two other students, each of you gets 1/3 of the credit toward one paper. Note that co-authoring professors are not included in this calculation.
  2. Practical track: At least one practice report is accepted and orally presented in a professional practice conference organized by IHRD. The report must be approved by the thesis advisor.
- (4) English language proficiency requirement

Before applying for final defense, students who have not obtained a college degree from an English-speaking country will need to certify their English proficiency in one of the following English ability tests with their minimum scores noted as follows:

  - A) TOEFL-iBT at 80 or above;
  - B) TOEFL-CBT at 220 or above;
  - C) TOEIC at 800 or above, or
  - D) IELTS, at 6.5 or above.

(5) Master's thesis requirement

All students are required to complete a master's thesis in accordance with their track guidelines and pass the final oral defense. The format of the master's thesis for the academic track is an academic thesis and for the practical track is a professional practice report. The topic of a professional practice report shall be related to practitioner applications.

7. The Master's Thesis Proposal Meeting

- (1) Eligibility: Students who have acquired 2/3 of the required course credits are allowed to apply for the proposal defense.
- (2) Application procedure: Submit the application form for thesis proposal defense.
- (3) Thesis proposal defense committees are organized by the Director of IHRD and composed of faculty members of our institute as well as professors from outside of our institute.
- (4) The proposal must be written in English. The evaluation outcomes are as follows: A) Pass, B) Revision Required, and C) Fail. Students who receive a "Pass" decision are allowed to continue the proposed research; those who receive a "Revision Required" decision need to revise the proposal until the committees approve it; those who receive a "Fail" decision must re-apply for another proposal defense in the next semester.

8. Master's Degree Qualification Examination (Thesis Oral Defense)

- (1) Eligibility:
  1. Students who have fulfilled the research paper requirement specified above.
  2. Students who hold an English ability test certificate that meets or exceeds the English language proficiency requirement specified above.
- (2) Application deadline: Students shall apply for the masters' degree qualification examination according to the deadline specified in the NTNU Academic Calendar.
- (3) Documents to be submitted during application include:
  1. Thesis oral defense application form
  2. Declaration of academic integrity
  3. "Turnitin" originality report of the thesis
  4. The official course enrollment and completion record from the school system
  5. The paper submitted to a conference or a journal, and the acceptance letter or certificate of presentation.
  6. The proof of English language proficiency requirement
- (4) Time for the defense: Students shall hold the final defense before the deadline specified in the NTNU Academic Calendar. Additionally, the final defense meeting can only be held three months after passing the proposal defense.

- (5) The formation of Committee for Thesis Oral Defense shall be in accordance with NTNU's Guidelines for Qualification Examination of Doctoral and Master Degree.
  - (6) The thesis must be written in English.
  - (7) The qualification examination is conducted in the form of a physical oral defense meeting, except in the event of force majeure in which case the student can apply to hold the oral defense online. An online defense shall be video recorded and archived according to NTNU regulation.
9. Matters not covered in the above will be handled in accordance with NTNU's Guidelines for Qualification Examination of Doctoral and Master Degree and the decision of the institute's faculty committee.
10. The regulations specified above are executed after being concurred by the institute's faculty committee and approved by NTNU. The same procedure shall apply should changes occur.